



LIFELONG WORSHIPPERS | LIFELONG LEARNERS | LIFELONG SERVANTS

STUDENT/PARENT HANDBOOK

2024-25



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GENERAL INFORMATION

“You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, and when you lie down, and when you rise.” Deuteronomy 6:5-7

MISSION STATEMENT

Gloria Deo Academy exists to provide a biblical, classical education, equipping the whole student – heart, mind, and strength – for the glory of God.

VISION

God has created every person for His purpose. In order for each student to reach this calling, Gloria Deo Academy encourages a collaborative effort between the family and the school. This creates a community that cultivates learning and discipleship. At Gloria Deo Academy, we strive to integrate faith with education to develop the child’s heart, mind, and strength.

DISTINCTIVES

Gloria Deo Academy partners with parents to train Christian youth to glorify God by recovering the legacy of classical education.

Gloria Deo Academy is CHRISTIAN

We educate and instill truth in the light of God and His holy Word. Scripture is integrated throughout all subject areas, with faculty consisting of gospel-professing believers. We seek to teach each discipline from a historic Christian worldview. We support the primary discipleship role that belongs to the family.

Gloria Deo Academy is CLASSICAL

We encourage every student to develop a love of learning and to live up to his or her individual academic potential. Every child, regardless of strength in one particular learning style, is blessed through a classical education. Classical elements such as Latin, logic, rhetoric, and the Great Books are integrated across the curriculum. Students learn truth, beauty, and goodness in order to reflect the glory of God in both word and deed.

Gloria Deo Academy is COLLABORATIVE

We work together with parents who are committed to their biblically ordained role as the

primary instructors of their children. Gloria Deo Academy offers classes that are designed to be supported by parental involvement. We labor closely with students and parents to develop lifelong discipleship and learning.

CORE VALUES

Gloria Deo Academy upholds the following core values as decision drivers in operating and strategically planning for our school: Discipleship, Wisdom, and Service. We define these core values as follows:

DISCIPLESHIP

"We have not ceased to pray for you and to ask that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God." ~ Colossians 1:9-10

Gloria Deo is committed to integrating God's Word in all areas of education in order to instill in our students' HEARTS a set of beliefs that are pleasing to God. We desire to disciple students to embrace Scripture as the standard of truth, to be seekers of truth, and by His grace, to live faith-filled lives in obedience to the truth. Gloria Deo also recognizes the primary responsibility of the family in educating children. We aim to partner with parents to fulfill their God-given responsibilities, and to that end, are committed to equipping parents to train their children and engaging fathers to serve as leaders of their families. We strive to protect family time and treasure the joy and wonder of childhood.

WISDOM

"But the wisdom from above is first pure, then peaceable, gentle, reasonable, full of mercy and good fruits, unwavering, without hypocrisy." ~ James 3:17

Gloria Deo desires to train students' MINDS to recognize what is true, beautiful, and good so that they may apply God's truth with eloquence and timeliness. We affirm that godly wisdom is more than merely attaining educational and spiritual knowledge, and therefore teach our students to apply biblical principles with wisdom and discernment in order to solve problems God's way. We believe the pursuit of wisdom is the path of life leading to true success, giving students purpose and value. We believe that the motivation of our pursuits should not be for outward recognition or achievement but instead an inward response and desire to reflect God's worthiness and grace through the quality of our efforts.

SERVICE

"Dear children, let's not merely say that we love each other; let us show the truth by our actions. Our actions will show that we belong to the truth, so we will be confident when we stand before God." ~ 1 John 3:18-19 (NLT)

Gloria Deo is dedicated to training students to intentionally communicate the Gospel through their personal testimonies and acts of service. We seek to cultivate a community of young people that will boldly project His light through their lives and speech. Our hope is for students to worship the Lord with all their STRENGTH through the maturity of knowing their lives' purpose through Christ. Our ultimate desire is for students to understand God's true calling on their lives and compassionately respond to the needs of others in both word and deed, "For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." (Mark 10:45 NIV). We encourage students, staff, and families to show God's love by giving of their time, talents, and treasure, locally and globally.

PHILOSOPHY OF EDUCATION

What is a Classical Education?

In 1947, Dorothy Sayers addressed Oxford University in a lecture entitled "The Lost Tools of Learning." She asked a rather simple yet profoundly important question: "Has it ever struck you as odd, or unfortunate, that today, when the proportion of literacy throughout Western Europe is higher than it has ever been, people should have become susceptible to the influence of advertisement and mass propaganda to an extent hitherto unheard-of and unimagined?" If this were true in mid-20th century England, how much more is it true for us today – Christian and non-Christian alike?

As Christians, we cannot allow this to continue. We are commanded to love God with "heart, soul, mind, and strength..." Our educational goals and expectations in both public and private, secular and Christian sectors, are astonishingly low. In the worst cases, children pass through a dozen years of mandated government education and remain functionally illiterate. In the best schools, our children have digested huge amounts of unrelated data yet remain unable to distinguish truth from falsehood in nearly every sphere of life. And most importantly, our children are taught that God, if He exists at all, is positively irrelevant to everything they study. Finally, many parents are asking, "What can be done?"

The Classical, biblical education offered at GDA employs the time-proven educational methodology known as the Trivium. This three-phase methodology has been used for centuries, producing individuals of extraordinary accomplishment and intellect. As an approach to students, the Trivium matches a child's developmental readiness with appropriate "tools" for learning. No matter how your child learns, he or she goes through three stages. Teaching and learning are structured around these developmental stages.

The Grammar School (Grades PreK-6)

In the Grammar School, children most easily memorize large quantities of information. The key methods appropriate for this developmental stage are memorization, recitation, sensory work and drama. The Grammar School teaches the essential relationship between all subjects and prepares students for the material presented in the two subsequent schools of learning.

In Grammar School, students enjoy memorizing and naturally absorb facts. Through songs, chants, rhymes and jingles, children learn the factual foundations of each subject. They learn the rules of phonics, spelling and grammar; stories of history and literature; facts of math; descriptions of plants and animals; the vocabulary of foreign languages and much more. Latin instruction begins at 2nd grade. Scripturally, we might say that this stage seeks to equip the students with knowledge. Proverbs 2:6 states, "For the Lord gives wisdom; from His mouth come knowledge and understanding."

The Logic School (Grades 7-8)

Students in the Logic School are rapidly developing the ability to reason and to think critically. They are beginning to make connections between ideas and to explore events from cause to effect. Teaching in this stage includes discussion and original writing and is centered around the development of critical thinking skills. In Logic School, teachers channel students' natural desire to argue through the study of logic.

Students are interested in cause and effect, relationships between different fields of knowledge and the way facts fit together in a logical framework. Students analyze, synthesize and evaluate information. For example, students discover why the War of 1812 was fought instead of simply reading the history. The logic of science requires that children learn the scientific method. They learn persuasive writing and guided critical analysis.

When students think logically, they are demonstrating understanding. Proverbs 1:5 states, "A wise man will hear and increase in learning, and a man of understanding will acquire wise counsel."

The Rhetoric School (Grades 9-12)

It is in the Rhetoric School that students are taught to express their views and are asked to defend their worldview. In Rhetoric School, students have acquired knowledge and skills necessary to arrange ideas and facts into arguments. Now, they develop the skills needed to communicate those arguments to others through writing and original speeches. Students research important themes and present those concepts in papers and speeches. They discuss world events and explore career options. They are well-prepared to become lifelong learners. Biblically, we might say this is exercising wisdom. Proverbs 2:2 states, "Make your ear attentive to wisdom, incline your heart to understanding."

LATIN AT GDA

Like many traditional particulars of good education lost in the name of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization and the understanding of Romance languages. Students entering our grammar school will be accountable for completing five years of Latin. A mandatory two years of foreign language such as Latin and/or Greek must be completed for upper school students. GDA teaches Latin, therefore, for two major reasons:

1. Latin is not a "dead language" but, rather, a language that lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages.
2. Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English classwork, e.g. plurals, nouns, verbs, prepositions, direct objects, tenses, etc.

SUMMARY

Our desire in teaching and learning classically (and Christianly) is to integrate learning, to think systematically about critical issues, and to submit all knowledge to the Lordship of Jesus Christ, who gives wisdom abundantly to all who ask for it.

BOOKS FOR FURTHER READING

- [Introduction to Classical Education](#) - Chris Perrin
- *The Case for Classical Christian Education* - Douglas Wilson
- *The Lost Tools of Learning* - Dorothy Sayers
- *Ideas Have Consequences* - Richard Weaver
- *On Secular Education* - Richard Weaver
- *Of Education* - John Milton
- *On Christian Doctrine* - Augustine
- *The Seven Laws of Teaching* - John Gregory
- *Education, Christianity and the State* - Gresham Machen
- *Why Johnny Can't Read* - Rudolf Flesch
- *Recovering the Lost Tools of Learning* - Douglas Wilson
- *Repairing the Ruins* - Douglas Wilson

- *Foundation of Christian Education* - Louis Berkof & Cornelius Van Til
- *The Paideia of God* - Douglas Wilson
- *Excused Absence* - Douglas Wilson
- *The Abolition of Man* - C.S. Lewis
- *The Well-Trained Mind* – Jessie Wise & Susan Wise Bauer
- *Classical Education* – Gene Edward Veith, Jr. & Andrew Kern

PORTRAIT OF A GRADUATE | Deuteronomy 6:4-5

	LIFELONG WORSHIPPERS	LIFELONG LEARNERS	LIFELONG SERVANTS
HEART (FAITH)	KNOW THE BEAUTY AND GOODNESS OF REDEMPTION Psalm 27:4	KNOW TRUTH BASED ON SOUND REASON AND WISDOM John 1:9	KNOW CHRIST AND LOVE PEOPLE SACRIFICIALLY Philippians 2:5
MIND (EDUCATION)	DELIGHT IN WISDOM AS THE GREATEST OF RICHES Proverbs 8:11	DESIRE THE TOOLS AND HEART OF A LEARNER Luke 6:40	DEVELOP COMMUNICATION FULL OF WISDOM AND ELOQUENCE Proverbs 25:11
STRENGTH (LIFE)	LIVE IN THE FREEDOM OF REPENTANCE Galatians 5:1	LIVE FOR HIS PURPOSE Colossians 1:10-12	LIVE IN CHRIST-CENTERED COMMUNITY John 17:20-21

STATEMENT OF FAITH

Gloria Deo Academy intends to admit students from families that profess the historic Christian faith. The following describes the Christian beliefs of the Gloria Deo Academy Staff and Board of Directors.

We believe in Jesus Christ as Savior and Lord. We affirm His life and works as outlined in the Nicene Creed:

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible. We believe in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made. Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end. We believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is

worshipped and glorified; who spoke by the prophets.

We believe in one holy catholic (universal) and apostolic Church. We acknowledge one baptism for the remission of sins; and we look for the resurrection of the dead, and the life of the world to come. Amen

In addition, Gloria Deo Academy holds to the following beliefs:

GOD. We believe there is one God, infinitely perfect, eternally existing in three persons: Father, Son and Holy Spirit. God reveals Himself through the Bible and through His creation.

Genesis 1:1, 26; Deuteronomy 6:4; Mark 12:29; 1 Corinthians 8:6; 2 Corinthians 13:14

God the Father. We believe in the Father as revealed in Scripture, a person of the triune Godhead. In His wisdom and compassion He sent His Son for the salvation of the world. His Son Jesus Christ claimed and addressed Him as His Father. He is a Father in a personal relationship to all who confess and follow Jesus Christ as Savior and Lord.

Genesis 1:1, 26; Psalm 104; 148; Matthew 28:19; Mark 12:29; John 1:14-18, 14; 2 Corinthians 13:14; 1 Timothy 2:2-4

God the Son, Jesus Christ. We believe that Jesus Christ was God in human flesh, at once fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious (substitutionary) and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, His present ministry of intercession and His personal return in power and glory.

Colossians 1:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18; 5:16-29; Philippians 2:6-11; 1 Peter 2:24-25; 1 Timothy 2:5-6; Hebrews 1:1-14; 1 Thessalonians 4:16-18

God the Holy Spirit. We believe the Holy Spirit is God present and active in the world. He convicts of sin and ministers comfort, assurance, guidance and victory. He enables the Christian to pursue a life of faithful discipleship in obedience to Jesus Christ.

Psalm 139:7-12; John 14:16-17; 16:7-8, 13-14; Romans 8:9; 1 Corinthians 6:19; Ephesians 4:30; 1 Thessalonians 5:19; Ephesians 5:18; Galatians 5:16; Galatians 5:22-23.

THE BIBLE. We believe the Bible, both Old and New Testaments, to be the Word of the living God, divinely inspired, inerrant and infallible. The Scriptures are the complete revelation of God's will for the salvation of humanity, and the Divine and final authority for Christian faith and life.

Luke 24:27; John 5:39; Acts 28:23; Romans 15:4; 1 Corinthians 2:10-14; 2 Timothy 3:16-17; 2 Peter 1:19-21; Hebrews 4:12; Matthew 4:10; 5:17-18; John 17:17; 10:34-35

CREATION. We believe that God created the universe and that He sustains it by His power.

Genesis 1:1-17; 2:7-25; 3:1-24; Hebrews 1:1-3; Colossians 1:16-17; Psalm 104:30; Psalm 19:1; 33:5-6; 104:24; Isaiah 40:26, 28.

HUMANITY. We believe that human beings were created in the image of God but rebelled against God, and are therefore fallen, lost, and estranged from their Creator, under the sentence of death, and in need of salvation. We believe in the resurrection of all people: those who are saved to everlasting

blessedness with the Lord, and those who are lost to eternal separation from God.

Genesis 1:26-27; Romans 3:10, 23; John 3:3; John 3:16; 2 Corinthians 5:1; Matthew 25:46; 2 Thessalonians 1:7-10

SALVATION. We believe that regeneration by the Holy Spirit through the redeeming blood of Jesus Christ is absolutely essential for the salvation of lost and sinful people. Only those who repent and believe in Jesus Christ, are born again of the Holy Spirit, receive the gift of eternal life and become the children of God. This salvation is by God's grace and not a result of human effort.

