

GIDEON ACADEMY



PARENT HANDBOOK 2025-2026

In all your ways acknowledge him, and he will make straight your paths.
Proverbs 3:6



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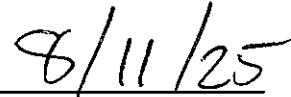
Introduction Section

Handbook Approval

Approval By School Board. This Parent/Student handbook (revised August 11, 2025) was approved by the school board on August 11, 2025.



Delia Serrano
School Board Secretary



Date

Letter from Gideon's Administrator

What a privilege we as a staff here at Gideon Academy have to serve our 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 during every activity.

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

Our school uses the School of Tomorrow Accelerated Christian Education (A.C.E.) curriculum for most academic instruction (California History, Computer Science, and Foreign Language are exceptions). The A.C.E. curriculum has been proven for over 50 years. 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 worship service occurs weekly in order to foster your child's spiritual growth.

Please take the time to read through this handbook so that you will know not only the rules and policies of the academy, but the values of Christ Centered Church. If you 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,



Carlos Zepeda
Gideon Academy'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 Academy, in partnership with parents/guardians, will cultivate Christ-like character in students through caring and nurturing supervisors by providing quality education that integrates Biblical values, principles, and excellence. Our goal is to educate, motivate, and inspire students to become God-fearing professionals and future leaders.

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 Honor, Integrity, and Servanthood (H.I.S.).

Philosophy of Education

Gideon's philosophy of education is based upon a God-centered life view according to Colossians 2:8 -

"Beware lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ."

For this reason, Biblical principles are integrated in every facet of its institution..

Therefore, Gideon's policies and procedures, standards for relationship, and educational processes connect the student to God.

Purpose

The Biblical story of Gideon illustrates how God uses people of all ages despite their social and economic status to accomplish His will. Therefore, we believe this inspiring Biblical story relates to our school mission.

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."



The objective of building a private Christian school is to obey the Scriptural imperative of the Bible written in Deuteronomy 6:4-9, which says:

4 Hear, O Israel: The Lord our God is one Lord: 5 And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. 6 And these words, which I command thee this day, shall be in thine heart: 7 ***And thou shalt teach them diligently unto thy children***, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. 8 And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. 9 And thou shalt write them upon the posts of thy house, and on thy gates.

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.

Organization

Gideon operates as a non-profit private Christian school and as a ministry of Christ Centered Church Bakersfield, Inc. Tuition and fees cover the majority of 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 and enables us to keep tuition fees reasonable.

Gideon was birthed out of prayer and fasting as a house of worship unto God and continues to be a place for the Lord's presence to dwell. The staff at Gideon begins each week by prayer and devotion in addition to their daily classroom prayer and devotion

School Board and School Administrator

Gideon is governed by the board of directors of Christ Centered Church Bakersfield Inc., which is the school board. The school administrator/principal works under the direction of the school board. The current board members, staff, and church members may recommend new members to the board. The current church board members will take these recommendations and decide which individuals to actively recruit. Bi-monthly meetings are held to make decisions and discuss important issues regarding the general operations of the school. The current school administrator, Carlos Zepeda, provides the daily leadership and operation for the school.

The administrator provides reports to the school board monthly and/or as needed. The school board is not involved with day-to-day procedures and activities of Gideon. However, the board 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 (NCPA), and Accreditation International (Ai.). All of these accrediting agencies are widely recognized by educators and accepted as leaders in advancing quality school improvement.

There are advantages associated with accreditation. Gideon Academy encourages the dual enrollment of its students so they may receive their LCA transcript and diploma accredited by MSA-CESS, NCPA, 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 accreditation 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, known as supervisors, are trained and graduates of the ACE Supervisor's Training Course. They are apt to teach and help the students learn the subjects within their responsibility of the grades assigned. However, they are not certified teachers by the state of California and by state law private schools are granted this right. Therefore, we are confident in our staff and their ability to help children learn in a Christian education environment.

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.

School Contact Info:

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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 Gideon Academy 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 (1 Thessalonians 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 Second Coming of our Lord Jesus Christ 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 Lord's return, will be caught 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. (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



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 ministry of medical science, he should not be criticized by his fellow church members, who must weigh the matter and consider themselves lest 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.

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).
12. **Human sexuality** - We believe was given by God both as a means of human reproduction and as a means to help bond a male and a female in a one-flesh union (Genesis 2:24). Because of its inherent power, God placed restrictions on human sexuality. As such the Bible presents fornication, adultery, polygamy, homosexuality, bestiality, incest, and transgenderism as improper expressions of human sexuality. Christ Centered Church Bakersfield, Inc will continue to uphold by teaching, preaching, and practice the biblical ideal of human sexuality and to stand against all improper expressions of human sexuality, including, but not limited to the following:
13. **Fornication** is defined as “sexual intercourse between unmarried people” and often is interpreted as sexual immorality, including all sexual sins. It is a sexual sin classified by the Bible as a work of the flesh. The Bible records, “Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness . . . that those who practice such things will not inherit the kingdom of God” (Galatians 5:19-21). This principle is echoed when the Bible warns, “Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites . . . will inherit the kingdom of God” (I Corinthians 6:9-10). Further, the Bible notes, “Now the body is not for sexual immorality but for the Lord, and the Lord for the body” (I Corinthians 6:13). The Bible states plainly that believers should, “because of sexual immorality, let each man have his own wife, and let each woman have her own husband” (I Corinthians 7:2). During times of temptation the Bible teaches believers, “Flee sexual immorality. Every sin that a man does is outside the body; but he who commits sexual immorality sins against his own body” (I Corinthians 6:18). Finally, the Bible instructs, “For this is the will of God, your sanctification: that you should abstain from sexual immorality” (I Thessalonians 4:3).
14. **Adultery** is defined as “a married man having sexual relations with anyone other than his wife or a married woman having sexual relations with anyone other than her husband.” God forbade His people to commit adultery (Exodus 20:14). Jesus taught,

