

Student/Parent Handbook



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General Information

“You shall therefore lay up these words of mine in your heart and in your soul, . . . You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise.”

Deuteronomy 11:18a-19 (ESV)

Mission Statement

Gloria Deo Academy partners with parents to educate students in a historic biblical worldview through a rigorous classical curriculum. The goal of GDA is to develop ethical and wise individuals who will impact their community for the glory of God through service, leadership, and character.

Vision

It is the vision of Gloria Deo Academy to educate the whole student in order to graduate young men and women who will use their God-given strengths and talents to live lives of significance for the glory of God.

Core Values

Gloria Deo Academy seeks to partner with parents to train Christian youth to glorify God by recovering the legacy of the Western Civilization. GDA respects the historic Christian faith and approaches each subject with a historic Christian worldview. The academic program is designed to develop the student through classical Christian learning in the knowledge (grammar), understanding (logic, dialectic, or reasoning), and wisdom (rhetoric) of each subject with increasing sophistication as age, grade level, and ability rise. Classical elements such as Latin, logic, and rhetoric, as well as good and great books are integrated across the curriculum.

Christian...

The Academy educates and inculcates truth in the light of God and His Holy Word. Scripture is integrated throughout all subject areas by a faculty consisting of fervent believers. We seek to teach each discipline from a historic Christian worldview. We support the development of each student's life in Christ while respecting the primary discipleship role that belongs to the family.

Classical...

Gloria Deo Academy encourages every student to develop a love for learning and to live up to his or her individual academic potential, achieved by adherence to the time-tested classical trivium of grammar, logic, and rhetoric. Each student progresses through curriculum, based upon works of scholarship that have defined our civilization. Students learn the significant, that they may lead lives of significance.

Collaborative...

We collaborate with parents that are committed to their Biblically ordained role as the primary instructors of their children. The Academy offers classes two to three days per week on site that are supported by supervised parental involvement on the days that their students are home. We work closely with the students and parents in developing a legacy of lifelong learning.

Statement of Faith and Beliefs

Gloria Deo Academy believes that every person is valuable and loved by God. Therefore, we should treat all people with honor, love, respect, compassion, dignity, and kindness. The heart of GDA is to love others well by representing Christ to the world through our words and deeds, using Scripture as our standard. Hateful and harassing behavior or attitudes directed toward any individual for any reason are to be repudiated and are not in accord with Scripture nor the beliefs of Gloria Deo Academy.

In order to preserve the function and integrity of Gloria Deo Academy and to provide a biblical role model to its students, families, and the community, we present the following statement of faith and foundational beliefs.

Although parents need not subscribe to each element of this statement, any teacher may unapologetically teach consistently with these beliefs and must not teach in any way that is inconsistent with these beliefs. When relevant, secular concepts may be discussed with students at age-appropriate levels to enable them to effectively defend their Christian faith in a secular world. Each employee must subscribe to the statement as a whole or declare any particular differences to the Head of School for evaluation by the Board of Trustees.

Inasmuch as Gloria Deo Academy will function as a body of Christians, governed by the Word of God, the following doctrinal statement shall apply. Every school board member, administrator, employed teacher, and support staff member shall be an immersed Christian who steadfastly seeks to be a temple for God's Holy Spirit. They must believe in the full and final inspiration of the Bible to the extent that it is to him or her the infallible Word of God, and therefore, the all-sufficient rule of faith and life; in the deity and supreme authority of Jesus Christ; and in the divine origin and character of the Church as it is revealed in the New Testament. In harmony with the above, said belief shall include the unqualified acceptance of the virgin birth of Christ, the bodily resurrection, and the reality of final judgment of heaven and hell as taught in the Bible. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe in the literal account of creation as recorded in Genesis and that God is the creator and sustainer of all life. Therefore, we believe in the sanctity of life upon conception. We believe that God is infallible and wonderfully and immutably creates each person as male or female.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has established that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexuality, bisexuality, bestiality, incest, rape, pedophilia, and use of pornography) is contrary to the teachings of the Bible.

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God is the sole and final source of all that we believe. For the purposes of Gloria Deo Academy's practice, policy, discipline, etc., the Board of Trustees shall be the school's final interpretive authority.

History and Governance

GDA is a non-profit private school. The Board of Trustees consists of parents and academic members from the community. They govern the Academy under the Word of God, its adopted bylaws, and its Statement of Faith and Beliefs, mission, and core values. The Board of Trustees is comprised of individuals committed to the founding principles and ongoing vision of the Academy. The administration of school operation is under the oversight of the Head of School. For more details on the board's operation and policies, please contact the school office.

What is Classical Education?

In the 1940s the British author, Dorothy Sayers, wrote an essay entitled "The Lost Tools of Learning." In the essay, she calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" - grammar, logic, and rhetoric. Miss Sayers also compares the three stages of children's development to the Trivium. Specifically, she matches what she calls the "Poll-parrot" stage with grammar, "Pert" with logic, and "Poetic" with rhetoric. Doug Wilson explained the classical method further in his book, *Recovering the Lost Tools of Learning*. GDA has been committed to implementing this form of education since the school's inception.

An excerpt from Doug Wilson's book, *Recovering the Lost Tools of Learning*:

"The structure of our curriculum is traditional with a strong emphasis on 'the basics.' We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well."

Why Latin?

Like many traditional particulars of good education lost in the name of "modern" or "progressive" education, Latin's advantages have been neglected and forgotten in recent 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.

At GDA, we teach Latin, therefore, for two major reasons:

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.

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 class work, e.g., plurals, nouns, verbs, prepositions, direct objects, tenses.

The Lost Tools of Learning

The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers. It illustrates the applications of the Trivium (grammar, logic, and rhetoric stages) we use.