John 1:12; 3:16-18, 36; John 5:24; Acts 13:38-39, 4:12; 16:31; Romans 3:23; 6:23; 4:1-5; 10:9-10; Ephesians 2:8-9

THE CHURCH. We believe that the church, the "body of Jesus Christ," is composed of all those of every nation who through saving faith have entered into a vital relationship with Jesus Christ as Savior and Lord. God has committed to the church the task of making Jesus Christ known throughout the world. We believe that local congregations of baptized believers exist to equip the body of Christ by worship, prayer, teaching, fellowship and service.

Matthew 18:15-17; 28:18-20; 1 Corinthians 1:2; 12:12-28; 7:17; Ephesians 1:22-23; 4:11-16

PRIESTHOOD OF ALL BELIEVERS. We believe that every Christian is part of the priesthood of all believers tasked with proclaiming the Gospel message of salvation. Jesus Christ was the final priestly mediator between God and his people, and all Christians share in that role through him. All who have received salvation have the right to read and apply the teachings of Scripture.

1 Peter 2:9; 1 Peter 2:4-5; Hebrews 4:14; Hebrews 9:11-12

MARRIAGE. We define marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. We believe that sexual acts outside marriage are prohibited as sinful. Consequently, we must resist and refrain from any and all sexual acts outside this definition of marriage, including but not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts.

Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33; Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 5:27-28, Matthew 15:17-19, Romans 1:26-27, 1 Corinthians 6:9-13, Galatians 5:19-21, Ephesians 4:17-19, Colossians 3:5, 1 Thessalonians 4:3-4, Hebrews 13:4

SEXUAL/GENDER IDENTITY. We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, we affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary genderqueer acts or conduct.

Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11

SEXUAL ORIENTATION. We believe that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding

father, mother, and child. Consequently, we affirm and require that our members affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered.

Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-33, Revelation 19:7-9, Revelation 21:2

THE CHRISTIAN LIFE – THE WAY OF LOVE. We believe that the way of love¹ and reconciliation² as fulfilled by Jesus Christ is God's way for His people. The people of God are called to value all human life as sacred³, alleviate suffering, confront injustice⁴, work for peace in all relationships⁵ and live as responsible stewards of the earth's resources. We believe that parents are responsible to train each child diligently in God's truth⁶. We believe in respect of and obedience to the institution of government, as long as its decrees do not violate the Word of God⁷. We believe that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Christians must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Statement of Faith.⁸

1) John 13:3-4; 1 John 3:16-17; 4:20-21; Amos 5:15; Matthew 22:34-40; Matthew 5:44; 2) 2 Corinthians 5:18-20; 3) Psalm 139:13-16; Exodus 21:22-25; 4) James 2:14-17; Acts 11:29-30; 5) Romans 14:17-19; Psalm 34:14; 2 Corinthians 13:11; 2 Timothy 2:22; 6) Proverbs 3:5-6; 7) Matthew 22:16-21; Romans 13:17; 1 Peter 2:13-17; Titus 3:1; Daniel 3; 6; Acts 5:20; 8) Matthew 11:28-30, Romans 3:23, 1 Corinthians 10:13, Ephesians 2:1-10, Hebrews 2:17-18, Hebrews 4:14-16

SANCTITY OF LIFE. The Bible is the foundation for our understanding of the sanctity of human life. God is the creator of human life, and each individual is known by God before the foundation of the World. He wonderfully forms each human life in the womb of the mother. Each human being possesses dignity by virtue of being created in the image of God and deserves to be protected. The circumstances of the conception of a human being do not diminish the dignity or the right to be protected. Since all life exists for God's purposes and all human lives are sacred, the life of the unborn child must be preserved and nurtured. Additionally, since God is sovereign over all human life, trusting God's timing for death is accompanied by the hope of eternity in God's presence. Therefore, we agree that induced abortion, euthanasia, or assisted suicide is biblically prohibited.

Genesis 1:1, Genesis 1:27, Genesis 2, Psalm 139:13-17, Jeremiah 1:4-5, Deuteronomy 32:39, 1 Thessalonians 4:13-14, 2 Corinthians 5:6-8.

STATEMENT OF FINAL AUTHORITY FOR MATTERS OF FAITH AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and inerrant Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Gloria Deo Academy's faith, doctrine, practice, policy, and discipline, Gloria Deo Academy's final human interpretive authority on the Bible's meaning and application as it relates to our mission and our community shall be the Head of School and the Board of Directors, as set forth in the procedure below. For any issue requiring interpretation, the Head of School shall make a recommendation to the Board of Directors, and the Head of School and Board shall strive to reach a consensus on such matter. If unanimous agreement is not

initially obtained, the Board of Directors and the Head of School shall seek the counsel of at least two local pastors with theological training, to be agreed-upon by the Board and the Head of School. If the Board is unable to reach unanimous agreement following such counsel, the decision of a majority of the Board members, with the Head of School voting, shall be the final interpretative authority as it relates to such issue.

SECONDARY DOCTRINES. Doctrinal issues not addressed in the statement of faith are dealt with in the following manner:

- Teachers must strive to present all classroom discussions of nonessential issues and doctrines in an informative, nonpartisan fashion.
- Teachers must strive to portray fairly various perspectives on a given controversial issue. While it is preferable for teachers to remain publicly neutral on such issues, teachers should communicate personal beliefs without playing the role of their advocate.
- Teachers should encourage students to seek counsel on such issues from their parents and pastor.

CONTROVERSIAL SUBJECTS. Controversial issues are those issues that Christian families and churches commonly consider divisive and concerning which the school has taken no official position. This policy applies whether a teacher or a student introduces such an issue.

The guidelines given here will be upheld by the faculty of Gloria Deo Academy, which does its utmost to respect the convictions of parents and teachers regarding controversial issues while maintaining the school's goal of understanding all things in light of the Christian worldview.

- If a potentially controversial issue arises in the course of a day's instruction, and discussion of that issue will likely not assist teachers in achieving specific curricular goals, then teachers must table further dialogue on the issue until an appropriate time outside of class.
- If a potentially controversial issue arises in the course of a day's instruction, and discussion of that issue will likely assist teachers in achieving specific curricular goals, then teachers will do the following:
 - If necessary, teachers will instruct the class on the Christian's obligation to be charitable in debate.
 - Teachers will remind the students of their responsibility to honor any issue-related instruction they have received from their parents.
 - If appropriate and pertinent to the curriculum, teachers will direct the students' attention to informed sources expressing opposing viewpoints, encouraging students to familiarize themselves with the most widely held views on the issue. This academic inquiry may take a variety of forms, including research papers, guest speakers, faculty debates, etc.
 - Teachers must refrain from pursuing tangents that may lead to the mishandling, poor teaching, or potential conflict with parental views on controversial issues
 - Teachers must remember they are to serve as role models of mature Christian character

to students; hence, teachers must never engage in adversarial debates with a student(s) over controversial issues. Although teachers may hold deep personal convictions regarding various controversial issues, they must endeavor to instill a gracious, scholarly attitude in the students.

- Though it is preferable for teachers to maintain a neutral position publicly on controversial issues, teachers may sometimes express their views; however, when expressing their beliefs, they must strive to present opposing views accurately, fairly, and without judgment.

POLICY MANUAL

POLICY CHANGES

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. Administration reserves the right to make necessary changes. Notices will be given to all concerning these changes if and when they occur. We encourage parents and students to be familiar with the regulations and procedures of the school.

ACADEMICS

Academic status will be monitored and handled by the Dean of Students.

Academic Honesty

Cheating and plagiarism will not be tolerated. Cheating includes, but is not limited to, asking someone who has taken a test/quiz for information about an assessment, telling someone else what is on a test/quiz, looking at someone else's work, any unsanctioned assistance on assigned work, copying work, allowing someone else to do work, doing work for someone else, information used to help complete work that is not within the boundaries of the assignment, and plagiarism.

Plagiarism is a particular kind of academic dishonesty, which is equivalent to the theft of intellectual property and a violation of long-standing rules of academic integrity. Plagiarism includes, but is not limited to, failing to cite sources, failing to acknowledge work done by someone else, representing someone else's work as your own, presenting someone else's work as your own, copying someone else's work, paraphrasing someone else's work and failing to properly acknowledge the source. If a student is unsure, it is best to ask the teacher and cite. Your teachers have many tools that help them detect plagiarism. A good grade is not good if it is not legitimate.

When a student is accused of cheating or plagiarism:

- A parent will be contacted.
- The teacher and Dean of Students will meet with the student. The student will be able to present the facts in question.
- If a determination of cheating or plagiarism is made, the student will receive a zero on the assignment. If a second instance of cheating or plagiarism is determined, the student will receive a zero on the assignment and a one-day suspension.

Athletic Eligibility

ATHLETIC POLICY

DEFINITIONS

Whole Student: A student is above all else an image bearer created by God for his purpose. For this reason, GDA takes into consideration that a student's education is not less than academic in nature but is more—including but not limited to a spiritual, intellectual, social, and embodied being.

Co-Curricular: GDA's mission is to educate the whole student. GDA athletics is co-curricular in that it is designed to accomplish learning and discipleship that often goes beyond or works in tandem with the instruction that takes place in a classroom environment. For this reason, GDA places an emphasis on the growth and development that takes place both in the academic and athletic settings.

POLICY

Co-Curricular Athletic Activities: A co-curricular athletic activity is when a student misses more than one class period (including wise times) for GDA sanctioned sports based on the following criteria: a student may have 1-3 co-curricular GDA athletic activities per GDA athletic season. Administration reserves the right to make adjustments or exceptions as needed.

Early Athletics Release:

- Students who participate in GDA athletics will frequently have early releases during wise time periods.
- These will be posted in weekly faculty/staff updates.
- Athletics rosters will be linked in the faculty/staff updates as well.

Athletic Participation Grade Checks

Eligibility Checks will be conducted four times a semester on Friday mornings (see table below). Any student in 7th-12th grade with an overall grade below 70 at the time of the check will not be eligible for practice or game participation for two weeks. Ineligibility begins on the Monday morning following the ineligibility check.

Return-to-play eligibility checks will be conducted every two weeks on Friday starting at the end of Week 7 (see table below). If lost, eligibility can be regained after the two week non-participation period if the grade that caused ineligibility is above a 70. Eligibility is regained on the Friday of the eligibility check.

ACADEMIC ATHLETIC ELIGIBILITY AND RETURN-TO-PLAY CHECK SCHEDULES														
WEEK #	5	7	9	11	13	15	17*	19	22	24	26	28	30	32
ELIGIBILITY CHECK	x		x		x		x		x		x		x	
RETURN-TO-PLAY CHECK		x	x	x	x	x	x	x	x	x	x	x	x	x

*Eligibility following the Week 17 eligibility check will be regained by January 1.

Weekly informal oversight of grades will be conducted during and between eligibility and return-to-play checks.

Academic Probation

Academic probation is a means of warning students of seriously inadequate performance in the classroom. It is intended to convey to students that unless definite improvement occurs, they will fall further behind their grade level and be unable to continue at Gloria Deo Academy. A student is placed on academic probation when:

- A student earns a “D” in any two subjects in a quarter.
- A student earns an “F” in any one subject in a quarter.
- As determined by administration based on overall classroom performance.

Students and parents will be notified of a student being placed on academic probation after the end of a quarter. A meeting with parents will be scheduled with the Dean of Students.

To be removed from academic probation, a student’s grades must be above the above-mentioned standards at the conclusion of the following quarter. Administration will make the determination on a student’s academic status at the end of the quarter.

If a student remains on academic probation for two consecutive quarters, the administration may pursue disenrollment options. A student on academic probation will not be automatically enrolled for the following school year.

Academic Promotion

Special Considerations for Linguistics

In order to provide students the opportunity to develop and grow in new skills and to support the growth of each student as a whole person, Gloria Deo Academy does not immediately hold a student back in Lower Grammar School (grades K-2) from the next grade level for the sole reason of reading skill development.

In acknowledgement of GDA’s collaborative approach, we partner with parents by coming alongside them to empower them in making good decisions for their student. A student may be promoted to the next grade level (through 2nd grade), when teachers and administration determine through a collaborative effort with parents that:

- Reading development is continuing to emerge
- Expectations are being met in all other areas of the curriculum

Not meeting expectations is defined as:

- Receiving a report card score of N or U during 2 or more quarters for the current school year in Linguistics.
- And while N or U is the score, there must be evidence that the student is making growth, which may be demonstrated through Running Records (maintained by the school) or other benchmarks conducted throughout the school year by GDA staff. It may also include anecdotal evidence submitted by parents and/or teachers.

However, if a student has not met expectations by the end of 3rd Grade, teachers and administration, in collaboration with parents, will determine whether continuing at GDA in 3rd Grade for a second year would be a good fit for the student.

Grade-Level Expectations

Kindergarten to 1st grade - Behavior maturity and reading readiness for 1st grade. Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

1st grade to 2nd grade - Able to read silently and orally with adequate speed, correct use of phonetic skills and fundamental comprehension. Able to write neat, complete sentences. Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

2nd grade to 3rd grade - Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second-grade level. Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

3rd grade to 4th grade - Cumulative mastery of above requirements, plus: Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

4th grade to 5th grade - Cumulative mastery of above requirements, plus: Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

5th grade to 6th grade - Cumulative mastery of above requirements, plus: Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

6th grade to 7th grade - Cumulative mastery of above requirements, plus: Mastery of curriculum objectives within each subject area with at least a 70% proficiency. In addition, cumulative,

comprehensive mastery tests may be administered to assess the students' readiness for entering the next stage of learning in the Trivium (logic/dialectic).

7th grade through 12th grade - Cumulative mastery of above requirements, plus: Mastery of curriculum objectives within each subject area with at least a 70% proficiency.