“You shall not commit adultery” (Matthew 5:27-28). Jesus gave his approval of the Old Testament commandments against adultery when He quoted the commandment in Luke 18:18-20. Adultery defiles a person (Matthew 15:19-20). God will judge adulterers (Hebrews 13:4). When an individual commits adultery he or she destroys himself or herself (Proverbs 6:32). Unless the adulterer repents and is forgiven by God, he or she shall not inherit the kingdom of God (I Corinthians 6:9).

15. **Polygamy** is defined as “marriage that includes more than two people.” Even with numerous examples of polygamy in the Old Testament, monogamy was God’s intent (Genesis 2:22-24). Jesus reinforced and emphasized the original plan in citing Genesis 2:24 in Matthew 19:3-6. The practice of polygamy developed first in fallen humanity in the line of the murderer Cain, not the line of Seth, through the murderer Lamech (Genesis 4:23). Wherever instances of polygamy are recorded, we also see sociological disasters that created heartbreak and sowed familial discord, such as in the families of Abraham, Jacob, and David.
16. **Homosexuality** is defined as “sexual attraction and behavior between members of the same sex or gender.” God’s Word is very clear regarding homosexual behavior. In the Old Testament, God commanded His people, “You shall not lie with a male, as with a woman. It is an abomination” (Leviticus 18:22). In the New Testament, Paul wrote, “For this reason God gave them up to vile passions. For even their women exchanged the natural use for what is against nature. Likewise also the men, leaving the natural use of the woman, burned in their lust for one another, men with men committing what is shameful, and receiving in themselves the penalty of their error which was due” (Romans 1:26-27). Paul asked: “Do you not know that the unrighteous will not inherit the kingdom of God? . . . Neither fornicators, . . . nor homosexuals . . .” (I Corinthians 6:9).
17. **Bestiality** is defined as “cross-species sexual activity between human beings and animals.” The Bible condemns this act for both men and women in four different Old Testament passages: Exodus 22:19; Leviticus 18:23; Leviticus 20:15-16; and Deuteronomy 27:21. This act of perversion was punishable by death to both the human being and the animal. God designed human beings to mate with other human beings, as shown in the creation account when none of the animals were found suitable for Adam (Genesis 2:20). God created humans in His image (Genesis 1:27), and bestiality diminishes this uniqueness to that of a beast unable to distinguish the difference between right and wrong, natural from unnatural, and love from lust.
18. **Incest** is sexual activity between family members or close relatives; it is prohibited by Scripture. The first occurrence of incest is recorded in Genesis 19. Lot’s daughters, fearing they would not find husbands, conspired to make their father drink wine and then lie with him to preserve seed of their father. The result was that both of Lot’s daughters were with child by their father. The Bible classifies incest as a wicked thing, noting, “If a man takes his sister, his father’s daughter or his mother’s daughter, and sees her nakedness, and she sees his nakedness, it is a wicked thing. And they shall be cut off in the sight of their people. He has uncovered his sister’s nakedness. He shall bear his guilt” (Leviticus 20:17). These sentiments can also be found in Leviticus 18:6-18. Ultimately, the Bible warns, “Cursed is the one who lies with his sister, the daughter of his father or the daughter of his mother,” and “Cursed is the one who lies with his mother in law” (Deuteronomy 27:22-23).
19. **Transgenderism** is defined as “appearing as, wishing to be considered as, or having undergone surgery to become a member of the opposite sex.” God’s plan for gender identification (Genesis 1:26-27) clearly defines differences between maleness and femaleness. God has a specific design for everyone at conception (Psalm 139:13-16).
20. **Gender identification** is a biological issue rather than merely self-perception. The fact

that some individuals are born with evidence of mutations in their sex-determining genes does not change their value in God's eyes or His plan any more than someone born with a mutation that causes any other developmental, physical, or emotional problem. The Genesis account shows God's intent as heterosexuality, with definite boundaries between sexes in both appearance and behavior. Men are to act and appear as men; women are to act and appear as women (Deuteronomy 22:5; I Corinthians 6:9). Attempts to alter gender as in hormonal intervention or sex-reassignment surgery must be seen as a form of bodily mutilation (Leviticus 22:24-25) and an attempt to alter God's design.