Beginning Grammar (Pre-Polly)	Grammar (Poll-Parrot)	Logic (Pert)	Rhetoric (Poetic)
Grades K-2 Approx. ages 4-8	Grades 3-6 Approx. ages 9-11	Grades 7-8 Approx. ages 12-14	Grades 9-12 Approx. ages 15-18
Student Characteristics 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative	Student Characteristics 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (i.e., Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well	Student Characteristics 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? for most things 7. Thinks, acts as though more knowledgeable than adults	Student Characteristics 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
Beginning Grammar (Pre-Polly)	Grammar (Poll-Parrot)	Logic (Pert)	Rhetoric (Poetic)
Grades K-2 Approx. ages 4-8	Grades 3-6 Approx. ages 9-11	Grades 7-8 Approx. ages 12-14	Grades 9-12 Approx. ages 15-18
Teaching Methods 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips	Teaching Methods 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Categorize, classify 6. Recitations, memorizations, catechisms 7. Drills, games 8. Oral/written presentations	Teaching Methods 1. Timelines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, re-enactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips	Teaching Methods 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g., working with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers

Policy Manual

Academics

GDA seeks to train Christian youth to glorify God by recovering the legacy of the Western Civilization. GDA respects the historic Christian faith and approaches each subject with a Biblical worldview. The academic program is designed to develop the student through classical Christian learning in the knowledge (grammar), understanding (logic, dialectic or reasoning), and wisdom (rhetoric) of each subject with increasing sophistication as age, grade level, and ability rise. Classical elements such as Latin, logic, and rhetoric, as well as good and great books are provided not only as formal classes but also are integrated across the curriculum. For more information about the classical Christian approach to education please see *The Lost Tools of Learning* by Dorothy Sayers, *Recovering the Lost Tools of Learning* by Douglas Wilson, *Classical Education and the Home School* by Douglas Wilson, and *The Well Trained Mind* by Jessie Wise and Susan Wise Bauer.

Grammar School

Students in grades K-6 focus on the grammar stage of learning. Memorization and drill using rhyme, rhythm, and recitation will regularly characterize classroom instruction by a single teacher. This will provide parents with one primary contact person regarding their child's education. The student should find this approach more peaceable than having content area teachers like the older students in their university-style schedule. The only exception is students in grades 3-6, who will have a separate content area teacher for Latin. The classroom teacher will introduce content the first day of classes in a week and continue presentation and reinforcement on the next day of classes. Parents will continue the education of the student at home through teacher assigned home studies which provide proper pacing to complete subject content over the course of a school year.

Upper School

Students in grades 7-8 mature into the understanding, logic, dialectic or reasoning stage of the classical Trivium. Although memorization and drill continue, students begin to ask and answer 'how' and 'why' questions regarding their studies. Students in seventh and eighth grades have content area teachers that rotate to the students' classrooms. Studies in grades 9-12 will include the grammar of each subject but concentrate on developing the logic and rhetoric stages of the classical Trivium. As Francis Bacon said, "Logic and rhetoric make one able to contend." Each course includes classroom instruction with discussion two days per week at the school site with a half day on Fridays. The balance of the educational program will continue at home where the parent supervises each student's directed study. Teachers assign home studies to provide proper pacing to complete subject content over the course of a school year.

Course Offerings

Although the scope and sequence is organized chronologically, students may enter some courses according to their ability as determined through admission testing.

English Language, Writing, and Literature: Grades kindergarten through eight emphasize reading, cursive handwriting, spelling, grammar and period-specific, age-appropriate literature. Phonics instruction is also taught in kindergarten through third grade.

History: Grades one through six survey the world from the ancient to the modern day and include Missouri history. The grammar stage will include mental cataloging of the major people, events and dates. The chronological sequence of presentation parallels the study of Literature in grades three through six.

Starting in seventh grade the students begin repeating the historical time periods and will repeat the cycle two more times in the upper grades.

Mathematics: Mathematics will include solid practical instruction for students to grasp principles and progressively master the subject. Recognition of the orderly nature of God's creation will undergird the philosophy of mathematics to enrich study. The Abeka math series will be used in grades K-6. Upper level students use Glencoe math.

Foreign Language: Latin undergirds a classical education and provides much of the foundation of English and Romantic languages. It opens a window into the thinking of the classical period. Grammar School offers introductory Latin beginning in the third grade. Upper School requires two years of Latin instruction beginning at the seventh grade level. Spanish can be chosen as a foreign language option beginning in ninth grade.

Fine Arts: Music and art are offered once per week for PreK-6th grade students and are also integrated into the curriculum. Upper students may choose a fine art elective which will meet twice per week. Emphasis on Speech and Debate is a valuable component of classical education and is therefore a requirement for upper grades students. GDA also offers extracurricular fine arts opportunities such as band, orchestra, and theater.

Science: In Science, students discover the works of God in His creation through study and laboratory experience in the physical and life sciences. The formal study of Science begins in seventh grade, however, science concepts are integrated into other subjects in the grammar stage when relevant.

Bible, Theology, and Philosophy: Classical Christian educators describe theology as the "Queen of the Sciences" and philosophy as its "Handmaiden." Bible, theology, philosophy, and apologetics develop the mind of the maturing student to effectively defend and advance the Christian faith in any arena. Grammar School students study the Bible using The Child's Story Bible by Catherine Vos, beginning with Genesis and moving through Revelation in a five-year sequence. Upper grades students study Old Testament Survey, New Testament Survey, and the Life of Christ series.

Physical Education and Athletics: Education of the whole person includes training the physical body. Physical training, teamwork, and performance under pressure will enrich the education of youth. Kindergarten-6th grade students attend Physical Education class twice per week, and Upper School students attend once per week. GDA also offers extra-curricular sports opportunities primarily for upper grades students.

Scope and Sequence

A detailed description of curriculum by grade level is available from the school office upon request.

Academic Probation

A student may be placed on academic probation for failure to maintain an overall average of 70% in his/her academic coursework. A student's progress while on academic probation will be closely monitored with the first goal being to remove the probationary status and, secondarily, to evaluate the student's eligibility for continuation beyond the semester in session or re-enrollment for the next academic year. Administration will communicate details with the parents or guardians and the student regarding the timeline and details of this process.

Admission

Gloria Deo Academy intends to admit students from families of parents professing Christian belief and who desire a quality rigorous classical Christian education, support the GDA approach, and agree to abide by the Statement of Faith and Beliefs. Most students admitted to GDA are college bound students of above-average academic ability. Although GDA seeks to educate students with varied academic ability, students with less than average academic ability may not be able to succeed in the robust curriculum. A student scoring below the fiftieth percentile will not normally be admitted. Applicants for kindergarten must have their fifth birthday on or before August 1 of that year. Each student's academic ability will be assessed and students will be placed at a grade level in which they can thrive. Exceptions may be made based upon the ability, aptitude, and achievement of each student.

GDA reserves the right to refuse admission or re-enrollment for reasons it deems sufficient.

New students should prepare academically by rigorously emphasizing development of excellence in reading skills, English grammar, mathematics, biblical literacy, and study skills. GDA students formally learn cursive handwriting as part of the curriculum in kindergarten-3rd grade. Legible cursive handwriting is expected of students in the 4th grade and above.