Academic Expulsion

Multiple failing grades in a reporting term are often an indication of a serious academic problem, one that the school may not be equipped to help. Generally, a student in grade four or higher is not allowed to continue the current academic year at Gloria Deo Academy if he or she earns a "D" in three or more numerically graded subjects or an "F" in two or more numerically graded subjects in a quarter. Under such circumstances, the student is often better served in another academic setting. The expulsion of a student for academic reasons, either mid-year or at the end of an academic year, does not release the parents from any tuition contract in effect.

BOOKS/CURRICULUM

Book lists for the upcoming school year are posted in RenWeb Resources by the beginning of January. Books may be purchased from any source (e.g. Christian Book Distributors, Rainbow Resources, Amazon, etc.). Books and other curriculum should correspond to the ISBN numbers/editions provided by GDA. Some booklets may be in-house publications, which are available solely through Gloria Deo Academy.

All books on the GDA book list must be purchased prior to the start of school. Families who enroll within two weeks of the start of school will be given a grace period of two weeks after school starts to obtain all necessary books and supplies. If a student does not have the necessary books, a book may be provided by the school, and the cost of the book will be charged to the family's FACTS account.

CLASS SIZE

Gloria Deo values the individual attention and classroom dynamics provided by small classes and desires to maintain a low student/teacher ratio. Our target class size is 16 students. Administration reserves the right to allow additional students or increase individual class sizes on a case-by-case basis with a maximum of 18 students.

HOMEWORK PHILOSOPHY AND GUIDELINES

Gloria Deo Academy offers a 2-4-day school week, with varying schedules depending on the grade-level of the student. Due to the part-time on-campus nature of our program, "home days" include significant amounts of schoolwork completed at home. Completing these assignments on time is key to a student's

success in our program. School assignments will generally cover concepts introduced in class; however, parents will reinforce and guide practice of those concepts at home. In our experience, successful students are successful because their parents are available to assist them with the at-home component of our program. Some notes on homework:

- To the extent practical, set aside a designated place and time for homework. Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
- Encourage complete *mastery*; for instance, when you correct a math assignment for your child, make sure your child is able to restudy and then work problems similar to those missed.
- Teach your child to manage their time wisely. Set boundaries around the designated “school time.”

Students often need extra practice in specific, new concepts, skills or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. Since GDA recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep parents informed on the current topics of study in the class.

Logic and Rhetoric School Guidelines

- 7th-8th Grades: 7th and 8th grade students attend classes three days per week and complete one home day of study per week.
- 9th-12th grades attend classes four days per week.
- Homework Guidelines
 - Homework is defined as work that needs to be completed in order to master the material.
 - The goal is to limit homework to 60-90 minutes per school day. Students in 7th-12th grades have a Wise Time period each class day, during which they are expected to work on homework.
 - Papers, projects, and tests are not homework. Due dates for papers and projects will be given at the start of the quarter and with a minimum of three weeks notice.
 - Students will be notified of tests, but not necessarily quizzes, at least two weeks in advance.

Grammar School Guidelines

- Kinder-6th Grades: Kinder-6th grade students attend classes two days per week and complete two home days of study per week.
- Actual home day work time could approximate the following guidelines for a focused and diligent average student:
 - Kinder-1st Grade: 2 hours/home day
 - 2nd grade: 3 hours/home day
 - 3rd grade: 4 hours/home day
 - 4th grade: 5 hours/home day
 - 5th-6th grade: 6 hours/home day

CONTACT WITH TEACHERS ON OFF-DAYS

In our collaborative approach, it may be necessary to contact a teacher on a home day. Each teacher will determine his/her contact method. Please respect each teacher's contact method and recognize that you may not receive an answer immediately. If at all possible, parents and students should bring their concerns and questions to the teachers during campus hours on their on campus days.

GRADE ASSESSMENT AND REPORTING

Gloria Deo Academy educates students in a historic Christian worldview through a vigorous classical curriculum. Gloria Deo educates formally with attention given to precision in both presentation and evaluation. As such, we seek to grade fairly and report student achievement accurately and uniformly. We base grades on objective standards and report grades quarterly and cumulatively as a percentage. Grades are based primarily on the following: tests, quizzes, homework, and class participation. The precise weighing of each component may differ from class to class. Gloria Deo Academy encourages students to explore additional elements of learning beyond the prescribed coursework boundaries and we enthusiastically welcome additional work that our students perform. Instructors have the liberty and are encouraged to recognize this additional effort in various and creative ways. However, the student's grades and academic pointing systems must accurately and honestly reflect their mastery of the prescribed coursework. Adding to or replacing the coursework with extra credit work potentially skews assessment of the student's coursework mastery. Therefore, Gloria Deo discourages instructors from using extra assignments and bonus questions or allowing students to retake quizzes for the purpose of supplementing or replacing evaluation of a student's mastery of a subject. Exceptions to this policy will be allowed only at the joint discretion of the Head of School and the classroom instructor.

Grammar School Grading

GRAMMAR SCHOOL - ESNU GRADES

E:	Excellent: exceeds expectations
S:	Satisfactory: meets expectations
N:	Needs Improvement: marginally meets expectations
U:	Unsatisfactory: does not meet expectations

The target for every student is an assessment of Satisfactory or higher.

This Grading Scale applies to:

- Grades K-2 for all classes
- Grade 3 for Latin, Linguistics, PE, Music
- Grades 4-6 for PE and Music

NUMBER GRADE	LETTER GRADE
98-100	E
93-97	S+

85-92	S
78-84	S-
70-77	N
<70	U

GRAMMAR SCHOOL - LETTER GRADES

This Grading Scale applies to:

- Grade 3 for Math, English, Literature, History
- Grades 4-6 for Math, English, Linguistics, Literature, History

NUMBER GRADE	LETTER GRADE
90-100	A
80-89	B
70-79	C
<70	F

Logic School Grading

Students in 7th-8th grades receive grades based on the following scale(s):

NUMBER GRADE	LETTER GRADE
98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
<70	F

Rhetoric School Grading

Students in 9th-12th grades receive grades based on the following scale(s):

RANGE	LETTER VALUE	POINT VALUE	ADVANCED VALUE*
100-98	A+	4.00	4.3
97-93	A	4.00	4.3
92-90	A-	3.67	4.0
89-88	B+	3.33	3.67
87-83	B	3.00	3.33
82-80	B-	2.67	3.00
79-78	C+	2.33	2.67
77-73	C	2.00	2.33
72-70	C-	1.67	2.00
<70	F	0.00	0.00

*For Dual Credit or Honors Classes

Late Work

ALL GRADES: Assignments that are late will be reduced **10 percent** for each class day the assignment is submitted past the date an “M” (Missing) is entered for the missing assignment—up to **five class days** at which point the grade goes to incomplete and the maximum available credit is 50%. After ten class days a zero will be given.

LOGIC AND RHETORIC SCHOOLS: All work assigned in grades 7-12 **must be completed** since the work a teacher assigns is considered to be necessary for student learning. A student will not receive a grade until all work is completed and turned in. The overall course grade will remain as incomplete until the assignment is completed and graded.

Teachers have discretion to bring any specific situations to administration for clarification. **All work needs to be completed and turned in by the end of each grading quarter.**

Makeup Work

The guidelines below are provided for teachers, parents, and students to follow as a general rule. However, teachers have discretion to bring any specific situations to administration for clarification. Parents and students are responsible for communication with teachers and completion of makeup work in a timely manner as outlined here.

Makeup work for upper grade students should be communicated to and scheduled with teachers. The following guidelines for work that a student needs to make up after an absence should be followed in order for a student to earn full credit. If this schedule is not followed, the “Late Work Policy” will apply.

- If a student misses a TEST, the test needs to be completed in a timely manner upon return to classes. The student should coordinate taking the test with their teacher. Teachers are urged to use discretion and exercise graciousness based on the student’s readiness for the test, especially when a student has been absent for multiple class days, while also expecting that makeup work should be completed in a timely manner.
- If a student misses ONE day of classes, they should make up missed work by their FIRST day back in class.
- If a student misses TWO consecutive days of classes, they should make up missed work by their SECOND day back in class.
- If a student misses THREE consecutive days of classes, they should make up missed work by their THIRD day back in class.
- If a student misses MORE than three days of classes during a semester, they (or their parents in the case of younger students) need to meet with the Dean of Students to discuss both their attendance and academic work.

FIELD TRIPS

Due to the nature of our schedule, Gloria Deo Academy rarely conducts any field trips during school hours. Room moms (PreK-6th) and House moms (7th-12th) are encouraged to plan a grade-level appropriate field trip on a non-school day that enriches curriculum being studied and/or builds community. If any GDA family would like to organize a non-Gloria Deo sponsored field trip on the off days, you are welcome to do so.

DISABILITIES AND SPECIFIC LEARNING DISABILITIES

Gloria Deo Academy cannot accommodate a student with a disability which would require a separate classroom, program, or staff in order to provide the educational services needed by the student. Children who have been diagnosed with a disability and are enrolled in GDA, will be given as much individual instruction and encouragement as their classmates. Students will not be offered individualized lesson plans or special accommodations that would require additional time or attention from the teacher.

INDIVIDUALIZED EDUCATION PLANS

Gloria Deo Academy is an academically rigorous school for all grades. We do not offer individualized education plans for students, as we are not equipped to perform the required assessments and staffing, because an IEP must be tailored to the individual student's needs as identified by the IEP evaluation process, and must help teachers and related service understand the student's disability and how the disability affects the learning process. An IEP includes students below grade level, and above grade level.

We are unable to offer IEPs for students seeking an educational plan above the already academically rigorous plan designed for each grade level. Families are allowed to provide services to their individual students in order to allow them to find success in the GDA classroom. Students may also enroll at GDA as a part-time student as that student's needs allow, and subject to the discretion and approval of the Head of School.

ELECTIVE POLICY

Friday electives are optional. If you choose to sign your student up for electives, the fee(s) will be added to your FACTS account upon enrolling in electives and/or prior to the first day of elective classes. Fees will be due based upon the payment plan you selected for tuition, **unless otherwise arranged in advance with the Admissions Director**, and are as follows:

- *One-time payment families* - Fees will be due in full upon enrollment of electives and/or prior to the first day of elective classes.
- *Biannual (two) payment families* - Fees will be due upon enrollment of electives and/or prior to the first day of elective classes.
- *Monthly payment families* - Electives fees will be equally divided up amongst the remaining months of your payment plan and are due with your tuition.

ONLINE LEARNING

Gloria Deo Academy operates as on-campus, in-person institution, and reserves the right if necessary as determined by Administration to offer online learning for students.

GRADUATION REQUIREMENTS

To graduate and receive a diploma from Gloria Deo Academy, the student must attend Gloria Deo as a full-time student for a period of at least two full academic years in grades 11 and 12, or be granted a waiver by administration, and meet or exceed all graduation requirements as outlined on GDA's Path to Graduation based on administration approval.

A full-time student is defined by taking at least six courses per year in addition to Wise Times. A student entering Gloria Deo Academy in the junior or senior year may apply for a waiver of the 2-year requirement with evaluation based on the equivalence of previous education. Decisions will be made at Administration's discretion.

Courses taken by a student transferring from another high school or homeschool will be evaluated during the admissions process. Gloria Deo Academy administration reserves the right to make wise exceptions and substitutions at its own discretion.

Class Rank

Gloria Deo does not rank students based on GPA (with the exception of valedictorian, salutatorian, and automatic college admission status). The top two students who are candidates for Valedictorian and/or Salutatorian distinctions must have attended Gloria Deo Academy for a minimum of three Rhetoric School years to include both junior (11th grade) and senior (12th grade) years.

Transfer Credits

Acceptance of courses not completed at GDA is at the discretion of administration. With the exception of courses outlined by administration in a Deficit Credit Recovery plan prior to admission, courses taken outside of GDA are not calculated into the GPA.

One student per year will receive the State of Texas Highest Ranking Graduate Award. Students must attend Gloria Deo Academy for at least three years of Rhetoric School including 11th and 12th grades to be eligible for the Highest Ranking Graduate Award, Valedictorian, or Salutatorian.

ADMISSIONS

Please also see the website, gda.academy, for admissions policies and procedures. Gloria Deo Academy intends to admit students from families of parents who profess Christian belief, desire a vigorous classical Christian education, support the school's collaborative approach, and agree to abide by the code of conduct. Most students admitted to Gloria Deo Academy are college-bound students of average to above average academic ability. Although Gloria Deo Academy seeks to educate students with varied academic ability, students with less than average academic ability may not be able to succeed with the robust curriculum. Families of students who are more advanced than our current curriculum scope and sequence may want to consider additional academic opportunities. Each student's academic ability will be assessed to place students at an academically appropriate grade level.

Gloria Deo Academy reserves the right to refuse admission or re-enrollment for reasons it deems sufficient. Application fees and enrollment fees are non-refundable. Gloria Deo Academy reserves the right not to continue enrollment or not to re-enroll a student if Gloria Deo Academy administration reasonably concludes that the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with Gloria Deo's mission.

Admitting International Students

While Gloria Deo Academy would welcome foreign students qualified to participate in our rigorous academic program, we are not as yet an INS-approved school and cannot issue an I-20.

Admitting Mid-Year

Students are normally not admitted to GDA mid-year. Given the vigorous and sequential nature of the curriculum, Gloria Deo Academy reviews students applying for admission in a semester in progress on a case-by-case basis (e.g., transcripts, testing, interview, etc.). Qualified candidates may enter after the start of the school year with the administration approval. Gloria Deo reserves the right to limit a student's schedule to classes the school deems appropriate. Gloria Deo Academy may also defer enrollment until semester break.

GDA follows an enrollment and admissions process for new students. Please see admissions policy for further details.

Class Rotations

GDA determines placement of students in class rotations. Class rotations are not guaranteed.