Christ Centered Church Bakersfield, Inc, and Gideon Academy will continue to uphold the biblical ideal of human sexuality in doctrine and example and publicly defend the beauty of human sexuality as ordained by God and presented in His Word. At the same time we will continue to proclaim the gospel of Jesus Christ, who did not come into the world to condemn the world but in order that the world might be saved through Him (John 3:7). "God was in Christ, reconciling the world to Himself" (II Corinthians 5:19). Likewise our mission is not condemnation but reconciliation; we implore everyone to be reconciled to God (II Corinthians 5:18-20)

Note: No other religious beliefs will be practiced or observed at Gideon other than what we teach and what is outlined in our handbook under statement of faith.



History

Gideon was Founded in 2009 as a Christian Education Private School open to all who desire their children to grow up according to God's biblical mandate that we should teach His word diligently. In January of 2011 God opened the doors for Gideon Academy to relocate to 1316 Shafter Road. It was originally decided by the school board that Gideon would operate as an independent non-profit school. After much prayer it was decided the best spiritual position for Gideon was to merge under the umbrella of Christ Centered Church Bakersfield, Inc under the Pastoral Leadership of Aniceto and Juanita Hernandez the Founder and President of Gideon Academy.

Throughout the Scriptures, education has been a Biblical mandate:

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 Promised 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 board reviews the parent/student handbook and makes necessary changes as needed. The school administrator may recommend changes to the school board. We reserve the right to change policy at any time at our discretion to stay in alignment with our faith and keep transparency at the forefront of how we believe the Scriptures guide us.

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 all of Gideon's rules and statement of faith. It must always be understood that attendance at Gideon is a privilege and not a right. This privilege will be forfeited by any student and/or parent who does 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.

Parents shall 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 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 Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), National Council for Private School Accreditation (NCPSA), and Accreditation International (Ai). 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 fundraising efforts of Gideon 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 for me or my child during school activities. It is my responsibility as parent/guardian to maintain up-to-date medical insurance for my student and on file..
8. I understand Gideon Academy 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 in accordance with school policies. (Proverbs 13:24, Proverbs 22:6; Proverbs 22:15)
10. Realizing that my attitude toward the supervisors/teachers and policies of Gideon 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 school 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 completing an application for my child, I fully understand that Gideon 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) For unique circumstances, I may appeal my case in writing to the school board.
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.
17. I will adhere to the school dress code in accordance with the student dress code Parent/Student hand book while volunteering, attending chapel, and any school activities.



Routine Procedures Section

Student Drop off

Our school day begins at 8:00 am, when the bell rings; students must be in their offices. Students may be dropped off no earlier than 7:40.

Student Pick-Up

Students are to leave campus when dismissed at 2:30 pm unless they are staying for supervised after-school activities that have been communicated by staff. Students should be picked up no later than 2:45 pm unless arrangements have been made with the administrator.

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 devotion either in the sanctuary or the learning centers. This will be given by the Administrator or person designated by the Administrator(Supervisor or Monitor). Students are required to have their bible and participate.

Chapel Services

Chapel services will be held weekly (Friday) 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 and Student Worship Leader.

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

- Worshipping 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.

Procedures Section



Enrollment 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, and the administrator or designated staff.
4. Completely read and fill out enrollment application.
5. Notification is made of acceptance or denial of the student within a few days of the interview or as soon as possible. A \$300 enrollment fee will be due at the time of acceptance for new students and returning students.
6. Upon acceptance, a student takes a 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 students will be on 3 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).

Annual curriculum is included with the enrollment fee of \$300. This is due June 15th before the school year begins. Payment made after the deadline curriculum will be increased to \$350.00. This supplies each student with a full year's worth of curriculum and secures their spot at Gideon Academy. This fee is non-refundable. Curriculum is the property of Gideon Academy. Any unused books at the conclusion of the school year will be added to the school inventory. This also applies if the student doesn't finish the school year at Gideon academy.

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, and the annual curriculum fee will be due the following year.

However, 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 high school 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 are familiar with the requirements of each course of study. A meeting will be arranged with parents in the first quarter of their student's 8th grade year, and again in the fourth quarter of their student's 8th grade year to discuss the projected course of study that best suits their student. This way as preparations are made for high school everyone (staff, parents, and student) knows what course of study the student will be assigned.

Graduation Requirements

A prescribed course of study will be determined through a conference with the supervisor, parents, and student. There are basically four courses of study (listed above). Transfer students must complete sixty units in this school before receiving a diploma. Note: these mirror Lighthouse Christian Academy on LCAed.com. In the event of a change, the requirements on LCA will supersede Gideon's requirements.



Gideon Academy

Honors Diploma

Required Courses

		Credits	Minimum Credits Required
Math	Algebra I	10	
	Geometry	10	
	Algebra II	10	
	Trigonometry	05	
	Pre-Calculus / Mathematics	05	40
English	English I	10	
	English II	10	
	English III	10	
	English IV	10	
	English Composition II	10	50
Social Studies	World Geography	10	
	World History	10	
	American or National History	10	
	U.S. Civics and Economics	10	40
Science (Labs Required)	Biology	10	
	Physical Science	10	
	Chemistry	10	
	Physics	10	40
Bible	New Testament Survey (Required)	10	
	Old Testament Survey (Required)	10	
	Choose one of the following:		
	Life of Christ or	10	
	New Testament Church History		30
	Etymology	10	
	Computer Science	10	
	Speech	05	
	Music	05	
	Foreign Language (In the same language)	20	
	Health	05	
	Personal Finance	05	
	Physical Education (Maximum of 20)	20	80
	Total Minimum Required Credits		280

An Honors student must have a 94% average and score at least 22 on the ACT or 1100 (Evidence-Based Reading and Writing and Math scores combined) on the SAT.