Please help your younger child succeed at GDA by emphasizing personal responsibility for clothing organization, chores, etc. Train your children to complete the entire job without interruptions - unloading the dishwasher, making a bed, reading a short story from start to finish, etc. Have students take responsibility for packing their belongings for an overnight stay, going to the swimming pool, and so forth.

Admissions Process

<ol style="list-style-type: none">1. Attend New Family Information Meeting*2. Apply for Admission Online3. Entrance Testing4. Family Interview5. Acceptance/ Complete Online Enrollment <p>* Attendance is strongly recommended but not required.</p>	<p>If enrolling prior to the start of a new school year:</p> <ol style="list-style-type: none">1. Summer Reading and Summer Reading Project2. Attend New Parent Orientation in August*3. Begin Classes in August
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New Family Information Meetings

Both parents are accountable for the material covered at New Family Information Meetings. Attendance is strongly recommended. Please contact the school office for meeting dates and times and/or to RSVP.

Mid-year Admittance

Given the rigorous and sequential nature of the curriculum, GDA reviews students applying for mid-year admission on a case-by-case basis. Qualified candidates may enter at the beginning of the 2nd semester with approval of the Principal or Head of School. Some classes such as foreign languages or Logic are not conducive to mid-year enrollment; GDA reserves the right to limit a student's schedule to classes the school deems appropriate. Attendance at a New Family Information Meeting is strongly recommended but not required.

Attendance

A student enrolled in GDA is expected to be on time and present in school 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, class attendance is vitally important to each student's progress. Please use the ample time in the non-class days to schedule personal activities (i.e., dentist appointments).

1. Short-Term Absences: If a student needs to be absent from school for a day, for any reason, the parents should contact the school office by email or phone as soon as possible.
2. Long-Term Absences: If a student needs to be absent for two or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.
3. Extended Absences: We will cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed ahead of the absence. We recommend that prior to any planned, extended absence, the student works ahead as much as possible. This eliminates both the need to work on vacation and doing a significant amount of make-up work.
4. In the event the total number of planned (that is, parent-approved) absences exceeds six days for the semester, the student may not receive credit for that time period. In the event the total number of absences, whether planned or unplanned, exceeds ten days in one semester, the student may not receive credit for that semester.

When a student is absent, they will have two school days per day absent to turn homework in without being penalized.

Students may not attend or participate in any extracurricular activity on a day that they have been absent from school. A student who is unable to complete the last half of the school day because of illness will also be unable to attend or participate in extracurricular activities later in the same day.

In addition, a student should not attend or participate in any extracurricular activity if he/she has been ill within the last 24 hours, including but not limited to a fever higher than 100 degrees, nausea, vomiting, diarrhea, strep throat, lice/nits and/or other potentially communicable illnesses.

Arrival and Dismissal

Seventh through twelfth grades should arrive at school between 7:45 and 8:00 a.m. to ensure class starts on time. Upper grade students will be considered tardy when they are not seated for the opening ceremony by 8:00 a.m. Pre-K through sixth grade students should arrive at school between 8:15 and 8:30 a.m. Grammar school students will be considered tardy when they are not seated for the opening ceremony by 8:30 a.m. Students who arrive late must check in at the front desk upon arrival to receive a tardy slip for admittance to class. It is important that students arrive on time and are ready to listen and participate.

After school pick up time for Pre-K through sixth grade is from 3:15-3:30. 7th-12th graders should be picked up at 3:35 p.m.

Drop off/pickup times and procedures may vary slightly by campus and will be communicated prior to the start of school.

Parents of Pre-K through 6th grade students should remain inside the vehicle until a staff member unloads your child(ren). Please wait for the cars ahead of you to finish unloading before pulling forward to the next available spot. Please have children exit only the building side of the vehicle. Car lines will move slowly the first few days of school, but they quickly improve. Please call the school office if you will be late to pick up a child, or if there are any unusual carpool changes. ***We must receive prior notification if***

anyone other than a family member or the regular carpool will be picking up your child. Children will not be released until permission is received.

Basic Rules

The following list of school rules are those essential policies that GDA requires all students to be aware of and adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. Students may not use obscene, vulgar or profane language, as well as taking the name of the Lord in vain. Honesty is expected of all students in all situations.
2. There should 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.
3. The following items including illegal drugs, alcohol, tobacco products, electronic cigarettes (or similar devices), guns, knives, weapons, or explosive devices (including fireworks), are prohibited on the school grounds, in transportation vehicles, and/or during school sponsored events/activities. The only exceptions will be: 1.) The use of a weapon for a school sponsored activity, such as archery, under supervision of the coach or sponsor and with permission from the Head of School. 2.) Parents or designated adults may bring a historical weapon as part of a school related activity/demonstration if they have received permission ahead of time from the Principal and/or Head of School. Students may not handle the weapon.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
5. Students are expected to treat all of the school's property, facilities, and materials with respect and care. This includes school owned curriculum that may be distributed to the students. Students may be charged for any damage to property that is attributable to their actions. To help maintain our facilities, chewing gum is not allowed inside school facilities.
6. Students may not express any physical display of affection on school premises, in transportation vehicles, and/or during school sponsored events/activities.
7. Students must treat others with honor, love, respect, compassion, dignity, and kindness through words and deeds, using Scripture as the standard. Students may not direct hateful and/or harassing behavior, attitudes, threats, and/or physical aggression toward any individual for any reason.
8. To help maintain our facilities, chewing gum is not allowed inside school facilities. For this same reason, lower grade students may not bring soda/sugary drinks or access soda machines during the school day without teacher permission.

Books

You may purchase books from any source, as well as used books, but be very careful to obtain the specified editions by ISBN number. To obtain ISBN numbers, please see the current book list for each grade. Book lists will be updated and distributed yearly to families prior to the start of the school year.

Closed Campus

The GDA Grammar School is a closed campus. All visitors, including parents, must check in at the school office. Students are not to open doors to admit visitors at any time. We encourage lunch visits and especially lunch helpers. Classroom visits must be scheduled in advance and may not always be possible due to space limitations and the disruptions visits can cause.

If your child(ren) will be leaving early for any reason (illness, injury, doctor's appointment, etc.), a parent

or other emergency contact must sign the child(ren) out at the front desk.