TUITION AND FEES

Gloria Deo Academy exists to provide a classical Christian education to develop a Christian mind in each student. To accomplish our mission, adequate funding is required. To continue meeting operating expenses, Gloria Deo Academy must be assured of required annual income from tuition. As stated in the Enrollment Contract, a family's financial obligation to the Academy is for the **full annual tuition**, even if a student withdraws, for any reason. Each family, upon enrolling at Gloria Deo Academy, is required to sign the Continuous Enrollment Contract. The entire Enrollment Contract is attached to this Handbook for reference as Appendix A.

Gloria Deo Academy's tuition payment and incidental billing platform is called FACTS Tuition Management. Every family is required to set up and maintain a FACTS account with valid and sufficient payment credibility, being a checking account, savings account, or credit card, regardless of your payment plan choice. Families enrolling at GDA agree to keep their FACTS account valid until tuition is paid in full. Fees associated with setting up a FACTS account vary from \$20-\$50, depending on your payment plan choice, and are at the full responsibility of the account holder (parent/guardian).

Tuition is due according to the payment plan selected by the family. Families are expected to make timely payments of all tuition and fees due to the Academy. **Grades, diplomas, testing results, transcripts or other records of Gloria Deo Academy students will not be released until any and all delinquent amounts, including late fees, are paid in full.** Any other special charges of Gloria Deo (i.e. athletic fees)

must be paid separately. Non-payment of such fees will also result in grades, diplomas, testing results, transcripts, or other records being withheld, and participation in any extracurricular activities may be suspended or prohibited until such balances are paid in full.

Unforeseen Events

In the event that Gloria Deo Academy is mandated to close due to a pandemic or any other unforeseen natural disaster or event, the Academy will provide instruction remotely, through virtual means and/or email, for all grade levels. These unforeseen events do not negate tuition from being owed. Any remaining, unpaid tuition and fees are required to be paid according to the agreed-upon plan that was established prior to the event.

Tuition Payment Plans

Payment plans are selected when a family sets up their FACTS Tuition Management account following enrollment. Every family is required to set up and maintain a FACTS account with valid and sufficient payment credibility regardless of payment plan choice. Gloria Deo Academy offers the following three payment options through FACTS:

- One-time payment of the full tuition amount - Full payment is due in July or upon enrollment completion, before the first day of class (if enrolled after July 15th).
- Biannual (two) payments - One-half of the total tuition is due in June. If enrolling after June 15th, one-half of the total tuition will be due the month following enrollment, but before the first day of classes. The remaining balance is due in January, at the beginning of semester 2.
- Monthly (eleven) payments - Eleven equal monthly payments will be due June through April, of the contracted academic year. If enrolling after June, monthly payments will begin the month following enrollment, but before the first day of classes, and will be equally divided up among the remaining months through April (ie: ten payments July through April, nine payments August through April, etc.). The first tuition payment must be made prior to the first day of classes.

All tuition must be paid in full by April of the current school year.

Incidental Billing - Occasional incidental school charges (ie: PSAT fees, etc.) may be added to FACTS Tuition accounts. An email from GDA will be sent prior to fees being added and FACTS will send an email after the charge is accessed. Incidental billing will no longer be used for personal miscellaneous charges (spirit wear, water bottles, etc.).

Athletic Fees

Athletic fees are separate from enrollment & tuition fees and are **not** paid through FACTS. All fees and any associated fees for joining athletics are due in full, by cash or check, to the Athletics Director upon

signing up for a particular sport. Athletes are not permitted to participate in any practices or games until full payment is received.

Friday Electives Fees

Friday electives are optional. If you choose to sign your student up for electives, the fee(s) will be added to your FACTS account upon enrolling in electives and/or prior to the first day of elective classes. Fees will be due based upon the payment plan you selected for tuition, **unless otherwise arranged in advance with the Admissions Director**, and are as follows:

- *One-time payment families* - Fees will be due in full upon enrollment of electives and/or prior to the first day of elective classes.

WITHDRAWAL AND TUITION ABATEMENT POLICY

Withdrawal Process

Should a change in circumstances necessitate retracting a child's enrollment, the family shall:

- 1) Provide written notification of intent to withdraw to the Admissions Office at admissions@gloriadeoacademy.net.
- 2) Meet with a member of the administrative team to participate in an exit interview.
- 3) A GDA official Withdrawal Form must be filled out and returned to GDA.

Withdrawal does not release a family from the contractual agreement established in the Enrollment Contract. The family's financial obligation to the Academy is for the full annual tuition, as stated in the Enrollment Contract (attached as Exhibit A). The entire tuition amount is due according to the enrollment contract. Student transcript and records will not be released until financial obligations to the school for the year have been met.

Tuition Abatement Policy

GDA incurs expenses for faculty, staff, and facilities on an annual basis and must fulfill its obligations. Therefore, the Academy cannot afford to refund tuition or cancel unpaid obligations if a student is withdrawn for reasons other than as provided herein. This is not intended to cause hardship for a family, but is necessary to insure the financial solvency of the Academy.

If a family encounters extenuating circumstances and desires to request tuition abatement or reimbursement due to withdrawal of one or more students, the family must submit a request, in writing or by email, to the Head of School, explaining the reason for withdrawal and the request for full or partial tuition abatement or reimbursement. Fees and deposits shall not be considered for abatement and are nonrefundable. The Head of School shall review tuition abatement requests on a very limited basis and shall have the option to require an exit interview prior to considering a request for full or

partial tuition abatement or reimbursement. The Head of School shall determine whether any abatement should be granted. There is no appeal to the Board of Directors; the entire process is directed by the Head of School.

The following five reasons qualify a family for review and consideration of an exception to the Enrollment Contract policy, which circumstances shall be evaluated by the Head of School on a case-by-case basis:

1. Verified medical circumstances, beyond normal health situations, which impact the student's ability to reasonably participate at school.
2. Loss of a significant job or primary income source for the family.
3. A move of more than 50 miles from the school.
4. Death of an immediate family member (husband, wife, or sibling).
5. A verified diagnosis of a student with a severe learning disability, which impacts the student's ability to reasonably participate at school.

The Head of School shall also have discretion to provide full or partial tuition abatement if a student's class is full at the time an abatement request is made, and a qualified (applied and accepted) student replaces the withdrawing student.

In limited extenuating circumstances, to be considered on a case-by-case basis, the Head of School shall have the option to consider partial tuition abatement in accordance with the following parameters:

- If the written request is received on or before March 31 preceding the applicable school year, the family will be obligated to pay at least 20% of the total amount of tuition due.
- If the written request is received on or before May 31 preceding the applicable school year, the family will be obligated to pay at least 40% of the total amount of tuition due.
- If the written request is received on or before July 31 preceding the applicable school year, the family will be obligated to pay at least 70% of the total amount of tuition due.
- If the written request is received during the month of August in which the school year begins, the family will be obligated to pay at least 85% of the total amount of tuition due.
- No partial abatements shall be granted for requests submitted after August 31 of the current school year.
- Any reimbursement or abatement granted will be applied to any outstanding tuition balance and, after meeting all financial obligations to the Academy, any additional amount will be refunded to the family via check.

The Head of School shall report any tuition abatement or reimbursement granted to the Finance Committee.

ATHLETICS

Sincerely believing that God has made man in His own image while declaring the physical creation to be good, Gloria Deo Academy is committed to providing athletic programs.

Participation in athletics at GDA is a privilege, not a right. Therefore, participation is based on a student's character with regard to behavior, attitude, and diligence. If a student does not conduct themselves in a way that brings positive recognition to God, their church, their family, their school, their community, and themselves and/or has a grade below 70, he or she will be subject to athletic and academic suspension at the determination of the Dean of Students.

Athletic fees are separate from enrollment and tuition fees and are **not** paid through FACTS (see *Tuition and Fees*). All fees and any associated fees for joining athletics are due in full, by cash or check, to the Athletics Director upon signing up for a particular sport. Athletes are not permitted to participate in any practices or games until full payment is received.

DISCIPLINE POLICIES AND PROCEDURES

Training students through effective covenant discipline is as much a part of a student's learning as is the learning of subject matter.

Disciplinary Action

Discipline can only be carried out after direct communication. Students should be disciplined based on standards that have been established and clearly communicated in advance. Discipline should always address the heart and should be carried out for the purpose of training a student's heart. Students will be trained in and practice procedures regularly in the classroom. GDA uses a name check policy schoolwide in order to streamline discipline and to clearly communicate discipline practices with all stakeholders.

- **Minor Offenses:** (e.g., classroom disruptions, nuisance items, minor respect/attitude problems, etc.)
 - *First minor offense:* Name on board
 - This is a warning to the student.
 - This requires no other action or communication from the teacher.
 - The student should ask for the teacher's forgiveness before the end of the lesson/class period. (Saying "I'm sorry"/apologizing is not the same as asking for forgiveness).
 - *Second minor offense:* Checkmark next to name on board
 - The teacher will address this with the student at the end of the lesson/class period.
 - Parent is contacted by teacher.
 - *Third minor offense:* Sent to the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th).
 - Parents notified

- Teacher makes a behavior entry into FACTS/RenWeb on the same day
- **Moderate Offenses** (e.g., defiance, disrespect, cheating, etc.) and **Major Offenses** (drugs, tobacco, threats, harassment, weapons, fighting, etc.): Sent to the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th).

The kind and level of discipline (correction) will be determined by the teachers, and if necessary, the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th). The discipline will be administered in light of the disciplinary issue and student's attitude. All discipline will be based on biblical principles: restitution, making things right--public and private, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems should be dealt with at the classroom level in direct conversations between teachers, students, and parents being the first and primary mode of correction. Love and forgiveness will be an integral part of the discipline of a student. Parents and students must act in a godly, humble, and respectful manner toward students and instructors. Discipline may be up to and including expulsion.

HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

Gloria Deo Academy prohibits acts of harassment, intimidation, bullying, and hazing by students, district personnel, and volunteers or other third parties in the school environment such as vendors/contractors. In this policy, "bullying-related" includes and is defined as any of these acts. A safe and respectful environment in school is necessary for students to learn and achieve.

Not all inappropriate behaviors are bullying-related acts. There is a distinction between bullying, harassment, and other forms of inappropriate behaviors (i.e. vulgar and profane language, lewd or lascivious conduct, assault and fighting, disruptive or boisterous conduct).

Bullying-related acts, like other disruptive or violent behavior, interfere with a student's ability to learn and a school's ability to educate students in a safe and orderly environment. Since students learn by example, district personnel and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying-related acts. Students are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying-related acts.

Prohibited Acts Defined

Harassment, intimidation, and bullying means any conduct that is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school system:

- A. if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment that has the effect of:

- a. physically harming a student or damaging a student's property;
 - b. knowingly placing a student or students in reasonable fear of physical harm to the student(s) or damage to the student's or students' property; or
 - c. or causing emotional distress to a student or students' or
 - d. creating a hostile educational environment; or
- B. if the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

To distinguish bullying-related acts from other inappropriate behaviors, GDA defines bullying as:

- a. harm occurs through an intentional act; and
- b. a power imbalance exists; and
- c. the accused enjoys carrying out the action; and
- d. the accused repeats the behavior, often in a systematic way; and
- e. the target has a sense of being persecuted or oppressed and is hurt physically and/or psychologically.

Bullying-related acts may include:

- Actions of engaging in reprisal or retaliation against any person who reports, who is a target of, or witness to a bullying-related act, or any person with reliable information about a bullying-related act; or
- Actions in which one falsely accuses another of having committed a bullying-related act as a means of reprisal or retaliation or as a means of a bullying-related act.

Bullying encompasses cyber-bullying that creates a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. Cyber-bullying includes, but is not limited to, the use of information and communication technologies, such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal websites, social networking sites, and online personal polling sites –to support deliberate, hostile behavior intended to frighten or harm others.

Hazing is any intentional or reckless act, on or off school system property, by one student acting alone or with others, directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Education, Awareness, and Intervention

GDA will conduct annual staff training on its policies and procedures related to bullying-related acts. Training could include, bullying awareness, best practices in prevention and intervention, reporting, and follow up. Additional resources may be made available to staff, students, and parents to promote awareness of the harmful effects of bullying-related behavior and to offer prevention strategies.

Reporting

Personnel who witness bullying-related acts or who are informed of allegations of such must immediately report these incidents to a school administrator. This report must be made in writing as soon as possible preferably no later than the end of the next school day. Students are expected to report incidences of bullying-related acts to any administrator, teacher, or other personnel. Parents or other stakeholders who have knowledge of such acts are encouraged to communicate this to school personnel immediately. An individual may make an anonymous report; however, no formal disciplinary action may be taken against the accused solely on the basis of any anonymous report. However, an investigation of an anonymous report will be conducted. School official(s) shall make a determination regarding the administration of the report.

Initial Analysis and Investigation

School administrators or their designee will review all alleged bullying-related acts, formal or informal, verbal or written, to determine appropriate next steps. This review will be initiated within 48 hours after the initial report is received unless the need for more time is appropriately documented. Based upon the findings of this review, if warranted, an investigation into the allegation(s) will be initiated immediately. The principal or designee provides notification to the incident reporter and the target, as well as their respective parents/legal guardians, of the findings of the initial analysis. The investigation will be conducted in an impartial manner, including an impartial decision maker, and the parties have the right to present witnesses and other evidence relevant to the complaint to the decision maker and/or investigator. The principal or designee shall initiate an appropriate intervention within twenty (20) calendar days of receipt of the report unless the need for more time is appropriately documented.

Once the investigation is complete, the principal or designee gives written notice to the alleged target and his/her parents/guardians of the conclusion of the investigation. The principal or designee gives written notice to the accused and his/her parents/guardians of the conclusion of the investigation and any associated discipline and/or interventions. Such written notice will be sent no later than one school day after the decision is made.

Consequences

Consequences for a student involved in bullying-related acts range from behavioral interventions to disciplinary actions. Personnel and volunteers, who engage in bullying-related acts, are subject to disciplinary actions, up to and including termination of employment. In addition, hazing may be a crime prosecutable under the criminal laws.