Gideon Academy

College Preparatory Diploma

Required Courses		Credits	Minimum Credits Required
Math	Algebra I	10	
	Geometry	10	
	Algebra II	10	
	Trigonometry	05	
	Pre-Calculus / Mathematics	05	40
English	English I	10	
	English II	10	
	English III	10	
	English IV	10	40
Social Studies	World Geography	10	
	World History	10	
	American or National History	10	
	U.S. Civics and Economics	10	40
Science (Labs Required)	Biology	10	
	Physical Science	10	
	Chemistry	10	30
Bible	New Testament Survey (Required)	10	
	Old Testament Survey (Required)	10	20
	Etymology	10	
	Computer Science	10	
	Speech	05	
	Music	05	
	Foreign Language (In the same language)	20	
	Health	05	
	Personal Finance	05	
	Physical Education (Maximum of 20)	20	
	Electives	15	95
Total Minimum Required Credits			265



Gideon Academy

General Diploma

Required Courses

		Credits	Minimum Credits Required
Math	Algebra I	10	
	Geometry	10	
	Business Math or Courses Below PACE 1097	10	30
English	English I	10	
	English II	10	
	English III	10	
	English IV	10	40
Social Studies	World Geography	10	
	World History	10	
	American or National History	10	
	U.S. Civics and Economics	10	40
Science (Labs Required)	Biology	10	
	Physical Science	10	20
Bible	New Testament Survey (Required)	10	
	Old Testament Survey (Required)	10	20
	Etymology	10	
	Computer Science	10	
	Speech	05	
	Music	05	
	Health	05	
	Personal Finance	05	
	Physical Education (Maximum of 20)	20	
	Electives	30	90
	Total Minimum Required Credits		240



Gideon Academy Vocational Diploma

Required Courses		Credits	Minimum Credits Required
Math	Minimum of 48 PACEs as Diagnosed		
	Add Business Math as needed	40	40
English	Minimum of 48 PACEs as Diagnosed	40	40
Social Studies	Minimum of 48 PACEs as Diagnosed	40	40
Word Building	Based on Diagnostics		
	Assign Etymology Where Possible	?	?
Science (Labs Required)	Minimum of 48 PACEs as Diagnosed	40	40
	New Testament Survey (Required)	10	
Bible	Old Testament Survey (Required)	10	20
	Computer Science	10	
	Health	05	
	Physical Education (Maximum of 20)	20	
	Electives	?	
	Electives or Core Subjects Below PACE 1097	25	?
Total Minimum Required Credits			220

Students must complete at least through PACE 1096 in every subject. For transfer students, PACEs needed will be assigned to meet minimum graduation requirements.



Candidates for High School Graduation

To be eligible to participate in the graduation ceremony and/or receive a diploma, senior high school candidates must have completed their required PACE's per subject for the vocational level or their pursued course of study; all 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.

Candidates for Junior High Graduation

To be eligible to participate in the graduation ceremony, junior high school candidates must complete 12 paces per subject in all required courses. If the student is at literature level 7-8 the requirement is 6 PACES. These paces must be completed one day prior to graduation at 2:30p.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 for 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.

Non Graduating Seniors

Seniors who do not complete all required courses of study by graduation will return for summer school to complete all required courses. If courses are not completed during summer school, students will be able to re-enroll for a fifth high school year.

However, those students that are 18yrs+ must complete work from home. They must make arrangements with the supervisor to score work and take tests. The tuition fee for such students will remain the same until all work has been completed.

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, convention).

Students will be removed from academic probation once they have successfully completed the required coursework 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 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

Mandatory Parent/teacher conferences will be held at the end of every 1st and 3rd quarter to discuss each student's progress. However, parents can request a conference with their student's supervisor as needed.

Grading Scale

Based on accomplishment - Our grading scale ranges from 80% to 100% and does not extend below a grade of 80%. The ACE philosophy declares that any grade below 80% is considered non-mastery 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.

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.

Percent Grade	Letter Grade	3-point System	4-point System
98-100	A+	3	4
96-97	A	3	4
94-95	A-	3	4
92-93	B+	2	3
90-91	B+	2	3
88-89	B-	2	3
86-87	C+	1	2
83-85	C	1	2
80-82	C-	1	2
74-79	D	0	1

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 every quarter and emailed 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

- Complete 3 PACEs per quarter in each core subject (Math, English, Literature/Creative Writing, Social Studies, Science, and Word Building).
- Attain a total PACE Test average above
 - 80% for "C" Honor Roll
 - 88% for "B" Honor Roll
 - 94% for "A" Honor Roll
- Recite all monthly scriptures in the quarter before the quarter ends.