Computers

GDA may maintain a limited number of computers for use. We strongly encourage each GDA family to have an up-to-date computer with adequate software, internet access, and printing capabilities in their home. We also strongly encourage the use of filtering software, placing the computer in a living area, and consistent parental supervision. Computers will only be used in school with teacher permission for educational purposes.

Discipline

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary the Principal and/or Head of School. The discipline will be administered in the light of the student's offense and attitude. All discipline will be based on biblical principles, e.g., restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes. The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student. Parents and students must act in a godly, respectful manner toward students and instructors. The Word of God as found in the scriptures of the Old and New Testaments and especially the Ten Commandments are the standard used to evaluate conduct. Corporal punishment will not be administered under any circumstance.

If students need to be corrected for a behavior they will be asked what they did and which rule they broke. If they don't know, the teacher will explain it to them. They are then asked to apologize for the offense, and to ask for forgiveness from the person/people they offended. The motivation behind this method is to train children's hearts and minds and not to punish.

We believe discipline should come from the parents, so when a behavior can't be corrected at school parents are sent a green discipline/training form. Since the purpose is teaching and training, we are mostly concerned about repeat offenses for the same behavior. If a child receives three forms for the same offense or several slips in a short time span, a meeting will be set with the teacher to work on the solution together with the parents. The Principal or Head of School will only become involved in this process if the parent/teacher attempts at correction are unsuccessful.

The rigorous academic program of GDA requires students to arrive at class on time with assignments responsibly completed. Students that do not complete assignments or score an average less than 70% may be placed on academic discipline as determined by faculty and the Principal or Head of School.

Violation of the Student/Parent Handbook and/or Statement of Faith and Beliefs (including uniform requirements) may result in disciplinary action. Parents may be required to remove their student from classes and interview for readmission with the Head of School or Board of Trustees if deemed necessary by GDA. In rare circumstances, parents may be required to permanently withdraw a student from school. GDA may suspend a student from classes at the discretion of the Principal/Head of School. The Head of School is authorized to enforce suspensions and the readmission process. Expulsion from GDA will be at the discretion of the GDA board. Appeal of any decision should be made first to the Principal/Head of School and if necessary to the GDA board. All decisions of the board are final.

The following are the specific actions that may be taken.

Teacher Correction: The majority of offenses require no more than a verbal correction or warning from the teacher and, when warranted restitution, apology, and/or forgiveness for the offended person(s). Parents may or may not be contacted depending on the intent and nature of the offense and whether or not it is a recurring issue.

Discipline/Training Form (green slip): This is the least severe form of discipline. The notice is sent home for a parent signature. Offenses typically include, but are not limited to: uniform violations, missing homework, tardiness, minor classroom disturbances, recurrent behavior, etc.

Office Visits: Although there are other behaviors that may constitute an office visit, there are five basic behaviors that will automatically necessitate discipline from the Principal or Head of School rather than the teacher. Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the Principal or Head of School, the Principal or Head of School will determine the nature of the discipline. This may include restitution, parental attendance during the school day with their student, or other measures consistent with biblical guidelines, which may be appropriate. If for any of the above or other reasons, a student receives discipline from the Principal or Head of School the following will be observed within either semester of the school year:

1. The first two times a student is sent to the Principal or Head of School for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the student's parents and the Principal or Head of School.
3. Should the student require a fourth office visit, a suspension may be imposed.
4. If a fifth office visit is required, the student may be expelled from the school.

Expulsion: The GDA Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

Immediate Action for Serious Misconduct: Should a student commit an act with such serious consequences that the Principal or Head of School deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct may include but are not limited to the following: endangering other students or staff members, acts of violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to after school hour discipline for serious misconduct.

Gloria Deo Academy Academic Integrity Policy: Gloria Deo Academy has high expectations for student academic honesty and integrity. Academic honesty is an integral part of the academic process. Cheating, plagiarism, falsification, and attempting or assisting another student with a violation of academic integrity is in violation of Gloria Deo Academy policy. Consequences for academic dishonesty include:

1st Violation: Automatic office referral. Conference with the Head of School or Principal. Student will receive a grade of "0" on the assignment.

2nd Violation: Automatic office referral. Conference with the Head of School or Principal and parents. Student will receive a grade of “0” on the assignment. Student will also receive a suspension and be placed on Academic Probation (see Academic Probation policy above).

3rd Violation: Expulsion from Gloria Deo Academy.

First Time Obedience: When a child hears a teacher, administrator, or other person in authority say their name (or students, first graders, class, etc.) the student(s) are expected to immediately stop what they are doing, give their full attention to the person speaking, and respond with, “Yes, Mrs./Mr. ____”. We ask parents to practice this at home if it is not something the student is used to doing. When full attention is given to the person speaking, instructions can be given to ears and hearts that are ready to listen.

School Rules:

- Respect for Authority
- Respect for Peers
- Respect for Property
- Respect for Time
- Respect for Nature
- Respect for Self

Dress Code

GDA is a workplace for students as well as for teachers. Students should dress in a way that demonstrates their respect for the school. Therefore, students shall:

1. Dress neatly: All shirts should be tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer, etc.
2. Be clean: Come to school recently washed with hair combed and neatly trimmed.
3. Be modest: No short skirts, short shorts, or inappropriate footwear will be tolerated. Outlandish or distracting clothing, jewelry, or appearance will not be allowed.
4. Hair color: Dyed hair must be a naturally occurring shade (i.e., blue would not be an acceptable color). Students in violation of this component of the dress code will be asked to return their hair to a naturally occurring shade as soon as possible. While hair color is in violation of the dress code, students will not be allowed to participate in school sanctioned activities, e.g., sports, theater, speech and debate, retreats, and/or history celebrations.
5. Non-uniform days/activities: Students should follow the general guidelines listed above, as well as refrain from wearing anything with words and/or images that would be in violation of GDA’s basic rules and/or biblical principles.
6. CIA Day: CIA Day occurs once per month. CIA stands for Christ-training In Action. GDA staff and students can show Christ’s love for neighbors through taking action. Each CIA Day will be focused on prayer time and/or an act of service. Also on CIA Day, students have the opportunity to dress down for \$1. Students may wear their GDA shirts, along with: jeans, athletic pants (no leggings), appropriate length* jean shorts, jean skirts, or athletic shorts for \$1.00. They may also wear GDA Lions shirts or GDA shirts from previous school years. If a student does not have a GDA shirt, he or she may wear a regular uniform shirt with the jeans. Students may also wear their school uniforms as usual on CIA days. There is no cost if students wear typical school uniform attire or a GDA shirt with uniform bottoms. (*Skirts/skorts/shorts guidelines: Skirts/skorts/shorts should be no more than 4 inches above the knee when kneeling. Please wear shorts or leggings under skirts.)