The following factors will be considered in determining the consequences and appropriate remedial action for bullying-related acts:

- The developmental level and maturity levels of the parties involved;
- The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
- The surrounding circumstances;
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

DRUG PROHIBITION

Gloria Deo Academy desires to provide a drug-free, healthful and safe school. To promote this goal, students are required to attend school in appropriate mental and physical condition to adequately perform their studies and extracurricular activities. Gloria Deo Academy is a smoke-free facility.

The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs, or any controlled substance on Gloria Deo Academy facilities is prohibited. It is a violation of our policy for students to report to school "under the influence" of alcohol, illegal drugs, or any controlled substances. Gloria Deo Academy reserves the right to require students to submit to a blood or urine test or other searches as a condition to admission to extracurricular activities, randomly or otherwise, as permitted by law. Refusal to be tested may be considered as a test result positive for drugs or alcohol and may result in discipline. Students found to be under the influence of alcohol or a controlled substance may be subject to discipline, including expulsion. Possession or detection of drugs or alcohol or refusal to abide by this policy will subject a student to disciplinary action, up to and including expulsion, temporary or permanent.

WEAPONS PROHIBITION

Students, visitors, and parents are not allowed to carry any weapons on the school grounds. This includes guns, knives, or any other object intended to be a weapon.

SEARCH OF PERSONS AND PROPERTY

Gloria Deo Academy reserves the right to search any student-person or property --with cause. These searches can extend to phones, automobiles, lockers, purses, athletic bags, backpacks, and/or other places in which illegal contraband could be concealed. Great discretion will be utilized to ensure privacy and appropriateness of said searches.

HEALTH

HEALTH REQUIREMENTS

1. Gloria Deo Academy, in compliance with state law and thus biblical citizenship, is required to keep current immunization records of all students. You are respectfully required to submit your child's current immunization record at the time of application. You are within your rights as a citizen not to immunize your children for medical reasons or for reasons of conscience. However, we at Gloria Deo will need the original notarized affidavit for the 'Exemption from Immunizations for Reasons of Conscience' should you choose these exemptions. Here is the website for the state form - <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. Completion of this responsibility is required before a student can attend classes.
2. Gloria Deo Academy is required by state law to keep a copy of spinal screening exams for all students in grades 6 and 9. This screening will be provided by a certified screener at Gloria Deo Academy at no cost. You may also provide this information from a physical performed within the current school year. Record of the screening must be submitted by the end of the school year.
3. Gloria Deo Academy is required by state law to keep record that students have had a professional examination for possible vision and hearing problems. New students in grades 3-9 must be screened within 120 days of admission and all 3rd, 5th, and 7th graders must be screened before the end of the school year. Gloria Deo will provide these screenings by a certified screener at no additional cost. Your family physician may use the state hearing screening form and/or vision screening form to comply with regulations. The screenings must be done within the required school year and time frame.
4. Emergency Form: This lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. Includes signed waiver in order to facilitate necessary medical action. The form also includes a brief health history.
5. Certain guidelines have been set up for the protection of all students, and parents will be notified to take their child home for the following reasons. Students exhibiting these symptoms should be kept home from school for their wellbeing and to prevent the spread of communicable diseases in the school community. If a student develops these symptoms during a school day, parents will be notified to take their student home:
 - Running a fever over 100.5
 - Suspected contagious disease (including head lice)
 - Vomiting or diarrhea
 - Severe stomach ache
 - Headache or earache
 - Inability to remain in class due to illness or injury
6. Gloria Deo Academy's policy is that students are not allowed to carry medications of any type. This includes, but is not limited to, Tylenol, Advil, vitamins, etc. Students with any type of

medication in their possession may be subject to discipline as appropriate. The only exception to this policy is an inhaler or epi-pen required to be carried on their person by their doctor. In these cases, the original properly labeled container should be kept with the child indicating specific instructions for use. The classroom teachers and administration must be made aware of each of these situations. Written permission must be kept on file at the administration office for each of these individual situations. Diabetic students are not included in this category. Treatment plans for diabetic students will be kept on file in the administrative office. Communication with parents regarding all student health needs is imperative and encouraged.

PARENTS

BACKGROUND CHECKS

Gloria Deo Academy requires all persons working with students, including all on- or off-campus school-sanctioned activities and volunteer opportunities, to complete a background check and child safety training video every two years. For more information and to initiate this process, visit gda.academy/getinvolved.

CLASSROOM POLICY

Parents must have administration approval before visiting or entering classrooms during school hours in order to minimize classroom disruption, to maintain security, and to provide consistency in the learning environment.

CONFLICT RESOLUTION POLICY

1. Conflict Resolution Policy

A. *Conflict Defined.* Conflict may be as simple as a difference of opinion, a disagreement over policies, dissatisfaction with one or more of the constituents of Gloria Deo Academy, or an argument involving two or more parties over an individual's actions or concerning the policies and direction of the School.

B. *Approach and Application.* The School is committed to honoring Christ through our approach to conflict (Ephesians 4:2-3). The purpose of the School's conflict resolution policy is to establish a Biblical foundation for meeting that goal.¹ This policy

¹ Matt. 5:9; Luke 6:27-36; Gal. 5:19-26; Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4; Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12; Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9; Prov. 19:11; Matt. 18:15-20; 1 Cor.

applies to teachers, parents, students, families, staff, volunteers, administration, and Board.

C. *Objectives.* Our goal is that the School will be a place where people work together to overcome differences and find the common ground we share in Christ. Such an approach is biblically mandated and serves as an example to the non-Christian world that we are indeed disciples of Christ (John 13:34-35). The relationship between the School and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the School. Once enrolled in the School, the family must be willing to submit to the School's authority in governing its affairs. Yet, the School must also uphold the family's authority in governing its affairs. Given these two realms of authority and considering the vastness of the responsibility in training and educating our children, disagreements are inevitable. They may be small or great, but they will inevitably occur. We believe that God can be glorified in the midst of these disagreements through the peacemaking actions of those involved. Every parent must be willing to seek proper resolution to any conflict, and it is the School's intent to be responsive to its stakeholders and their concerns. Through this Conflict Resolution Policy, GDA seeks to:

- a. Provide the opportunity to resolve a conflict or complaint quickly, fairly, and without reprisal, in a Biblical manner;
- b. Improve communication and understanding between stakeholders;
- c. Support a positive environment by appropriately allocating responsibility for preventing and resolving conflicts and complaints; and
- d. Identify organization policies and procedures that need to be clarified or modified.

D. *Communication.* Every individual must be willing to seek proper resolution to any conflict. The first step in any conflict resolution is a commitment to Biblical communication in accordance with the following principles:

- a. Own your part of the conflict. We should always examine our own hearts and intentions before those of others and take responsibility for our contribution to the conflict. Conflict is almost never 100% one person's fault. Ask yourself, "What is it like to be on the other side of me?"
- b. Seek to repent and repair.
 - i. Believe the best about others. It is easy to assign bad motives to people, but many times, their actions are not personal to you. Believing the best also helps you to address an issue directly because you are not assuming ill intent. This improves the ability to preserve and restore the relationship.

6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9; Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4.

- i. Ask questions. Seek to understand and appreciate differences.
- ii. Explain; don't blame. Begin a conversation with your experience rather than blame. Avoid "you always" or "you never" statements. If you're dealing with an "angry person," for example, you might frame it this way: "I feel like it's difficult to contribute in a meeting when anger is present and we are no longer seeking to understand each other." Think about the difference between explaining and blaming.
- iii. Be direct. Conflict should be handled discreetly, but directly. Gossip is sin and dishonors Christ and inflames rather than diffuses conflict. Talk *to* someone; not *about* someone. If you lack courage to talk to someone directly, it may be better to overlook the perceived offense.

E. *Procedures.* We encourage everyone to attempt to be at peace with all men and have outlined below the proper procedures for conflict resolution.

- a. Timing. Disagreements and conflicts should be addressed as soon as possible. The longer conflict is unresolved, the harder it is to bridge the differences.
- b. Meeting. If two parties have a disagreement, the ideal response is for them to meet together face-to-face to discuss the matter and seek common ground. If an issue should arise regarding an individual teacher or his or her classroom rules or procedures, the parent(s) should speak to the teacher before discussing the matter with those in authority over the teacher or anyone else.
- c. Escalation. If mediation is unsuccessful in resolving a conflict, one or both of the parties may bring the matter to the next level administrator. The Head of School will be the final arbiter of unresolved internal conflicts. **Decisions made by the Head of School may not be appealed to the Board of Directors.**
- d. Review Process. All requests for conflict resolution, complaints and appeals will be fully investigated **by administration**, and a reply will be given as quickly as possible. The administration will analyze the merits of the conflict resolution request or complaint, and within two working days will meet with the individual to discuss a recommendation or, in the case of an employee, a proposed plan of action.
- e. Confidentiality. In all circumstances, confidentiality will be respected.
- f. Guidance. Anyone who believes they are in a conflict situation and is unsure of how to proceed should first contact the administration for counsel.

F. *Unresolved Conflict.* If all efforts at resolution fail, and parties believe they are not able to stay in community in peace, any party wishing to leave the School is asked to do so lovingly, without rancor or bitterness on the part of the one leaving or on the part of those staying, so that we, as believers, may not bring disgrace on the name of Jesus (1 John 2:10).

G. *Sexual Harassment.* In cases involving complaints of suspected sexual harassment, the Head of School shall be the officer to whom all such complaints are directed; provided, however, that teachers and staff members shall also have the option to report complaints to any same-sex

administrator or board member if the Head of School is not the same sex as the complainant. Teachers and staff members are encouraged to report harassment that they experience or witness. Any school staff member who receives a sexual harassment complaint shall report it immediately, orally or in writing, to the Head of School or, if preferred and the complainant is the opposite sex of the Head of School, a same-sex administrator or board member. If the complaint involves the Head of School, the report shall be made to the entire Board through the Chair of the Board or, if preferred because the complainant is the opposite sex of the Chair of the Board, a same-sex board member. Legal procedures will be followed in such a case.

NON-DISCRIMINATION

Non-Discrimination Policy: Subject to the Constitution of the United States and all applicable state and federal laws, Gloria Deo Academy does not discriminate against applicants, students, or potential employees on the basis of race, color, or national or ethnic origin in its hiring, administration of its employment policies, educational policies, admissions policies, tuition assistance, scholarship and loan programs, athletic, and other school administered programs. Gloria Deo Academy's non-discrimination policies shall at all times and in all respects be subject to the school's approved Statement of Faith.

PHOTO RELEASE

I/we understand enrollment includes permission to use the likeness of GDA students, starting at enrollment and in perpetuity, in promotional materials, communications, and other visible venues (publications). Such publications may include specifically, but are not limited to, school yearbook, school newspaper, publicly displayed photographs, including but not limited to, on the GDA website and GDA social media outlets.

Throughout the school year, student pictures and videos may be used to promote GDA activities and achievements. By execution of the Enrollment Contract, I authorize GDA to print, photograph, and record my child for use in audio, video, film or any other electronic, digital, or printed media.

GROUP ME APP

The GroupMe app is utilized by GDA parents at all grade levels to foster collaboration, communication, and community among parents. The following guidelines help ensure that GroupMe serves to benefit our school community. We request all parents to download the GroupMe app on their smartphone prior to the start of school.

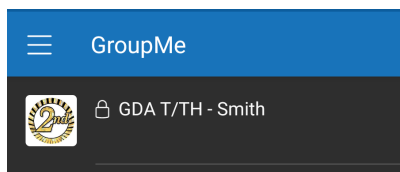
Purpose: To foster parent-to-parent communication and collaboration.

General Guidelines:

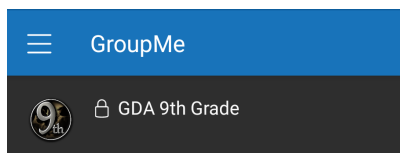
1. GDA staff members will create and moderate all GroupMe groups in August, but no earlier than July 1, for the upcoming school year. We ask everyone in the GDA community to use these groups rather than setting up separate ones.
2. GDA staff will create one group for each rotation class (PreK-6th) and for each grade level as a whole (7th-12th).
3. All families are added to the GroupMe thread for the grade level that their child(ren) are in. If you have not been added to your child's thread by the first day of school, please contact their teacher.
4. Groups are active for the current school year and will be deleted each June. In keeping with this practice, we ask that any groups that may have been personally created by a GDA family be deleted to help us better maintain current groups.
5. Though teachers will moderate groups and may chime in from time to time, they are not responsible for *or* required to answer questions via this method. Please use your teacher's requested method of communication for parent-teacher questions.
6. Any grievances that may occur on group threads will be handled based on the communication guidelines in the GDA Parent-Student Handbook.

Guidelines for Set Up:

1. Groups will be created by either the classroom teacher (PreK-6th) or admin (7th-12th).
2. Group names will be titled in the following way:
 - a. **PreK-6th:** GDA → rotation day in all caps → dash → teacher's last name
(For example: GDA T/TH - Smith)



- b. **7th-12th:** GDA → __th Grade (For example: GDA 8th Grade)



3. The group avatar (picture) will be of the grade level number: K3, K4, K5, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th.

HEAD ROOM MOMS/HOUSE MOMS

Head Room Moms (PreK-6th)

A Head Room Mom (HRM) is a parent of a current student in the class she serves. She is responsible for the organizing, planning, delegating, and executing of yearly classroom celebrations (See also GRAMMAR SCHOOL CLASSROOM CELEBRATIONS) and events with direction from the teacher as well as aid in any needs the teacher may have. Serving as the HRM will automatically fulfill the family's service hours (10 per semester) for the school year. A(n) HRM will be recommended by Admin and chosen collaboratively with the teacher during the summer prior to the school year beginning. If you are interested in serving as a Head Room Mom in the future, please let your student's teacher and the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th) know. Once selected, the teacher will communicate to all parents who the HRM will be and from there, the HRM will be the point of contact for classroom celebrations, events, and reminders.

