

This handbook contains the following information:

- Statements of Academy Policies and Philosophies
- General Academy Program Information
- Appendix (GSA School Calendar, Auto Debit Form, Statement of Cooperation, Computer/Internet policy, etc.)
- Excel Appendix (Highlights, Daily Schedule, Calendar, Supply List, etc.).

MISSION STATEMENT

The mission of The Good Shepherd Academy is to provide quality educational enrichment in a Christian environment. We desire to join with the family and the church in promoting the values and beliefs of the Christian lifestyle, in addition to providing excellent academic enrichment opportunities.

STATEMENT OF FAITH

The Good Shepherd Academy is a Christian organization, not affiliated with any one church or denomination. We believe that there are certain precepts, which are fundamental to the Christian faith. Among these are the belief that:

1. The Scriptures of the Old and New Testament are the only inspired, inerrant, infallible, authoritative Word of God.
2. Jesus Christ is the only Son of God who was born of a virgin, lived a sinless life, atoned for our sins through His death on the cross, was resurrected, and will return again for His bride.
3. All men have sinned and salvation is the free gift of God to anyone who believes in Jesus Christ as their Lord and Savior.

Our goal is to join with the family and the church in fulfilling the admonition of Proverbs 22:6, “Train up a child in the way he should go and when he is old, he will not depart from it.”

ADMISSION STANDARDS

The Good Shepherd Academy shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the academy. The following standards have been established for entrance into The Good Shepherd Academy:

1. Parent(s) must be in agreement with our program goals and statement of faith.
2. The student’s behavior at home, church, and school should reflect good citizenship; the student must agree to abide by the standards and guidelines of the academy.
3. An initial interview with parent(s) and child(ren) will be required before enrollment into the Excel or other selected program(s).
4. Registration forms must be completed and submitted for school files before enrollment is complete.

EDUCATIONAL PHILOSOPHY

The Good Shepherd Academy is committed to an educational program that recognizes the unique value, needs, and talents of each individual student. The educational programs offered through the academy are enrichment in nature; they are designed to provide learning alternatives that supplement the core curriculum of home education. A standard of excellence, both morally and academically, is central to our philosophy.

Educational instruction received through the academy is not intended to replace the core hour requirements of individual states. Parents are encouraged to be diligent in record keeping to safeguard their legal rights.

PHILOSOPHY OF ENRICHMENT

Self contained instruction: Knowledge necessary to participate in classroom activities is provided during class time.

Multidisciplinary Approach: Activities are planned that meet needs of variety of learning styles and ability levels, and should encourage interaction not isolation.

Biblical Integration: Lessons freely incorporate Biblical principles for character development, application of Scripture, and recognition of God’s hand in all areas of study.

Maximized Education Time: Class time is used efficiently with every aspect of activity planned to accomplish desired class objectives.

STUDENT RESPONSIBILITIES

God's Word sets a standard for personal and social conduct. If we follow the guidelines established for us in the Bible, then our endeavors will be fruitful and blessed. In order to develop and maximize the learning experience of each student, student responsibilities will include

- Respectful attitudes
- Kindness in action and speech
- Courtesy and politeness
- Prompt obedience
- Behavior that is trustworthy, self-controlled, and responsible
- Active engagement in classroom learning

ACADEMY FUNDING

The Good Shepherd Academy is organized as a 501(c)3 not-for-profit corporation. No state or federal funds are received by the academy. Tuition does not cover the yearly operating expenses of the academy. Therefore, the academy is dependent upon outside contributions in meeting financial obligations that cannot be met by tuition alone. Contributions made to the academy are tax-deductible. Fundraising opportunities are provided to the families during the school year. All families are strongly encouraged to participate to keep the academy's tuition as reasonable and affordable as possible.

FINANCIAL POLICY

Academy programs are designed for a defined enrollment term. Pre-payment is required for all academy classes. Should a family need to withdraw mid-term, a thirty (30) day **written** notice (or payment for one month) will be required. If a family withdraws, re-enrollment fees will be due before re-admittance.

Tuition must be prepaid or paid in installments through monthly auto-debit from a checking or savings account. (See the EFT Form located in the Appendix). A completed EFT (auto-debit) form must be on file, unless all tuition and fees are prepaid. Copies of the EFT are available through the office.

There are no discounts or refunds for missed days. Registration, student, supply and curriculum fees are not refundable. All fees must be paid in full before the student(s) can attend class. These policies are in effect for all programs administered by the academy.

DISCIPLINE POLICY

The academy teachers are aware of the need for discipline in the classroom, but are also sensitive to the fact that many home schooled students have never been in a structured classroom environment before. Discipline policies are discussed with the students at the beginning of the year, and are constantly reinforced during the school year. Simple policies such as standing in line, keeping hands to yourself, asking permission to leave the room, etc., are important for proper classroom control. These policies will be reinforced throughout the school year. When the teacher deems necessary, a structured discipline plan will be implemented. The basic discipline plan is:

- Verbal Warning/Time Out by staff member (remind child that he/she has signed the student responsibility policy)
- Student may lose privilege(s) or incentives, as decided by teacher
- Student conference with administrator
- Parent Notification (written or verbal)
- Conference with parents (may include teacher and/or administrator)
- Probation (length as determined by administrator)

Severe disobedience or extreme disruptions by the child may result in immediate probation. Reasons may include (but are not limited to): profanity, harming self or others, willful damage to property, or extreme disrespect to staff member. The goal of the staff will be to work with the parents/child in all discipline situations to reinforce Godly values and proper respect for all students and staff members. In the event that a child must be put on probation or expelled, no refund of fees or tuition will be given.