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. If the student does not meet his goals for the day, he/she 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 the homework slip regardless 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 will be administered to each student during the month of April. The purpose for this is to evaluate progress toward meeting content standards. Supervisors will identify and help children who are at risk of falling behind. Parents will understand what their children know and can do and how they can help. Areas tested will be: Reading, Mathematics, Language, Spelling, Listening, Science, and Social Studies. There will be a non-refundable charge to each student's account. This will be billed in advance and is payable based on the terms indicated on your invoice. Please refer to Appendix A.

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, text or email their child's Supervisor or Administrator before 8 am that morning. We understand emergencies arise, however parent(s) must provide a written explanation of the reason(s) for an absence (or consecutive absences) the following school day; an email notice is acceptable. If a written explanation is not provided the following day the student will be given an unexcused absence..



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 family.

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, we ask that you inform us 1 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 will be reported to the county superintendent of schools office beginning August 1st 2023.

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 either absent or tardy. A note from the physician/dentist must be furnished upon the student's return to school. Please make every effort to schedule these appointments after 2:30pm.

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 by more than 10 minutes, twice in one week, he/she will earn a detention.

Only 4 tardies are allowed in a month. For each tardy beyond the allowable limit, the student will earn disciplinary action which could result in after school detention.

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. When they are late, they miss an important part of the day - devotional and prayer.



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 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 times, 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 in 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 increases 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 corrective actions are appropriate for the child and circumstance in accordance with 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 Supervisor 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
- Public display of affection (holding hands, kissing, hugging,



- Inappropriate touching, derogatory gestures
- disobedience to supervisor directives
- 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 or bullying of other students
- conduct outside of Gideon which would have an adverse effect on the testimony of the student or school
- critical or derogatory comments
- violation of biblical standards of purity and morality
- cheating/scoring violations

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

- demerits
- after school detention
- call parents
- Campus cleanup
- student conference with the administrator and parents
- suspension
- probation
- expulsion

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any corrective action 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 believes that our role is to assist parents. We do believe in corporal punishment (spanking) as the Bible teaches (Proverbs 13:24), 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 with 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, and finally the school board.

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 after school.

Detentions

When a student receives a detention, a Corrective Action 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 Corrective Action slip signed, it will be served and automatically doubled daily until it is returned signed. The accumulation of too many 20-minute detentions may result in disciplinary action and lengthy probation time. All Detentions are served after school.

Behavioral 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 Christ Centered Church.

A student who is on probation (**except new students who are on automatic three 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.

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. Parents may appeal in writing to the school board.

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, professional and courteous conduct on the part of supervisor,



administrator, and school board members must be maintained. Additionally, all parties (staff, parents, and students) are 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 below 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, pastor, school board.
5. If either party is dissatisfied with a decision, they may appeal all the way up through the chain-of-command. Written appeals beyond the administrator will only be considered by the school board if there was a violation of policy or procedure.



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 distinct differences: being "not conformed to this world...but transformed."
4. Uniforms reduce yearly clothing costs.
5. Uniforms eliminate daily decisions of what to wear
6. 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 the 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. Jewelry is not allowed - Religious chains or beads, pins, rings, bracelets, necklaces, earrings, body piercings, and wrist wear of any kind etc.
4. Digital communication watches, cell phones, or any electronic devices are not allowed.
5. Hairstyles must be "as becoming a Christian" at the discretion of the administrator.
6. Cosmetics - painted nails, fake nails, make-up, eyeshadow, mascara, fake eyelashes, and lipstick are not allowed.
7. Students are to remain in school uniform while on campus. Changing out of school uniform at dismissal is not allowed.

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 plaid tie must be worn for chapel. Short sleeve shirts for summer months and long sleeves for winter months. All dress shirts, dress pants, must be from FrenchToast – styles designated in Gideon Academy uniform catalog.
- * Go to www.frenchtoast.com for uniform ordering. Search for Gideon or by our school source code: QS5ZPPS.
- * Boys will wear Navy Blue cardigan at conventions. Sweater must be embroidered with the school logo.
2. Shirts must be tucked in at all times and until the student is no longer on school grounds.
3. All undershirts and socks must be solid white, black, or navy blue. (no prints or designs)
4. Pants must touch the top of shoes while standing and should be straight-legged.
5. Pants must not sag, be baggy, too tight or in tune with current styles/fads.
6. Black dress belts must be worn.
7. Footwear must be a solid black dress, casual, or tennis shoes (solid black only including soles).
8. P.E. Uniform: Navy Blue Gideon T-shirt (ordered thru school) and Navy Blue windbreaker pants (no shorts), optional Navy Blue windbreaker top, ***Gideon hooded sweatshirt (ordered thru school) and running or cross training shoes. Any PE uniform ordered through Gideon must be paid before order is submitted.



9. 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, or other fad). Hair should not be over the collar, ears and eyebrows. Sideburns should be mid-ear in length and no longer than 3 inches on top.
10. Field trip uniform: This is for field trips or when designated by the school. It consists of Gideon's light blue spirit T-shirt, school pants (no denim or cargo pants) and school tennis shoes. Shirts must be tucked in with a belt.
11. This school reserves the right to adjust the dress code at any time.
12. Exterior garments (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.