Uniform List

Uniforms have been adopted by Gloria Deo Academy to ensure a tasteful and modest learning environment. All uniforms must be the Lands' End brand.

New or used uniforms in good condition (no rips, holes, patches, or large stains) are acceptable. Please purchase new uniforms through Lands' End online www.landsend.com or by phone 1-800-963-4816 or 1-800-469-2222.

Preferred School Number: 900102344

Logo: 1518738K

Girls' Uniforms

Tops: Students may wear long-sleeved or short-sleeved tops of any color. All tops must have the GDA logo.

- Polos (reg. or Fem Fit)- Interlock, Performance Mesh, Textured Active, Peter Pan
- Button downs - Oxford, No-iron Pinpoint, 3/4 Sleeve Stretch Shirt, Stretch Perfect No Gape Shirt
- Dresses - Mesh Polo, Short Sleeve Ruffle Hem, Ponte
- Cardigans - Fine Gauge Cardigan, Performance Button Front, Performance Zip Front, Drifter Button Front
- Sweaters/Vests - Drifter V-neck Pullover, Drifter V-neck Vest
- Jackets - Fleece Jacket, Lightweight Fleece Half-Zip Pullover

If your child chooses to wear an undershirt beneath their uniform it must be white. Students may not wear long-sleeved shirts under short-sleeved tops.

Bottoms: Students may wear khaki, navy, or gray bottoms and must wear a black or brown belt with any item that has belt loops. Skirts/skorts should be no more than 4 inches above the knee when kneeling. Please wear shorts or solid colored leggings under skirts.

- Chino Pants - Woven Stretch Pencil Leg, Elastic Waist Blend, Plain Front Blend, Plain Front Stretch
- Chino Shorts - Elastic Waist, Plain Front
- Skirts/Skorts (below, top of, or above the knee) - 2 Button Stretch, Blend Chino, Solid A-line, Solid Box Pleat, Solid Pleated, Solid Side Button
- Jumpers - Solid, Solid Button Front A-line, Ponte Pleat Jumper (no gray)

Upper Grades (7th-12th ONLY) may choose from the following plaids: white, red, clear blue, classic navy, burgundy/gray (no hunter green/classic navy)

Footwear:

- Socks/Tights/Leggings - Plain white, black, gray, or navy. Students may color coordinate socks/tights/leggings if they are the same color as their top (ex. Red socks with a red shirt.) Socks/tights/leggings may not have patterns or designs. Name brand logos on socks are acceptable. (ex. Nike swoosh.)
- Tennis Shoes - Any brand, color, or design is acceptable. Shoes must tie/lace or velcro. No slip-ons, sandals, boots, Mary-Janes or dress shoes please for safety reasons.

Boys' Uniforms

Tops: Students may wear long or short sleeved tops of any color. All tops must have the GDA logo.

- Polos - Interlock, Performance Mesh, Textured Active
- Button downs - Broadcloth Perfect Shirt, Striped Oxford Shirt, No-iron Pinpoint
- Cardigans - Performance Button Front, Performance Zipper Front, Drifter Button Front
- Sweaters/Vests - Drifter V-neck Pullover, Drifter V-neck Vest, Fine Gauge V-neck Vest
- Jackets - Fleece Jacket, Lightweight Fleece Half-Zip Pullover

If your child chooses to wear an undershirt beneath their uniform, it must be white. Students may not wear long-sleeved shirts under short-sleeved tops.

Bottoms: Students may wear khaki or navy bottoms and must wear a black or brown belt with any item that has belt loops.

- Chino Pants - Iron Knee Blend Plain Front, Iron Knee Blend Pleat, Iron Knee Blend Elastic Waist, Stain Resist Plain Front
- Chino Shorts - Blend Pleat Front, Elastic Waist, Cotton Plain Front

Footwear:

- Socks - Plain white, black, gray, or navy. Students may color coordinate socks if they are the same color as their top (ex. Red socks with a red shirt.) Socks may not have patterns or designs. Name brands or logos are acceptable. (ex. Nike swoosh.)
- Tennis Shoes - Any color or design is acceptable. Shoes must tie/lace or velcro.

PLEASE NOTE - Lands' End offers FREE replacement of pants if they get holes in the knees. Please call Lands' End for more information.

General Uniform Demeanor

- Parents are responsible for their children's uniform conformity. Students who are in violation of the dress code will be either sent home or the parents will be called to bring the proper uniform to school.
- During the school day, students are expected to be neatly dressed in the GDA uniform.
- All elements of the school uniform will be enforced by the staff on the GDA campus from 8:00 a.m. to 4:30 p.m.
- Students must keep their shirts tucked in and short sleeves and waistbands unrolled.
- Oxford shirts must have all but the top two buttons buttoned.
- Only regulation clothing may be worn while in the classroom. If your student desires warmth, they must wear GDA sweaters, vests, and fleece items while they are at school. All of these items must display the GDA logo.
- No Gloria Deo Academy sweaters, fleece, etc. may be worn around the waist of the student.
- Non-regulation outerwear may be worn to and from school or during outside recess only. Students should remove coats, hoodies, etc. upon arriving at school. Coats are not allowed to be worn in the classroom.
- ALL uniform components MUST be labeled. Unlabeled uniform parts will be donated to the uniform box.
- At school-sponsored events where school uniforms are not required, students must dress in a neat, clean, and modest manner.
- The school administration will determine if there is a violation of the dress code, either in fact or

attitude. Students arriving at school out of uniform may not attend class and will not receive credit for attendance that day. Cheerful, consistent compliance is expected.

- Students not adhering to uniform policies throughout the school day will be issued one warning (discipline/training form requiring your signature). With a second infraction the student will be sent home.

Electronic and Digital Devices

Cell phones, headphones, smart watches, video game systems, and other electronic/digital devices can be disruptive to the educational process. Pre-K through sixth grade students may not bring the aforementioned items to school without a parent/guardian receiving prior permission from the principal and/or Head of School. Students in grades 7-12 will abide by the technology policies outlined in the “Electronic and Digital Devices” section of the Upper School Policies below and the Technology Contract regarding the use of such devices.