House Moms (7th-12th)

A House Mom (HM) is a parent of a current student in the upper school (7th-12th grades). She will be responsible for assisting the House Governess. There will be one HM selected for each House. Serving as a(n) HM will automatically fulfill the family's service hours (10 per semester) for the school year. A(n) HM will be recommended by Admin and chosen collaboratively with the House Governess during the summer prior to the school year beginning. If you are interested in serving as a House Mom in the future, please let the Dean of Campus Culture and Community know. Once selected, the Dean or House Governess will communicate to all parents who the HMs will be and from there, establish grade level Group Me (See also GROUP ME APP) threads for further, ongoing communication amongst families.

PARENT INVOLVEMENT (See also VOLUNTEERS)

As a support and extension of the family unit, GDA considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at GDA we are continually seeking ways to actively involve the parents, siblings and grandparents. Below are just a few of the ways parents are involved. Please feel free to ask if you would like to try additional ideas.

- You remain an important teacher of your children. Our teachers rely on you to partner with them primarily by closely supervising the home component of our program, and reinforcing classroom instruction.
- Organize class or study group field trips and/or library visits for the off-campus days.
- Serve as a story-reader, guest artist, or offer your special talents in our classes.
- Volunteer your help as may be needed in the classroom or in other areas. (See Volunteer Service Hours section).
- Visit the school/class (Must be scheduled in advance out of courtesy to the teacher).

- Assist in the classroom, regularly or infrequently (again, arrangements should be made with the teacher concerned).
- Act as chaperones on field trips and/or library visits.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
- Share your experiences, trips, vacations, as they may relate to an area of study in a class.
- Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent's request.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
- Offer specific assistance to serve on board-appointed committees.
- Invite a teacher (or administrator) home for dinner.

SERVING

Service Hour Credit Program

We partner with parents. Your connection on and off campus is vital to student success. Your involvement models a life of service. Your investment of time and talents is invaluable to student life, student safety, and to the school community. When students observe their parents contributing to the school, they realize their school is important and worthwhile. For this reason, GDA requests that parents (and/or grandparents) collectively contribute 10 hours of time each semester in support of the school through service activities. If parents have not met the 10-hour per semester volunteer threshold, the family's FACTS account will be charged \$25 per unmet hour.

FALL SEMESTER DEADLINE: Dec. 31

SPRING SEMESTER DEADLINE: May 31

ALL families will be responsible for logging services through their own FACTS SIS Family Portal. To access and edit your family's service hours: begin by logging into your [FACTS SIS Family Portal](#) > Family > Family Home. In the center of your screen, you can select a parent's name and will see Service Hours directly below. There is an add button, when selected you will need to include the date, number of hours and description of activity.

A google document with all available opportunities for service hours will be included in the bi-weekly Lion Life Parent Update. You may check for upcoming opportunities, perform the service requested and then log your hours accordingly. Here is the [link](#) to access Service Hour Opportunities.

Service hours can also be earned by personal monies spent on school activities or events (i.e. a parent purchases equipment for their child's athletic team, a class party, etc.) and on purchases from GDA's Amazon Wish List. Approximately \$25 = 1 service hour

PARENTS ARE RESPONSIBLE FOR LOGGING HOURS PRIOR TO EACH SEMESTER'S DEADLINE.

SCHOOL DAY

ARRIVAL AND DISMISSAL

Please drop your children off at school no more than 15 minutes prior to the scheduled start time. Gloria Deo Academy is not responsible for students dropped off for school more than 15 minutes before the scheduled start time. Please do not allow a student to be present at Gloria Deo Academy without faculty present.

School Day Schedule

- 8:00 - Doors Open
- 8:15 - School Starts
- 3:20 PreK Dismissal
- 3:25 Kinder - 2nd Dismissal
- 3:30 3rd-12th Dismissal
- 3:35 PreK Late Fee incurs
- 3:40 Kinder - 2nd Late Fee incurs
- 3:45 3rd and Up Late Fee incurs

Late Fees

If students in 3rd grade and above are not picked up by 3:45, he or she will be taken to the main office to begin homework. Late parents must park to come in and pick students up. For any student in 3rd grade and above remaining more than 15 minutes after school (3:45), \$15 will be charged to the family via FACTS, then an additional \$5 for every 15 minutes afterward.

If students in PreK-2nd grade are not picked up by 3:35 (PreK) or 3:40 (K-2nd) he or she will be taken into the LSH to begin homework. Late parents must park to come in and pick students up. Any PreK-2nd grade student remaining more than 15 minutes after school (3:35 PreK or 3:40 K-2nd) \$15 will be charged to the family via FACTS , then an additional \$5 for every 15 minutes afterward.

If your student is not picked up by 3:45, he or she will be taken to the main office to begin homework. Late parents must park to come in and pick students up. Any student remaining more than 15 minutes after school (3:45) will be charged \$15 via FACTS, then an additional \$5 for every 15 minutes afterward.

ATTENDANCE

Commitment and collaboration are essential qualities of our school community. GDA staff prepares for each on-campus class day to be intentional and meaningful, collaborating with parents in the

discipleship and education of students. To foster a rich transformative classroom culture, consistency in student attendance is essential. Consistent attendance benefits individual students, maximizing his or her educational opportunity, and creates consistent community interactions and impactful in the context of meaningful relationships with teachers and classmates. A high degree of excellence is possible only with a commitment to consistent attendance.

A student enrolled in Gloria Deo Academy is expected to be present and on-time every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Due to the limited number of in-class days, it is vitally important to each student's progress to attend each class day and period. Please use the ample time on non-class days to schedule personal activities (e.g., – dentists, etc.).

Attendance Requirements

- Grammar School (PreK-6th): In order to earn a passing grade, Grammar School students must attend a minimum of 85% of classes.
- Logic School (7th-8th): In order to earn a passing grade, Logic School students must attend a minimum of 85% of classes.
- Rhetoric School (9th-12th): To receive credit for a semester, Rhetoric School students must attend a minimum of 85% of classes.

To receive credit for a semester, students must be in class a minimum of 85% of the time. Thus, if Grammar School students miss more than 5 days of school per semester, or if Logic School students miss more than 7 days per semester, or if Rhetoric School students miss more than 10 days per semester, the student will not receive credit for the class(es) in which the absences have occurred without Administration review approval.

Gloria Deo does not distinguish between excused and unexcused absences. All absences are posted as unexcused in RenWeb. It is the student's and parents' responsibility to make up any missed work (see make-up policy) and to contact teachers for assistance. Logic and Rhetoric school students will need to make arrangements to get class notes from the teacher or from another student.

Definitions:

- Full-day absence (PK-12): The student is absent from school for 3.5 hours or more.
- Half-day absence (7-12): The student is absent from school between 1 and 3.5 hours. Two half-day absences equal a full-day absence.

Attendance is taken each school day by Grammar School teachers, and each period by each Logic and Rhetoric School Teachers.

Students will remain under adult supervision while on campus. Being absent from class without the knowledge or permission of parents or Gloria Deo staff will be treated as a disciplinary event. Students are expected to be at school and every class on time. Habitual tardiness is subject to disciplinary action.

Absence Notification

If your student will be absent from school for any day or part of the day, please send an email to the classroom teacher affected.

Grammar School students only need to notify their grade level teacher and they will communicate with any Specials Teachers of the day.

Upper School students will need to notify any and all teachers whose class they will miss.

Early Dismissal

It is strongly encouraged that any appointments (i.e. dentist, routine doctor visits) are scheduled on non-school days. In a situation where a student needs to leave school early, the parent will notify the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th). AND as a courtesy, the affected teachers, BEFORE the day of the absence. A parent must sign the student(s) out at the front desk or Little Schoolhouse. For the safety of all, parents are not permitted to walk to their child's classroom to pick them up or have their child meet them in the parking lot.

Planned Absences/Making Up Work From Absence

Gloria Deo teachers release lesson plans by 5:00 pm each Sunday. This is done not only to prevent plans from being released late, but also so that they will not be released too early. While teachers have a year-long or semester-long plan, they need the ability to adjust plans from the previous week; they adjust plans to accommodate the pace and thoroughness of learning in the class.

For this reason, teachers will not always be able to distribute lesson plans earlier than the scheduled time on Sunday. If a family plans to miss school, the teacher and parent should communicate about the work close to the time of the absence (before, during, or soon after the absence).

Underlying this policy is the reality that absences put a strain on students, parents, and teachers. If at all possible, students should not miss school. Trips should be scheduled during breaks (Gloria Deo has an

accommodating schedule for trips in comparison with other schools). Due to the rapid pace of lessons on campus days, it is usually better to schedule appointments on home days.

See also information on make-up work.

Tardiness

Punctuality is considered a vital part of training for GDA students. Being on time instills self-discipline and respect for the time of others. Any student who arrives after 8:15 am, the start of any class period, or morning devotions, will receive a tardy. The parents of students who are tardy more than three times in a quarter will be asked to meet with the Dean of Lower Grammar (PreK-2nd) or the Dean of Students (3rd-12th). Five tardies are equivalent to one absence. Continued tardiness may be grounds for dismissal from the school.

To ensure the safety of your child, any PreK-2nd grade student who arrives after 8:15 must be escorted into the Little Schoolhouse by a parent. Administration reserves the right to charge \$5 to the student's FACTS account if a parent fails to escort their child into the building after 8:15.

BASIC RULES (or CODE OF CONDUCT)

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to:

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There will be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Students are not allowed to have guns, knives, or weapons (see Weapons Policy) of any kind on school grounds or at Gloria Deo Academy sponsored events.
- Electronic devices (e.g., cell phones, smart watches, fitness watches, music players, etc.) should not be used during school hours or school functions. All devices should remain off and be stored away and not on the student's person. (See the Electronics and Technology section for GDA's complete policy).
- Students are expected to treat all of the school's materials and facilities with respect and care. This includes school-owned curriculum that may be distributed to the students. Students may be charged for any damage to the school's property that is attributable to their actions.
- Students may not express any physical display of affection at school during school hours or at any Gloria Deo Academy sponsored event.
- Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.

- Students are expected to treat prayer and class discussion with proper reverence. Jokes, songs, or behavior that treat the Lord's name or character with triviality are not permitted
- It is expected that students work diligently and concentrate fully on their work while in school.
- Follow Galatians 5 as a biblical model of Christlikeness.

CLOSED CAMPUS

Gloria Deo Academy is a closed campus. All visitors, including parents, must check in at the front desk or the Little Schoolhouse. We encourage lunch visits and especially lunchtime volunteers. Classroom visits are welcome, but should be planned in advance with your child's teacher. Students are not allowed to leave campus during any school day.

DRESS CODE AND UNIFORMS

The GDA dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status.

Administration reserves the right to grant a limited variance to these regulations for special purposes (i.e. special dress days, programs, instructional exercise, health reasons, etc.).

Lower and Upper Grammar school students will not be disciplined directly for dress code violations. Parents will be contacted and asked to bring the appropriate dress to school or to rent the necessary items from the school. If the pattern continues, parents will be asked to meet with GDA staff in order to come into compliance.

Logic and Rhetoric School students will be disciplined for dress code violations. Dress code violations will result in a disciplinary consequence. Parents will also be contacted and asked to bring the appropriate dress to school or to rent the necessary items from the school.

REQUIRED	
PreK - 8th	9th - 12th
POLO SHIRT: solid red ; short or long sleeve, embroidered with the GDA crest (in either the full color version of the crest or in a single color—black or white version).	POLO SHIRT: solid black ; short or long sleeve, embroidered with the GDA crest (in either the full color version of the crest or in a single color—black or white version).

SHORTS/PANTS: solid blue denim (blue jeans), khaki, or black SOCKS: matching; solid red, black, white, or grey SHOES: matching; closed-toe, closed back CARDIGAN/SWEATER/SWEATSHIRT/HOODIE: solid red, black, white, or gray; embroidered with the GDA crest (in either the full color version of the crest or in a single color–black or white version).. Acceptable to be worn over the uniform polo. <u>All cardigans, sweaters, sweatshirts, and hoodies must be embroidered with the GDA crest (in either the full color version of the crest or in a single color–black or white version).</u> GDA spirit wear may <i>not</i> be worn as part of the uniform except on designated days.	SHORTS/PANTS: solid blue denim (blue jeans), khaki, or black SOCKS: matching; solid red, black, white, or grey SHOES: matching; closed-toe, closed back CARDIGAN/SWEATER/SWEATSHIRT/HOODIE: solid red, black, white, or gray; embroidered with the GDA crest (in either the full color version of the crest or in a single color–black or white version). Acceptable to be worn over the uniform polo. <u>All cardigans, sweaters, sweatshirts, and hoodies must be embroidered with the GDA crest (in either the full color version of the crest or in a single color–black or white version).</u> GDA spirit wear may <i>not</i> be worn as part of the uniform except on designated days.
OPTIONAL	
PreK - 8th	9th - 12th
POLO SHIRT: solid black, white, or gray; short or long-sleeve, embroidered with the GDA crest. SKIRT/SKORT: (<i>females only</i>) GDA plaid, blue denim, khaki, or black. Solid red, black, white, or gray modesty shorts or leggings worn underneath are required. POLO DRESS: (<i>females only</i>) solid red, black, white, or gray; embroidered with the GDA crest; solid red, black, white, or gray modesty shorts or leggings worn underneath is required.	POLO SHIRT: solid red, white, or gray; short or long-sleeved, embroidered with the GDA crest. SKIRT/SKORT: (<i>females only</i>) GDA plaid, blue denim, khaki, or black. Solid red, black, white, or gray modesty shorts or leggings worn underneath are required. SPIRIT T-SHIRT: allowed on spirit days only. Any t-shirt made for GDA or a GDA sanctioned event is acceptable. LONG-SLEEVE T-SHIRT: solid red, black, white or gray; worn under uniform polo

SPIRIT T-SHIRT: allowed on spirit days only. Any t-shirt made for GDA or a GDA sanctioned event is acceptable. LONG-SLEEVE T-SHIRT: solid red, black, white or gray; worn under uniform polo only, on cooler days. COATS/OUTERWEAR: if it will be worn indoors during class, it must be solid red, black, white, or gray; embroidered with the GDA crest. If it will only be worn outdoors to/from school and at recess, there are no color restrictions and embroidering the GDA crest is not required.	only, on cooler days. CARDIGAN/SWEATER: solid red, black, white, or gray; embroidered with the GDA crest. Acceptable to be worn over the uniform polo. COATS/OUTERWEAR: if it will be worn indoors during class, it must be solid red, black, white, or gray; embroidered with the GDA crest (in either the full color version of the crest or in a single color—black or white version). If it will only be worn outdoors to/from school and at recess, there are no color restrictions and embroidering the GDA crest is not required.
PROHIBITED	
PreK - 12th	
- Any shirts, sweatshirts, hoodies, sweaters, or cardigans that are not embroidered with the GDA crest, including spirit wear—except on specifically designated days. - Athletic material (such as, but not limited to, basketball attire "mesh.") Dry-fit polos or dress pants/shorts are allowed. - Leggings/jeggings worn solely as pants - Visible logos or markings other than the GDA crest on the front of uniform items - Garments that are too tight or too loose - Shorts, skirts, or dresses that are shorter than 3" above the knee - Plaid garments other than those purchased through our uniform closet or our licensed retailer, The Speckled Goats (www.thespeckledgoats.com) - Blue or navy blue shorts/pants in place of denim blue - Flip flops, Crocs, sandals - Colored hair other than natural hair colors - Jewelry that detracts from the learning environment, including but not limited to, facial/body piercings (other than single piercing on ears) - Tattoos should not be visible while wearing school uniforms. Any tattoos visible while wearing school uniforms should be covered. - Facial hair should be tidy and well kept.	