Girl's Dress Code

1. Light Blue dress shirt with "peter pan" collar with a Blue Red plaid skirt. All dress shirts will be embroidered with Gideon's logo. A Blue Red plaid Girl's 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 items must be from FrenchToast – styles designated in Gideon Apostolic Academy uniform catalog.
 - a. * Go to www.frenchtoast.com for uniform ordering. Search by our school source code: QS5ZPPS.
 - b. * Girls will wear Navy Blue cardigan at conventions and some field trips. Cardigan must be embroidered with the 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 , black or navy blue; hose should be neutral, white or blue.
5. Leggings and Capri style stockings are not allowed.
6. Footwear must be a solid black dress, casual, or tennis 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: Navy Blue Gideon t-shirt (ordered thru school) and navy blue WOMENS RUNNING SPORTS SKIRT / SWIM SKIRT WITH LEGGINGS #1440 with koshercasual.com. 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. Field Trip uniform: This uniform is for field trips or when designated by the school. It consists of Gideon's light blue spirit shirt, school skirt (no denim or cargo skirts) and school tennis shoes. Shirts must be tucked in at all times.
11. This school reserves the right to adjust the dress code at any time.
12. Veils. Students with this conviction and practice may wear their veil during prayer time, devotionals, and in chapel (1Cor. 11:3-10). However, this is not a requirement.
13. Exterior/Cold Weather garments must be Navy Blue and (jacket, cardigan or v-neck sweater) must have a Gideon embroidered logo.

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 a highly encouraged for parents/guardians:

- 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 P3 meetings 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 volunteering at school please adhere to the dress code similar to students).
- Serve on a committee.
- Promote the school to others as you have the 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. Fundraisers help this effort.

Gideon strives to conduct a few major fundraisers each school year (i.e. Amazon Fundraiser, Strawberry ShortCakes, Fireworks, Pumpkin Rolls, and Spring Carnival). Other small fundraising events may take place during the year for specific purposes (i.e. merit store, Honor Roll, curriculum or technology).

Parent 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. Families will receive a schedule of meeting from the PTF.



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 the 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 the 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 and Quarterly

- Honor Roll
- Monthly Scripture
- Most Improved

Annual Learning Center & Annual School Awards

- Character Trait
- Christian Service
- Most Improved Student
- Warrior Honor Roll
- Most 100's
- 1000th's Club
- School Spirit
- Word Aflame
- Most Athletic (Male & Female)
- Highest Achievement

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 and or with the Learning Center Supervisor. 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.

Gideon respectfully asks that all visitors adhere to our dress code for male and females similar to those of our staff and students.

Changes 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.

Email

Communication through email is prepared for each family. For example, newsletters, statements, bulletins, and other items can be sent via email; and parents may view and reply.

Conference Scheduling

Parent-Teacher Conferences are scheduled at the end of every 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 it is necessary for a student to leave school other than at normal times; clearance with the supervisor must be obtained beforehand either in writing or by telephone. A student **MUST** be signed-out in the office logbook 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.

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. All lunches that require a microwave need to be in a microwavable container to limit handling and contamination. Lunch that requires microwaving should only be sent Monday - Thursday. Friday's are cold lunches due to chapel schedules.

Messages

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



Playground

Students are allowed on the playground only under teacher supervision. Only ABC's and Lower Learning Center students are allowed on the swing set. Jr High and 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

From 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 email 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 8:00 – 2:30 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 emergencies 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.

Fog Delay

During the fog season, Gideon DOES NOT follow a fog delay. However, if the parent perceives the fog to be too dangerous to drive they can drop their students off with a delay and will receive an excused tardy. Our staff will be at the school at regular time.

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 Academy (Gideon). The parent(s)/guardian(s) of every child is required to timely complete, sign and return the Financial Agreement Form to the Gideon Administration Office 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 understands 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 (See tuition refunds section)

Registration/Enrollment Fee

There is a \$300 registration fee for all students enrolling and re-enrolling. Payment of this fee reserves a place for the student on the class list. This fee is non-refundable and non-transferable (this fee also covers curriculum for 10 months).

The registration fee is due by June 15th of the previous academic year. If the student(s) is not re-enrolled by deadline, the registration fee adjusts to \$350. 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 students). All parents/guardian(s) with returning students are encouraged to re-enroll by June 15th of the previous academic year to avoid late fees.

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 Appendix A. 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

- Kindergarten\$3,750
- 1st - 12th Grade.....\$3,750

- 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, current year.
- Semester Payments: Tuition may be paid in two (2) equal monthly payments. Payment is due by August 1, current year and January 1, new year.
- Four Quarterly Payments: Tuition may be paid in four (4) equal monthly payments. Payment is due by August 1 and October 1 of the current year, January 1 and March 1 of the new year. 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 July 1, current year, with the final payment due April 1, of the following year

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

Annual Registration/Enrollment Fee

Due June 15th of Prior Year

- Kindergarten\$300
- 1st - 12th Grade\$300

After June 15th\$350

Tuition Refunds

Tuition refunds will be made for withdrawal from Gideon when an official dis-enrollment form is filed with the office 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 January 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.