Field Trips

Due to the nature of our schedule, GDA rarely conducts any field trips during school hours. If you would like to organize a non-GDA sponsored field trip on a home day, you are welcome to do so.

Gifted Education

Students who qualify to attend the gifted program (i.e., Springfield Public Schools - WINGS) for the public school district in which they live may attend if the program takes place on a home day. On the home day the student attends the gifted program, the student is only responsible for the **content** covered on the home day assignments as well as any projects, take home tests, reading and/or writing assignments that must be completed in order to participate in class work and/or testing the following day. Memory work and/or worksheets such as math, Explode the Code, handwriting etc. may be skipped and will be excused by the teacher. If the student chooses to skip an assignment, they will still be responsible for any new concepts covered and must be prepared for any testing assigned for the next class day.

Grade Assessment and Reporting

Gloria Deo Academy partners with parents to educate students in a historic biblical worldview through a rigorous classical curriculum. We educate 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. At the kindergarten level, student progress is based on mastery of a given skill set reported quarterly. In grades 1-12, GDA bases grades on objective standards and reports grades quarterly and cumulatively as a percentage. Grades are based primarily on the following: tests, quizzes, homework, and class participation. The weighting of each component is as follows: 50% tests, 25% quizzes, 25% homework/participation.

GDA 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 prescribed coursework with extra credit work potentially skews assessment of the student’s coursework mastery. Therefore, GDA discourages instructors from using extra assignments and or allowing students to retake tests or 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 Principal or Head of School and the classroom instructor.

Grade Conversion Chart

Numerical Average	Letter Grade	Grade Point Average
97-100	A+	4.0
93-96	A	3.7
90-92	A-	3.3
87-89	B+	3.0
83-86	B	2.7
80-82	B-	2.3
77-79	C+	2.0
73-76	C	1.7
70-72	C-	1.3
67-69	D+	1.0
63-66	D	0.7
60-62	D-	0.3
Below 60	F	0.0

Grammar School Promotion

Students in grades K-6 must meet all the following basic criteria for promotion to the next successive grade:

1. Pass all coursework with at least a 70% average.
2. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:
 - Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.
 - First Grade to Second Grade: Be able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Be able to write complete sentences with neat lettering. Be able to add and subtract single digit numbers with at least 70% accuracy.
 - Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Be able to read fluently and independently using books of a second grade level. Be able to write neatly and correctly identify the basic parts of a sentence. Be able to spell correctly with at least 70% proficiency. Be able to add and subtract two-digit numbers with at least 70% accuracy.
 - Third Grade to Fourth Grade: Cumulative mastery of above requirements, plus: Be able to recall multiplication facts (0-12 families) from memory. Have satisfactory (70%) completion of curriculum objectives for this grade level.
 - Fourth Grade to Fifth Grade: Cumulative mastery of above requirements, plus: Satisfactory (70%) completion of curriculum objectives for this grade level.
 - Fifth Grade to Sixth Grade: Cumulative mastery of above requirements, plus: Satisfactory (70%) completion of curriculum objectives for this grade level.
 - Sixth Grade to Seventh Grade: Cumulative mastery of above requirements, plus: Satisfactory (70%) completion of curriculum objectives for this grade level.

Health Requirements

1. Gloria Deo Academy, in compliance with Missouri law and thus biblical citizenship, is required to keep

current annual immunization records of all students. We are therefore asking that you submit along with your application, a letter or form from your family physician verifying your child's current immunizations against communicable diseases. You are within your rights as a citizen not to immunize your children for medical reasons or for reasons of conscience, however, we at GDA will need a record of your letters of exemption should you choose these exemptions. Completion of this responsibility is required as part of the admissions process before a student can attend classes.

2. Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of nonprescription medicine (e.g., Tylenol, Tums), parents must complete a Medical Information section as part of their enrollment to grant a year's permission to the school to issue non-prescription medicines to their student(s). This information will be kept in the student's digital file. Any other non-prescription medicines needed should be given to the school secretary/nurse or the child's teacher by the parent. Prescription medicines will not be dispensed without written parental permission every time. Students/siblings may not administer medicine of any kind to other students/siblings. In some circumstances a Parent or Guardian Authorization, Approval, and Liability Waiver and/or Medical Management Plan may be instituted when a student's medical condition/situation necessitates a school employee to administer prescription medication to a student on a regular basis (i.e., insulin).
3. Emergency Contacts and Authorized Pick Up: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency as well as those who have permission to pick up your child from school. Completed as part of the enrollment process.
4. Medical Information and Consent: Includes signed consent to give medical care and treatment of a minor child in order to facilitate necessary action in an emergency situation. The form also includes physician/hospital and insurance information. Completed as part of the enrollment process.
5. Illness Policy: Children will not be admitted to Gloria Deo Academy if they have been ill within the last 24 hours, including but not limited to a fever higher than 100, nausea, vomiting, diarrhea, lice/nits and other potentially communicable illnesses. If a child becomes ill during the school day, it is the parent's responsibility to arrange for their pick up as soon as possible when notified by the staff. There may be occasions when we have a more restrictive policy, if necessary.
6. Pandemic/Health Emergency Plan: Health policies will be modified based on current information and recommendations from the CDC, DESE, as well as state and local health organizations. The school will remain in compliance with mandated ordinances and will keep families informed of its plans.

Home Day Expectations

Due to the nature of our program, work is assigned for days in between each class day to be completed at home. Completing assignments on time and completely is the most significant key to a student's success at GDA. Work done at home will generally cover concepts introduced in class; however, parents reinforce learned concepts. In our experience, successful students are successful because their parents are available to assist them with the at home component of our program. Especially in the lower grades, it is expected that parents will instruct and support their child as needed to complete assigned work and master concepts assigned on the home days. Some notes on "home day" work:

1. To the extent practical, set aside a designated place and time for home day work.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long study period.
3. 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.

4. Teach your child to manage their time wisely. Set boundaries around the designated "school time."
5. Help your child to learn organizational skills such as putting completed work in his/her folder, storing memory work in plastic sleeves, returning their books to his/her backpack when finished, etc.
6. Completed home day work is required for admission to any class. A deduction of 10% for each school day late will be taken for late work.

Honors and Awards

Students in grades K-6 will receive medals at the end of year Closing Ceremonies. All Kindergarten students receive a bronze medal, all first grade students receive a silver medal, and all second grade students receive a gold medal. Beginning in third grade, medals are determined by the student’s overall numerical grade average.