FREQUENTLY ASKED QUESTIONS

1. Where can I purchase uniform items? From your preferred retailer, from our licensed embroiderer www.thespeckledgoats.com, www.landsend.com (preferred school #900165614), or from our preowned uniform closet during office hours.
2. Where can I get my uniforms embroidered with the GDA crest? www.thespeckledgoats.com, Digital Expressions at 681 Bulverde Rd., Bulverde, TX 78163, or when you order through www.landsend.com.
3. Can my student really wear jeans to school? Yes. Many enjoy doing so. Just remember that only plain blue denim is allowed. Students cannot wear acid-washed, black, faded, or torn denim. Denim should not have colored embellishments.
4. What should students wear when the weather is cool? Students can wear red, white, black, or gray cardigans, sweaters, sweatshirts, or hoodies *only* if they are embroidered
5. What does my student need to wear on picture day? Grammar and Logic (PreK-8th) students are required to wear a **red** uniform polo and the Rhetoric students (9-12th) are required to wear a **black** uniform polo.
6. Can my student(s) have brand logos on their uniform items? There can be no visible brand logos on the front of the uniform items. Small, discrete logos on the back or side of items is acceptable. It is acceptable to embroider the GDA crest over a brand logo on the upper left side of polos provided it covers the whole logo without having to enlarge or distort the GDA crest.
7. Can my Grammar or Logic school (PreK-8th) student wear a black polo? They were not allowed to in the past. Yes. In an attempt to streamline our dress code, PreK-8th grade students have the option to wear a black polo for their uniform shirt starting with the '21-'22 school year.
8. Do the Rhetoric school (9-12th) students have to wear anything different on combined devotion days? No. In an attempt to streamline and simplify our dress code, we are no longer requiring white oxford button-up shirts and ties to be worn on combined devotion days starting with the '21-'22 school year. The regular school uniform is the only requirement.
9. Does the color of zippers or pull strings on jackets/hoodies matter? Yes, all uniform items should be one solid color including the pull strings and any visible zippers.
10. Is there a specific school-approved plaid? Yes, and can only be purchased from www.thespeckledgoats.com or our used uniform closet.
11. Can I purchase heather grey uniform items? Heather grey is acceptable, however, black and grey variegated fabrics are not acceptable. There should not be black in your grey uniform items.
12. Should I wash my uniform items before they get embroidered? Only if you expect them to shrink during the first wash.
13. I have an embroidery machine or access to one. Can I embroider my own uniform items? Yes, but you must first agree to and sign our Logo Stitch File and Embroidery Agreement. For more information, contact the Operations Manager.

Administration has complete discretion to determine whether any Gloria Deo Academy dress code requirements and expectations are met or how they may be remedied if violated. Our desire is to maintain a simple uniform dress code. Dress code policies depend on parents and students adhering to the spirit of the policy. Parents are responsible for supporting their child(ren) in adhering to the dress code.

In a case of dress code violations, the student will be brought to the main office until a parent can bring them dress code compliant uniform garments.

Friday Electives

On Fridays, all students may wear GDA t-shirts that have been made for any Gloria Deo Academy sanctioned event (i.e. Student Life retreats, Spring Fest, I'm a GDA Lion shirt, athletic teams, etc.). Shirts and outerwear purchased through GDA promotional spirit gear companies may also be worn. Pants, skirts and shorts must meet the dress code stated above.

Shoes, Socks and Jewelry

Students are required to wear closed-toed shoes to school each day. No flip-flops, Crocs, or sandals are allowed. Jewelry should be modest and not detract from the learning environment. Socks must be solid colors (red, black, white, or gray) and match.

Spirit Days

On the days notated on the Academic Calendar, students will be permitted to wear a "spirit shirt" rather than their standard uniform shirt. A "spirit shirt" is defined as any shirt that has been made for any Gloria Deo Academy sanctioned event (i.e. Student Life retreats, Spring Fest, I'm a GDA Lion, athletic teams, etc.). Shirts and outerwear purchased through GDA promotional spirit-wear fundraisers may also be worn. This applies to shirts only. All other Uniform Dress Code Policies will remain unchanged and enforced per standard policies. Logic and Rhetoric School students can participate in "Spirit Day Dress Codes" for both days they may be on campus.

Hair Color

Only natural hair colors are permitted.

ELECTRONICS AND DIGITAL TECHNOLOGY POLICIES

We want to create a good learning environment for our students. Data shows that students are incredibly distracted by screen time and never being able to turn off media, electronics, etc. Therefore, we believe students should have a learning environment that is free from those distractions. In addition, the evidence also supports the fact that personal technology inhibits development of relationships, which is also vital to daily school life.

Electronic devices (e.g., cell phones, smart watches, fitness watches, music players, etc) should not be used during the school hours or during school functions. All devices should remain off and stored away in a bag or backpack and not on the student's person. Any device not stored away and turned off during the school day will be collected by a school official and held until the end of the day. Unauthorized use of cell phones, smart watches, fitness watches, etc. will result in these items being taken from the student and given to the Dean of Students. The Administration reserves the right to charge a fee of \$15, which will be collected before the item will be returned to the parent. If a parent needs to communicate with their student(s) for any reason, please contact the school office. An administrator can give your student permission to contact you at an appropriate time from the school office.

Students should not have any type of device, including smart watches, fitness watches, iPod (or other music devices), iPad (or other tablet), Kindle (or other e-reader), laptops, or cell phones communicating with outside servers for text messaging, web use, etc. Exceptions to this policy are only for classes that specifically require the use of electronic equipment to fulfill class obligations, and must be used in designated areas and only under the direct supervision of faculty or staff.

Any instructor may, at his/her discretion, allow the use of an electronic device for academic purposes. Likewise, all instructors have the authority to collect such devices to be held until the end of the school day if not stored and if permission was not granted for academic purposes. The Internet is to be used for SCHOLARLY research and as a means of obtaining needed information only under the guidance and supervision of the teacher for which the subject is taught. Students should realize that there are certain safety measures that should be followed when on the Internet.

- No images are to be visible on screen unless directly related to an assignment.
- GDA-owned computers may be used only for school purposes. Personal use, including personal communication via any format on a school computer, is prohibited.
- Students using a computer in the classroom must be seated with their backs (and screens) facing the teacher.
- We strongly suggest that at-home computer assignments be completed under parental supervision. If this is not possible, and the parent would prefer an alternative path to completion of the assignment, please contact the Head of School or Dean of Students.

Parents realize and uphold that students are expected to be diligent in their studies and access only those websites required for class online during the school day. Students have a responsibility to display exemplary behavior when using the Internet. Any failure to fulfill this responsibility may result in the suspension of Internet privileges and/or further disciplinary measures. Gloria Deo Academy recommends that every family have their own Internet safety and security set up at home. The Internet is a great tool and must be used by Gloria Deo students and families. However, we ask all families to take every precaution to keep members of the family safe.

Access to social networking sites such as Facebook, Twitter, Snapchat, Classmates, and others, is off-limits in Gloria Deo facilities. Students who develop and maintain personal websites or blogs and who identify themselves as students at Gloria Deo Academy acknowledge that they are representing the Academy in a public forum. When inappropriate websites or blogs created and maintained by Gloria Deo Academy students, faculty, or parents mention Gloria Deo Academy's name or use its images or logos, the Academy can and will hold violators responsible for the content. Gloria Deo Academy reserves the right to require removal of any or all of the content which contradicts the values of the Academy as stated in our Statement of Faith, Core Values, and related mission statements.

Gloria Deo Academy may take the following actions: (1) A conference with the student and administration to request modification or removal of Gloria Deo's name and/or images/logo from the website, (2) Notification to student's parents or guardians about violation of use will be generated, (3) Disciplinary consequences, which the administration believes are in line with the offenses may be imposed. If compliance is not achieved through modification or removal after request, additional disciplinary action may be taken including expulsion. Gloria Deo Academy, its administrative team, and Board have sole discretion on what is deemed as appropriate and inappropriate use of Gloria Deo Academy's name, logo, and images. Enforcement may be pursued with the local authorities for noncompliance.

GDA realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a GDA family, you are now connected to colleagues, students, parents, and the school community. You should ensure that content associated with you is consistent with your association at GDA. Students and parents should be mindful of and understand the importance of maintaining proper decorum in the on-line, digital world as well as in person. You must conduct yourselves in ways that do not distract from or disrupt the educational process.

- Families should note and avoid images and content that do not reflect biblical values, which shall include, but not be limited to, the following items:
 - Improper fraternization using social networks
 - Inappropriate posting of items with sexual content
 - Inappropriate posting of items exhibiting or advocating the use of drugs and alcohol
 - Use of the school's name and logo on a personal website
- The following may constitute harassment:
 - Displaying or circulating sexually explicit or offensive pictures or materials in print or electronic forms.
 - Circulating pornography or obscene drawings.
 - Inappropriate use, comments, or pictures on student's personal social media sites.
 - Cyberbullying: harassing, humiliating, intimidating, and/or threatening others on the internet or through the use of any electronic device.
 - Use appropriate language while using electronic mail (e-mail). Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 - Users may not download, store, create, or print files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Penalties for harassment - Due to the range of ages and maturity of the GDA community, penalties will reflect the severity of the incident as it relates to the age and experience of the offender. Penalties can range from a reprimand to expulsion from school. State or local authorities will be contacted as deemed appropriate.

Renweb Software Use

The use of the Gloria Deo grading and lesson software through Renweb is a privilege for which all users accept responsibility. The computer system is intended to provide:

- Support for learning
- Increased opportunities for communication
- Additional resources for general information

GDA Network System

The network system may not be used in any way that disrupts or interferes with its use by others. Prohibited uses of the system include, but are not limited to:

- Theft, piracy, or altering of software
- Use of the system in a manner which is not related to the school's instructional programs and activities, e.g. – for unlawful purposes, libel, commercial purposes, or personal gains
- Violation of copyright law
- Plagiarism of ideas or information
- Use of the system to communicate unlawful information or to transmit viruses

- Sending or retrieving information which is pornographic, obscene, sexist, racist, abusive, or harassing
- Any use which results in a violation of federal or state law
- Non-educational downloads of software applications/documents from the Internet
- Other conduct deemed objectionable by Gloria Deo Academy

Gloria Deo Academy will not be held responsible for the loss of data resulting from delays, non-delivery, or service interruptions sustained or incurred in connection with the use of the GDA network system.

GDA Computer Use And Internet Access (7th-12th Grade)

Student use of computers and access to the internet is recognized as a privilege at GDA. Use of the school's computers or permission to use personally owned laptops is a privilege that will be revoked from a student who violates the GDA Computer Acceptable Use Policy. School and computer system administrators may prevent individual access at any time and will have the final judgment as to inappropriate use. Termination could also result in disciplinary action. The School reserves the right to revise this policy from time to time with prior notification to users.

GDA has put security and content filtering measures into place, such that all content is reasonably monitored for anything that is inappropriate, objectionable, and/or harmful to children. However, users should understand that GDA cannot guarantee that every inappropriate website or content will be blocked from student access. GDA does not guarantee that all students will have access to computers, the internet, or files stored on its network 100% of the time.

Grade specific parameters for use of computers and the internet are identified below.

12th Grade: Bring your own device (BYOD) to be used in classes at teacher discretion, under teacher supervision, and within the parameters of the computer use policy. Wise Time use is allowed. The internet should only be used for document and spreadsheet access, thesis research, and college admissions requirements.

11th Grade: Bring your own device (BYOD) to be used in classes at teacher discretion, under teacher supervision, and within the parameters of the computer use policy. Wise Time use is allowed. The internet should only be used for document and spreadsheet access.

9th–10th Grades: Use of school computers only in classes at teacher discretion, under teacher supervision, and within the parameters of the computer use policy. Wise Time use is not allowed unless pre-approved and arranged by a teacher of a specific subject for a specific task and coordinated by that teacher with the respective Wise Time teacher.

7th–8th grade: Use of school computers only in classes at teacher discretion, under teacher supervision, and within the parameters of the computer use policy. Wise Time use is not allowed.

GDA Computer Acceptable Use Policy (AUP)

Students will respect and honor the following conditions and expectations of the school in regards to computer and internet usage.