NOTE: No refunds if a student is expelled.

Other Fees

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

Financial Hardships

In the event of financial hardship, notify the school administrator 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 expenses 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. Additionally, the school administrator will notify the school board in writing with the hardship payment plan.

Things to remember about your financial commitment to Gideon:

- All payments are to be made as agreed upon.
- Gideon accepts cash, credit card, check, Zelle and money orders. Zelle Account: gideonwarriors@me.com Name - Christ Centered Church. Checks must be made out to CHRIST CENTERED CHURCH. There will be a \$5 processing fee for credit card payments.
- A student will not be able to re-enrolled until all of your account is current (prior year balance paid in full), or satisfactory arrangements have been made with the School Board or school board designated individual.
- The school staff does not make financial arrangements or decisions. Any arrangements should be made with the Administrator or the School Board.
- Payments are due by the 1st, but if not received by the 10th of each month, or the first business day thereafter, your account will be charged a \$25 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.



Account Delinquencies

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

- If payment is not received by the 5th, expect to receive a reminder notice from the School Administrator.
- If payment is not received by the 10th, a late fee of \$25 will be charged to your account along with a notice from the school administrator.
- If payment or payment arrangement is not received by the 15th, you will receive a final notice from the school administrator, which will be copied to the school board, notifying you that your student will not be permitted to attend school as of the 1st of the following month. In order to return your child the balance must be paid in full and a deposit will be required (this deposit will be applied to year-end charges).
- Once your account is 30 days delinquent your financial arrangements will be directly handled by the school board or its' assigned representative. You will receive correspondence from the school board. As mentioned above, your student(s) will not be permitted to attend school until satisfying the arrangements established by the school board. Furthermore, students with delinquent financial accounts will not be permitted to have curriculum in their possession (curriculum must be turned into the school administrator), nor are they permitted to attend any school activity until reinstated by the school board. The school administrator and parents will receive correspondence from the school board of the reinstatement.

*****Important: For the month of April, 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.
- Desk should be free of clutter and trash above and below their desk
- 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 supervisor 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 must keep their Goal Chart posted on the bulletin board. Place the Goal Chart in the upper right-hand corner of the bulletin board.
- Progress Card is placed on the upper left-hand corner of the bulletin board. No marks are to be made on it (\$2 charge if a duplicate is needed due to negligence).
- Desk should never be scratched, carved on, or defaced.

PACEs:

- PACEs are private property and are not to be shared among students.
- PACEs are not for doodling (drawing, sketching etc.)
- PACEs should be kept neat and in good condition.
- 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. Passing is with a score of 80% or greater.
- All work in PACEs is done in pencil.

NON PACE Subjects for High School:

- Rosetta Stone Online is a \$200 fee for lifetime access. Students will have access to learn 25 languages. For our purposes, students will use the online learning in order to be credited for Spanish I and Spanish II. However, the account is the students so they will still have access to it after they graduate from Gideon Academy. This only applies to College Prep Students and can be accessed by creating an account at;

<https://www.rosettastone.com/homeschool/>



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.
- Does not distract others or cause disruption to the class
- 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 the scoring station, mark a red "X" in the third box of the 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 the 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.
- Never mark or draw in score key,
- Use only the red pen supplied at the score table (never at office).
- Replace red pen after each use
- Score Key answers are for scoring their work only.
- Correct wrong answers in pencil at their office.
- Replace Score Key in the 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 higher 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.
- Students will have a reasonable amount of time to complete the test. However, if it is obvious to the supervisor that a student does not know the test material, the student will be required to turn in the test.

Score Keys:

Strict control of Score keys is paramount to the integrity of Gideon's schooling and student's academic progress. Therefore, the following guidelines must be followed:

- Score keys must be kept in the Learning Center under the supervision of the Supervisor.
- Students/Parents are not allowed to take score keys home.
- Copies of score keys are not allowed. Student/Parents are not allowed to have access to copies or actual score keys outside of Gideon's learning center. This includes pictures of score keys.
- Students/Parents are not allowed to purchase score keys from Gideon Academy or any other venue.
- If students/parents have score keys from prior school, upon enrolling with Gideon Academy they are required to turn them into Gideon for disposal.



Lunchroom Behavior

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

Clean up space

No playing with or throwing food

No trading food

Never eat, touch, or take someone else's lunch

Restroom Behavior

Students must follow supervisor's procedures, along with the following;

- After Using bathroom, flush, and wash hands
- Keep bathroom clean
- Never throw trash on the floor
- Only soft talking allowed
- No playing or roughhousing
- Leave promptly
- Report any misbehavior or misconduct to supervisor
- No congregating in restroom

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
- No food or drinks allowed



Required School Supplies General

Supplies for All Students

- Bibles- King James Version
- Pencils – wood or mechanical (2)
- School Box – for pencils and supplies
- Erasers – large red or white ones (2)
- Tissue paper (Kleenex)
- Hand sanitizer
- Push Pins – 7 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, clean 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 Board 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 Board 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.
- f. prevent one student from causing harm to another by physically restraining if necessary.