Numerical Average	Grades 3-6	Grade 7-12
97-100	Gold Medal	Summa Cum Laude
93-96	Silver Medal	Magna Cum Laude
90-92	Bronze Medal	Cum Laude

Learning Disabilities

A severe learning disability is any condition in a potential student, which would require a separate classroom, program, and/or staff in order to provide the educational services needed for the student and/or desired by the parents.

A learning disability is any condition in a potential student or current student which does not require a separate classroom, program, and/or staff in order to provide the educational services needed for the student and/or desired by the parents, e.g., hyperactivity, Attention Deficit Disorder, dyslexia. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

1. Children with a severe learning disability will not be admitted to GDA due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability, will be required to meet the same academic standards as all the other children in their grade level. Depending upon the severity of the disability and the amount of accommodations needed, some students may not be admitted.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

Lost and Found

In the course of the school year, students often misplace or leave behind personal items. Items found

without a name are placed in our designated lost and found receptacles. Small items may be turned in to the office. Please use a permanent marker to write your student's name on all jackets, sweatshirts, removable clothing items, water bottles and lunch boxes to be sure they will be returned to the proper owner.

Due to limited storage space, unclaimed lost and found items will be donated to charity throughout the year.

Non-discrimination Statement

Gloria Deo Academy admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, sex, and national or ethnic origin in administration of our educational policies, admissions policies, or other school administered programs. Gloria Deo Academy does reserve the right to select students on the basis of academic performance, philosophical compatibility, and a willingness to cooperate with the Gloria Deo Administration and abide by its policies.

Parent Involvement

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4 (ESV)

As a support to the family unit, GDA considers the family to be of first importance to a child. The Bible indicates that the family is an important God-designed institution, that is compared to the relationship believers have with Christ and the Father. Due to the nature of our parent-partnering schedule, GDA requires a level of parental involvement that goes well beyond any traditional school. In order for your child to succeed, at least one adult should be available to help the student with his or her work on home days, especially in the Grammar School grades. Your child's teacher(s) will explain the details of your role prior to the start of class.

Below are just a few of the ways parents are involved. Please feel free to ask if you would like to try additional ideas.

1. Our teachers rely on you to partner with them in the education of your child by closely supervising and administering the home component of the program.
2. Organize class or study group field trips and/or library visits for the home days.
3. Volunteer your help as may be needed in many areas (i.e., Be a room mom).

Payment Plans

Please see the Gloria Deo Academy Financial Policies document for payment plan information.

Tuition and Fees

Please see the Enrollment or Re-enrollment packet of the current school year for information about tuition and fees.

Weather

GDA will only close for severe weather conditions. The Golden Campus will close if the Springfield Public School District cancels school. The River Stone Campus will close if the Nixa Public School District cancels school. The Joplin Campus will close if the Joplin Public School District cancels school. School may also be closed even if the corresponding public school district is not closed if travel

conditions prohibit teachers/staff from attending. A school day cancelled due to winter weather will become a home day. Teachers will communicate assignments that students are responsible for on these days. If school is not cancelled and you believe the travel conditions from where you live 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; however, they will still be responsible for all assignments completed in class that day. In the case of an excessive number of snow days, a make up day may be scheduled, i.e., Presidents Day holiday could be used as a make up school day.

Withdrawal

In the event of withdrawal of a student for any reason after the execution of the Enrollment Covenant, all tuition and fees are still due for the entire school year. The only exception is upon an unexpected move of at least 100 miles from the GDA Business Office. Should you choose to withdraw your student, please notify the Head of School or Principal in writing as soon as possible. A student may withdraw by September 1 **without academic penalty.**

Upper School Policies

The following sections of the Handbook apply to Gloria Deo Academy's 7th - 12th graders.

Grade Level Requirements

	Math	Communication Arts	Social Studies	Fine Arts	Practical Arts	Foreign Lang.	Comp. Speech/ Debate	Science	PE	Additional Electives	Bible
7th	Pre Alg.	Shurley Grammar/ Lit./ Comp.	Ancient	Art/ Band/ Drama	No offerings	Latin	Speech/ Debate	General Science	Required		Bible
8th	Alg. 1	Shurley Grammar/Lit./Comp.	Middle Ages	Art/ Band/ Drama	No offerings	Latin	Speech/ Debate Required	Physical Science	Required		Bible
9th	Geometry	English 1	Modern	Art/ Band/ Drama	Health	Latin or Spanish 1 Required	Speech/ Debate Required	Biology	Required		Bible
10th	Alg. 2	English 2	Ancient	Art/ Band/ Drama	Finance	Latin or Spanish 2 Offered	Speech/ Debate Offered	Chemistry	Required		Bible
11th	Pre- Calc. Trig	English 3	Middle Ages	Art/ Band/ Drama	Health/ Home Ec.	Latin or Spanish 3 Offered	Speech/ Debate Offered	Study Hall or Physics	ACT Prep		Bible
12th	Dual Enrollment Advanced Mathematics or Calculus	English 4 Offered (Speech/ Debate credit may be used)	Am. History/ Government 1.5 credits	Art/ Band/ Drama		Latin or Spanish 4 Offered	Speech/ Debate Offered	Advanced Science or Dual Enrollment	Not offered	Psych/ Sociology Offered Dual Credit	Bible

Graduation Requirements

	Missouri College Preparatory Studies Certificate	GDA Requirements
Communication Arts	4	4
Speech and Debate	0	1
Mathematics	4	4
Science	3	3
Social Studies	3	4.5
Fine Arts	1	1
Practical Arts	1	1
Personal Finance	.5	.5
Health	.5	.5
Physical Education	1	1
Electives	7	2.5
Foreign Language	0	2
Bible	0	4
Minimum Units Required	25	29

Vehicle Control/Parking

Driving a car to school is a privilege, not a right. Please use consideration for others in regards to driving. All vehicles driven to Gloria Deo Academy must be registered during the enrollment process or with the school office. Unregistered vehicles may be towed at the owner's expense.

Social Networking

The Head of School and/or principal may ask to review a child's social networking account if sufficient evidence is present to indicate bullying or harassment of any Gloria Deo Academy Student.

After Hours

Students who remain in the building after hours must be directly supervised by a teacher, coach, or other staff member. This includes students whose parents are late for pick up, and/or students waiting for tutoring. There will be no "hanging out" in the hallways after school. Students are not allowed to stay after school for special projects or socializing without permission from and supervision by a staff member.