Students shall:

- Follow all written and verbal instructions given by designated GDA faculty and staff regarding the proper use of GDA computers and the Internet.
- Use GDA computers and internet services only for academic purposes to support the educational and instructional program of GDA and shall not use such for any purpose other than that which is directly related to school assignments or activities (this includes all games).
- Go online only through the GDA provided network.
- Abide by local, state, national, and international regulations in using the internet.
- Use this internet in support of education and research consistent with the school's policy.
- Make available for inspection by an administrator or teacher any messages sent or received over the network.
- Abide by the copyright laws, copying or transferring only copyrighted materials for which copying or transferring is authorized.
- Use his/her real name in all activities associated with computers and the Internet.

Students shall not:

- Make use of materials or attempt to locate material unacceptable in a school setting. The criteria for acceptability is demonstrated by the types of materials made available to students by administrators and teachers.
- Use messaging systems or social networking on personal or school computers during the school day.
- Play any computer games or participate in internet gaming.
- Attempt to discover passwords or other measures GDA uses to control access to the network and/or the internet. If a student should inadvertently discover passwords or other measures used to control access to the network and/or internet, he/she agrees to report this to whoever may be in charge at the time.
- Change or attempt to change the configuration of the software which controls access to the network/internet.
- Introduce or knowingly allow the introduction of any computer virus into a school computer or network.

GDA Computer Acceptable Use Policy Agreement

Before using computers on campus students will review this policy and be further trained on appropriate computer and internet use at the beginning of each year and sign the GDA Computer Acceptable Use Policy Agreement.

EMERGENCY PROCEDURES

Students are our number one priority both on typical school days and in the event of an emergency. In an emergency situation, we operate with all hands on deck in order to meet the needs of the moment. In the event of an emergency, GDA uses parent alerts (via text) to send notification.

GRAMMAR SCHOOL (PreK-6th) CLASSROOM CELEBRATIONS/EVENTS

Classroom celebrations and events are an important component in fostering school culture and community. At Gloria Deo Academy, our goal in celebrating various holidays and events is to further grow our students' hearts and minds to be lifelong worshippers, lifelong learners, and lifelong servants. Gloria Deo Academy sanctions the following yearly celebrations and events:

Yearly Classroom Celebrations

Event	Occurs	Duration	Focus	Standard
Christmas Pre-K 3/4	Last rotation day(s) before Christmas break	During lunch/recess with early release	Birth of Christ Lifelong Worshipper	Snack/drink, craft or game, light decor
Christmas K-6th	Last rotation day(s) before Christmas break	1.5 hours at end of day	Birth of Christ Lifelong Worshipper	Snack/drink, craft or game, light decor
End of Year Pre-K 3/4	Last rotation day(s) before summer break	During lunch/recess with early release	Gratefulness Lifelong Servant	Snack/drink, craft (i.e. memory book, classmate-signed keepsake) or game, light decor
End of Year K-6th	Last rotation day(s) before summer break	Teacher discretion	Gratefulness Lifelong Servant	Snack/drink, craft (i.e. memory book, classmate-signed keepsake) or game, light decor

Standards Defined: These definitions help ensure that celebrations across the grade levels are being carried out at approximately the same magnitude. Anything above and beyond the standard is not allowed. The standards also help provide multiple parents the opportunity to volunteer in an area that will suit their time availability, budget, or individual strength.

- Snacks: No more than 1-3 healthy, 1-2 treat/dessert, food allergies taken into consideration.
- Drinks: Water or juice (pouches/boxes preferred for easy distribution/clean up). No soda.
- Craft: Themed craft/keepsake (i.e. photo frame, ornament, bookmark, etc.) Hobby Lobby has easy, inexpensive class kits that veteran parents have utilized. Many ideas on Pinterest.
- Game: Simple, fun and silly, easy to follow, team-building, and/or cooperative game
- Light decor: Themed table cloth, napkins, plates, utensils (additional period-themed decor is allowed during events celebrating history)

Yearly Classroom Events (These may or may not apply to Pre-K. See teacher.)

EVENT	OCCURS	DURATION	DESCRIPTION
Grade Level Specific Academic Events (1st-6th)	When necessary throughout the year	Teacher discretion	Examples: Egypt Day, Greek Day, Roman Day, Wax Museum, Invention Museum, class plays
Spring Fest Booth	April - date TBD	4 hours	Each grade level is responsible for planning/running a booth
Field Trip	One per semester, on a Friday (recommended, with teacher approval)	N/A	To enrich any of the grade level curriculum being taught and build community

LOST AND FOUND

Lost and found is located in the main office and in the Little Schoolhouse. Due to limited storage space, lost and found items are only kept for 14 days. Lunch boxes are emptied immediately when they are found. Each found item may be discarded or moved off-premises after 14 days. All unclaimed uniform items will be donated to the uniform closet and all other items will be donated to a local charity.

LUNCH

Gloria Deo Academy does not have cafeteria service. All students will need to bring their lunch in an appropriate lunch container. Students are not allowed to use the refrigerators in the building. Only Upper School students (7th-12th grades) are permitted to use microwaves. Students are required to bring a spill-proof, leak-free water bottle each day. Refill stations are available.

WEATHER

Gloria Deo Academy will only close for the most severe weather conditions. We will notify families by text parent alerts, email, and/or Facebook updates. If you believe the travel conditions from your home

are hazardous, we encourage you to stay home. No student will be penalized academically for missing school on a day when travel conditions could have been reasonably deemed hazardous.

HANDBOOK COMPLIANCE FORM

By the enrollment of my child in Gloria Deo Academy I acknowledge that I have reviewed the Student-Parent Handbook.

Parents/Guardians will abide by and further the Mission Statement, Statement of Faith, and Core Values set forth in the Student-Parent Handbook.

I understand that my child(ren) will be required to participate in religious instruction that will be based on Gloria Deo Academy's Mission Statement, Statement of Faith, and Core Values. I understand that Gloria Deo Academy is committed to providing a historic Christian worldview education in a Christ-like environment, and that I and my child(ren) enrolled in Gloria Deo Academy are subject to the policies of Gloria Deo Academy as may be amended.

We (Parents/Guardians) agree with the Christian goals, philosophies, and rules set forth by Gloria Deo Academy. Further, I agree to do my part by taking responsibility for the level of parental involvement necessary in the university schedule school and will partner with Gloria Deo Academy administrators and teachers to complete a successful school experience.

Students agree to abide by the philosophies and rules set forth by Gloria Deo Academy and take full responsibility to use good work ethics throughout the school year, cooperate proactively with parents, Academy administrators, and teachers to complete a successful school experience.

Appendix A

GLORIA DEO ACADEMY

CONTINUOUS ENROLLMENT CONTRACT

I. General Conditions. I/We, the undersigned Parent(s)/Guardian(s) agree to the following conditions and hereby enroll our student named in this enrollment packet at Gloria Deo Academy (or the Academy) for the upcoming school year and each successive academic year until either (1) the student's graduation from GDA or (2) termination or withdrawal by either party in accordance with the terms set forth in the Withdrawal/Termination section below, whichever comes first.

I/We understand that this Enrollment Contract is between the Parent(s)/Guardian(s) of the student and Gloria Deo Academy. It is not binding on Gloria Deo Academy until accepted by the Academy. **This Contract confirms the commitment of the Parent(s)/Guardian(s) to pay tuition to the Academy each year for the full school year** in return for its reserving a place for the student and providing educational services. The Academy reserves the right to accept or reject a student for enrollment for any reason, notwithstanding the submission of the Contract. In the event that Gloria Deo Academy is unable to provide or continue its educational services to the student for any cause, Gloria Deo Academy shall not be liable for claims for any costs or expenses incurred as a result.

Withdrawal/Contract Termination: If written notice of withdrawal (Withdrawal Form) is received by the school admissions office via email prior to contract renewal date (January 31 of each year) via email, the Enrollment Contract shall not renew for the upcoming academic year. Withdrawal forms can be found in the FACTS SIS Parent Portal under Resource Documents. Print out the document, sign and email to the admissions office by the deadline.

II. Financial Agreements. I/We agree to pay all tuition and related fees according to the selected payment plan detailed in this Contract. I/We understand the amount of tuition will be calculated according to the rate published in the tuition and fees schedule and that if payment arrangements have not been implemented prior to the first day of school, the above-named student will not be permitted to attend classes. I/We acknowledge that Gloria Deo Academy, to continue meeting operating expenses, must be assured, in advance, of required annual income from tuition. I/We understand that the student named in this enrollment packet is therefore enrolled each year for the entire school year (unless the withdrawal form is completed and submitted by the GDA deadline). For **new** contracts executed after June 1st, payments must be made over the remaining months each year and by April of the contracted academic year.

We further understand that the non-refundable annual enrollment fee is required to hold a place for the student and also is in addition to the stated charges for tuition and fees for the upcoming **full academic**

year. For new enrollees, we understand that the non-refundable application fee is for expenses related to the admission process and is in addition to the stated charges for tuition and fees.

III. Releases. I/We will take responsibility for contacting the Gloria Deo Admissions Director to update our records in the FACTS SIS system should changes occur to any of our personal contact information. If there are any updates or changes in a student's medical information or emergency contact information, I/We agree to fill out the appropriate forms in the FACTS SIS Parent Portal. We understand that the Gloria Deo Academy directory is for the sole use of the school community, will not be made public, and may not be used for outside solicitation purposes.

I/we understand enrollment includes permission to use the likeness of GDA students starting at enrollment and in perpetuity, in promotional materials, communications, and other visible venues (publications). Such publications may include, but are not limited to, school yearbook, school newspaper, publicly displayed photographs, GDA's website and social media outlets.

Throughout the school year, student pictures and videos may be used to promote GDA activities and achievements. By execution of this enrollment contract, I authorize GDA to print, photograph, and record my child for use in audio, video, film or any other electronic, digital, or printed media.

I/We authorize Gloria Deo Academy, in the event that we cannot be reached, to secure whatever emergency medical care is necessary for the safety and well-being of our child in accord with the emergency information supplied to the school upon enrollment. I/We will assume any applicable costs incurred for emergency care after relevant insurance coverage is applied.

IV. Regulations, Conduct, and Records. I/We recognize that Gloria Deo Academy reserves the right to dismiss any student (without a tuition reduction or remission) in the event that he/she or members of his/her family engage in conduct that Gloria Deo Academy considers to be detrimental to the learning environment or reputation of the Academy that fails to support the school's policies or regulations, or that prevents the Academy from fulfilling its mission. Dismissal may occur at any point in the school year. I/We understand that the basis for dismissal can include, but is not limited to, a violation of the current [Student/Parent Handbook](#), failure to maintain acceptable academic standards as outlined in school policy, or an off-campus act. I/We understand that our child's progress at Gloria Deo Academy is dependent on a partnership with parents and that a student's success will be largely determined by our proper administration of the at-home work component. I/We agree to oversee assignments on the homedays. If Logic or Rhetoric school students enroll at GDA with deficit credits which are needed to fulfill GDA graduation requirements, I/We understand that it is the responsibility of the parent/guardian to follow the Academy's policy for timely completion of these credits. Students who have not fulfilled GDA credit requirements will not be able to receive a Gloria Deo Academy diploma. I/We are aware of and agree with the Gloria Deo Academy Statement of Faith. I/We agree to be bound by the conditions of enrollment expressed in this Contract and to support the Academy in the administration of Academy policies and in the enforcement of all student regulations. I/We authorize the Academy to release the above-named student's academic transcript to any college or university to which he/she may apply for admission or to another school in the event of a transfer prior to graduation upon completing a Request

for Transcript form. I/We understand that the Academy will withhold the official transcripts and/or records of any student until written notification of the student's withdrawal has been received from the Parent(s)/Guardian(s) and all financial matters for the entire school year, related to the student's enrollment have been cleared.

This Contract shall be governed by the laws of the State of Texas. Any disputes arising from this Contract shall be settled according to the principles set forth in the grievance policy in the Student/Parent Handbook. If the matter is not resolved after following the grievance policy, all parties involved should seek to remedy their differences through mediation and arbitration. The undersigned agrees to pay reasonable costs for collection fees, including court costs, as permitted by law, in the event that this contract is placed in the hands of a collection agency or attorney for any reason.

I/We understand that each provision of this Contract is severable and independent and will remain in full force and effect without regard to the ability to enforce any other provision(s). In executing this Contract, I/We confirm that the statements made are true and correct, that we are authorized to do so on our behalf and on the behalf of all others having a parental relationship to the student, and that I/We agree to all the terms of this Contract .

V. Payment Plans. Gloria Deo Academy's tuition payment and incidental billing platform is called FACTS. Every family is required to set up and maintain a FACTS account with valid and sufficient payment credibility, being a checking account, savings account, or credit card, regardless of payment plan choice. The annual fee associated with setting up a FACTS account varies depending on payment plan choice, and is at the full responsibility of the account holder (parent/guardian). Payment plans are selected when a family sets up their FACTS account following enrollment and will remain the same each year unless I/We notify the admin office via email. Gloria Deo Academy offers the following three payment options:

Pay in full (one) payment -- Full payment is due in July - or upon enrollment completion, before the first day of class (if enrolled after July 15th).

Biannual (two) payments -- One-half of the total tuition is due in June. If enrolling after June 15th, one-half of the total tuition will be due the month following enrollment, but before the first day of classes. The remaining balance is due at the beginning of semester 2 in January.

Monthly (eleven) payments -- Eleven equal monthly payments will be due June through April, of the contracted academic year. If enrolling after June, monthly payments will begin the month following enrollment, but before the first day of classes, and will be equally divided up among the remaining months through April (ten months, or nine months). The first tuition payment must be made prior to the first day of classes.

Final Confirmation

Our financial obligation to Gloria Deo Academy is for FULL ANNUAL TUITION for each year in which the student is enrolled. I/We understand that all tuition and fees are due each year for the entire school year even if a student withdraws for any reason after execution of this Covenant (other than tuition abatement reasons listed in the GDA Handbook). By signing, we attest that we have read, understood, agreed to the terms and conditions stated herein, and are entering into a legally binding contract with Gloria Deo Academy.

Document will be electronically signed during enrollment process