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. Staff may physically restrain a student at any time to protect themselves and surrounding students.

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 administrator and all staff in the maintenance of law, order and discipline in its school and elsewhere during school related activities.

Social Media

Gideon strictly prohibits unauthorized video or photo use of our staff and students unless written consent is given by the Administrator or School Board with approval of parents. Gideon discourages the use of all Social Media for Minors and puts forth a strong caution to adults. Members of the Praise and Worship team may not have a Social Media account at any time. We understand that it is a personal choice to utilize social media and we reserve the right to uphold a standard for students involved in the leading of worship and representing Jesus Christ at our school.

Electronic Devices

The use of electronic devices has advanced in our generation. At Gideon, we believe electronic devices can be a useful tool in the education of our students. However, we also believe these devices can be a distraction if not controlled. Therefore, we have adopted a policy banning personal electronic devices. Gideon has the electronic resources the students may need as a learning tool. Specifically, the following items are not allowed on campus:

1. **Cell phones** (parents can call the school staff to reach their child, or the staff can call the parents on behalf of the student.
2. **Smart watches** (Apple or android)
3. **Ipad or tablets**



4. Laptops
5. Cameras (digital, polaroid, eyeglasses, or other)
6. Ipods
7. Gaming devices
8. Airpods

Relationships

Dating / Relationships / Boyfriend / Girlfriend of any kind are not allowed at Gideon. At no time is public display of affection or students secluding themselves away from everyone else permitted among students. Gideon academy encourages building strong friendships with all students while under age. There is nothing wrong with boys who "like" a girl or girls who "like" a boy however, the act of commitment at the dating level should be reserved until after the child has completed their High School studies and has proven good moral character and responsibilities. Gideon recommends the following criteria be met before dating is allowed; 1. Above all a personal and active relationship with Jesus Christ that is reflective in their everyday walk and responsibilities 2. Graduation 3. Drivers License 4. Full or Part Time Employment. At no time is it permissible for a minor to be in a relationship with an adult.

The reason Gideon takes such a strong stance on relationships is because over the years we have experienced students experiencing distractions that affect their walk with God and their studies. By waiting, students can avoid unnecessary heart break, division amongst students and parents as well as lowered self esteem and compromised personal values. Staff is prohibited from having relationships with any minor regardless of age.

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 for unauthorized persons. 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 for any reason other than protecting life.

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 off 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 off 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;
- f. hate literature, racist material, pornography, etc.

The school authorizes the administrator 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 staff 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 administrator 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 School Board, or any other School body or official. The School 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 School 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 School 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, agency or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Gideon shall not be subject to further review by anybody or any court.



Appendix A

Gideon Academy Fee Schedule

ENROLLMENT AND REGISTRATION FEES (CURRENT FAMILIES)

Registration / Curriculum Fee Due by June 15th of Prior Year	\$300 per student
Late Registration (if paid after June 15)	\$350 per student,

ENROLLMENT AND REGISTRATION FEES (NEW FAMILIES)

Registration (current families enrolling additional students or re-enrolling current students in the school prior after June 15)	\$300
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

FIXED FEES

Late Payment Fee (charged to your account if payment is not received by the 10th of the month or due date listed on the invoice)	\$25
Bounced Check Fee (charged to your account for checks returned for insufficient funds)	\$35
Late Pick-Up	
3:00 p.m.	\$10
3:15 p.m.	\$15
3:30 p.m. (plus)	\$20
Repeat PACE Fee	\$12
Additional PACE Fee	\$12

OTHER FEES

As Applicable

Lighthouse Christian Academy Dual Enrollment Fee	TBD
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Appendix A (Cont)

Dual Enrollment Fee (additional senior fee)	TBD
Rosetta Stone (HS students college prep coursework)	\$200
Iowa Assessment (Annual Assessment and Cognitive Tests)	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. If a student is disenrolled during the school year, tuition that has been paid in advance 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 Progress Chart.
3. No detention or any incident requiring further disciplinary action the preceding week.
4. Memorize previous month’s Bible selection.
5. No Incomplete homework

Level “A” Privileges

1. 5 Minutes early to Lunch and 5 Minutes after lunch
2. Fifteen minutes for all breaks
3. May read approved literature at desk or center table
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).
6. May engage in approved extracurricular activities in office (i.e., Student Convention preparation, crafts, puzzles, games, and computer).

Level “C” Responsibilities

1. Complete 2 PACEs a week.
2. Maintain star balance on Progress 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 45 Min lunch.
2. May read approved literature in office, 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 Progress Chart.
3. Accumulate no more than 30 min 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. Fifteen minute morning breaks 45 Min lunch.
2. May read approved literature in office, 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 with Supervisor approval.
4. May be out of seat without permission in the Learning Center; NO flag raising for scoring, checkups, sharpening pencils, or drinking water. Must raise flag for Supervisor score strip, testing, or help.
5. May serve on approved projects (i.e., errands, office, and student tutor).
6. May leave the office and Learning Center with approval for approved projects when not committed to other responsibilities or functions.



Appendix C

Character Traits

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. Psalm 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
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

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

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 endowed 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

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*

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 thou 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 2:1