Extracurricular Activities

Students are encouraged to participate in extracurricular activities. These are provided to give a wide range of opportunities to reinforce and apply what is learned in the classroom, provide social contacts, and to give exposure to areas that are not directly taught in the classroom. All students are encouraged to participate in one or more extracurricular activities. All students should support the activities and talents of others. Your presence is much appreciated at concerts, banquets, sporting events, etc.

Students may not attend or participate in any extracurricular activity on a day that they have been absent from school. A student, who is unable to complete the last half of the school day because of illness, will also be unable to attend or participate in extracurricular activities later in the same day.

In addition, a student should not attend or participate in any extracurricular activity if he/she has been ill within the last 24 hours, including but not limited to a fever higher than 100, nausea, vomiting, diarrhea, strep throat, lice/nits and/or other potentially communicable illnesses.

Students will not be allowed to participate if on academic probation.

Extracurricular Options

- Student Leadership - The purpose of Student Leadership is to provide leadership and service opportunities as students work together with staff, parents, and fellow students to impact the surrounding community.
- Band and Orchestra - Band and Orchestra meet once weekly and perform at the Christmas Program and Spring Concert.
- Speech and Debate - Speech and Debate is a required course, however, behavioral and academic standards for extracurricular guidelines also apply. Students are required to enroll their freshman year and attend 80% of the tournaments offered. The student may elect to take a study hall in place of Speech and Debate in grades 10-12 if they are enrolled in a foreign language course.
- Theatre- Students in grades 7-12 may audition for yearly school productions, participate in theatre classes, and when certain criteria are met, join the Thespian club.
- Athletics - GDA offers a variety of sports including archery, cross-country, basketball, bass fishing, and volleyball. Sports may vary from year to year depending on the number of interested participants.

Yearly Activities

Gloria Deo Academy has put into place activities that our families will look forward to taking part in throughout the year.

- Upper School Retreats - Every fall, Upper School students are encouraged to attend their respective retreat. The purpose of the retreat is to bring unity among the students. Retreats will include things such as team building games and/or a service project. The 7th and 8th grade retreat is a day trip. The 9th-12th grade retreat is typically an overnight event.
- Class Activities - Various classes occasionally sponsor social activities at times other than during the regular school hours. These have included such events as costume or swimming parties, hikes, or picnics to name a few.
- Closing Ceremonies - The last day of school students are recognized for their academic achievements.
- History Presentation - Each 7th – 9th grade student will prepare a presentation based on a topic studied during their assigned historical time period. Students will present their pieces in the spring.

- Scripture Memorization - Each year, 7th-12th graders will memorize an entire book of the Bible. Students will have the opportunity to present their scripture memory work for an audience.
- Activities Banquet - Each year teachers and coaches will recognize students for their accomplishments.
- Senior Trip - A school sponsored senior trip will be planned each year. This trip is planned with the senior class and the administration. The Head of School, Principal, and/or approved sponsor will chaperone the trip.
- Graduation - Family and friends are invited to watch as the seniors receive their diplomas in a special ceremony.

Tardies

7th-12th grade students will be considered tardy when they are not seated for the Opening Ceremony by 8:00 a.m. Students who arrive late must check in at the office upon arrival to receive a tardy slip for admittance to class. It is important that students arrive on time and are ready to listen and participate. After the fifth tardy in a quarter, parents will be notified.

Electronic and Digital Devices

Cell phones, headphones, smart watches, and other electronic and digital devices can be disruptive to the educational process; therefore, for the sake of consistency, they will not be allowed to be used during school hours. Extra-curricular usage shall be at the discretion of the teacher or coach. Cell phones brought to school must remain off and be used only after school. Laptop computers and personal computing devices may be used for legitimate educational purposes. In addition to these general rules, please refer to the Technology Contract for more specific guidelines. All students in grades 7-12 must read and electronically sign a Technology Contract stating they will comply with the computer/phone rules set forth by the school and understand these privileges may be revoked if they do not abide by the rules as stated in the contract. Students who do not have a signed contract on file in the office may not use cell phones, laptop computers, or other computing devices.

Student Records

After graduation, only minimum records are kept, such as the transcript of all courses and grades. If you need a copy of your transcript sent to a school or business, please let the office know in writing and indicate the exact address to which the records are to be sent. All records are confidential. Student records will not be released if there are outstanding fees, as stated in the Enrollment Covenant.

Grievance Policy

Policy: Gloria Deo Academy is committed to helpful communication during the process of resolving concerns, complaints, or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Rationale: Gloria Deo Academy is composed of many people and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

Scope: These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Gloria Deo Academy. This includes students, parents, staff, volunteers, administration and board. It is understood that if any disputes arise which are not covered by this policy, the Head of School will decide what procedures to follow based on those procedures established by this policy.

Definition: A grievance is an unresolved problem, concern, complaint or dispute. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or Head of School if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication and resolution.
- Decisions of the board constitute the final position of Gloria Deo Academy with regard to any grievance. No further appeals will be granted by the board once it has reached a decision.

Grievance Resolution Process

Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself/herself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision to the Head of School in writing. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Gloria Deo Academy Board of Trustees within two weeks of the Head of School's determination requesting a review of the school's determination during the next board meeting.

Athletes/Parents to coaches:

1. Follow the process outlined in the Athletic Handbook.
2. If there is no satisfactory resolution, refer to steps #3 and #4 in "Student/Parents to teachers" process above.

Parents/Association members/Donors to administrator:

1. If parents, association members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the Head of School. Complaints at this level and above are documented by the Head of School to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Gloria Deo Academy Board of Trustees within two weeks of the Head of School's determination requesting a review of the school's determination.

4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

Staff to Administration:

1. All concerns about the school must first be presented to the appropriate principal. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Head of School. The Head of School will schedule a meeting to discuss the matter. Complaints at this level are documented by the Head of School to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is not a satisfactory resolution, the staff member may appeal to the board in writing within two weeks of the Head of School's final determination. The appeal should be submitted to the Head of School to be submitted to the board. The board will not entertain requests until steps 1 & 2 have been completed.
4. Staff should refer to the Teacher or Staff Handbook if the concerns are in regards to disability discrimination, equal employment opportunities, illegal activities or harassment.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for its oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the Head of School. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If the resolution is unsatisfactory, the volunteer may appeal to the board in writing within two weeks of the Head of School's final determination. The request will be passed through the Head of School. The Head of School is required to pass the request on to the board.