General Program Information

ATTENDANCE. Regular attendance is very important. Please contact the office anytime your child will not be in class. Unfortunately, individual make-up lessons cannot be given. No refunds or discounts are given for missed class days. See 'Tardiness' policy.

BENEVOLENCE DISCOUNT. (Formerly termed 'Ministry Discount')

The Good Shepherd Academy extends a tuition discount to families that meet the following situations:

- At least one parent is employed FULL TIME by a registered 501c3 ministry.
- Single parent home, where the in-home parent is the sole income-earner
- One parent is in active duty military serving overseas

See the Benevolence Discount (Appendix) for further details and documentations requirements.

CRISTOS ACADEMY. GSA is in close relationship with Cristos Academy (XCA), a collegiate model Christian school. Both programs will be meeting in the same facility. Each school operates as a separate corporate entity with a separate administration and board, and may have policies that are specific to one school only. This might include slight variations in dress code, personal property restrictions, dismissal procedures, and so on. School calendars will be similar but do not exactly coordinate. Efforts are made to keep all policies in accordance with the overall mission of Christian education.

XCA's normal operating hours are 8:15-3:40. XCA and GSA share the use of office personnel, teaching staff, hallway storage space, classrooms, parking lot, etc. GSA parents are strongly encouraged to consider Cristos Academy in the education plan for your older students. XCA's website is www.xca.cc.

COMPUTER/INTERNET USAGE POLICY. Through fund-raising efforts, the Good Shepherd Academy has built a technology lab that includes many computers and related equipment. These are provided for the enrichment of educational opportunities while students are enrolled in classes at GSA.

The use of the computer lab equipment is a privilege, not a right. Intentional unacceptable usage by any student will be just cause for disciplinary action, which may include suspension/termination of computer privileges and/or suspension/expulsion from GSA classes, on a temporary or permanent basis.

Each family must have a signed Statement of Cooperation (with Computer Usage Policy) on file before children will be allowed to attend classes.

DAYCARE. The academy offers no daycare services. Children are only allowed in the building when enrolled in an academy class. All other children are to be supervised by an adult (not an academy teacher). This applies to all programs and activities. Siblings or other child visitors are not allowed unsupervised in the building while a student is participating in an academy class. After-hours late charges will apply to any child in the building while not enrolled in an appropriate class.

DIRECTORY. A family name/address/phone list will be distributed during the first weeks of school. This should help families that want to carpool to find others that live close by. If you do not want your address/phone listed, you MUST notify the Academy in writing before the first day of class. The list will not be given to any families outside of the enrolled students.

DRESS CODE. Students attending the academy should dress neatly and modestly. Students need to wear comfortable, casual shoes that will allow physical activity (**tennis shoes are recommended; flip-flops are not allowed** for safety reasons). Parents should consider that children will be engaged in active play and will be using paints, markers, etc. The academy does not accept responsibility for damage to clothing. Students may be requested to wear special clothing for certain activities. **In respect to varied family beliefs and in respect to God's House**, the following dress code policies have been established.

Acceptable attire would include: Jeans, slacks, long shorts/skirts or dresses (no more than 4" above the center of the child's kneecap), worn with modest shirts/tops. All clothing should be of appropriate size and length for the student. Waistbands should ride close (within 2") to the natural waist.

DRESS CODE (cont.)

Inappropriate dress would include:

- Tank or Halter tops (top straps must be full shoulder);
- Flip-flops;
- Tight, short or torn clothing (all shorts/skirts should be no more than 4" above the center of the child's kneecap);
- clothing that exposes any part of the midriff or back, esp. when student is sitting or has arms raised;
- any inappropriate pictures or wording (i.e. reference to alcohol, drugs, violence, vulgar or suggestive);
- excessive jewelry/make-up (this includes facial piercing or tattoo);
- body or facial piercing of any kind (exception: girls are allowed single/double ear piercing w/modest earrings);
- hats (on boys or girls); unusual or distasteful hairstyles (including odd or excessive hair coloring);
- exposed undergarments in any way;
- other attire deemed inappropriate by staff.

Students that are in violation of the dress code will be sent home. No refund of tuition will be given for any days missed.

Suggestions (from teachers and other parents) for acceptable clothing ideas:

Girls with short shirts/tops might consider wearing a close-fitting tank-top or undershirt that will tuck into the pants and will keep the midriff from being exposed. Shorts of the longer style are available through Lands End, uniform stores or athletic stores. Capri pants are also an acceptable alternative to girl's shorts.

FUND-RAISING. As previously explained, the academy accepts no outside governmental funding; tuition and fees alone do not provide the needed revenue for the academy. Families will be asked to participate in 1 to 2 fund-raising events per semester. While these are not mandatory, please prayerfully consider your part in supporting the academy programs. Each family is asked to raise (or donate) at least \$100 per semester. This allows the academy to minister to and benefit home schooled families—just like yours!

HOLIDAYS. In order to maintain a consistent class schedule, GSA has chosen to recognize very few holidays during the school year. There will be no penalty if a family wishes to observe a holiday that is not on the GSA calendar. Please notify your child's teacher as soon as possible regarding any planned absence.

ILLNESS. Please do not attempt to send a sick child to school. This endangers the health of all the students and usually the sick child must be sent home early. No child will be admitted with an obviously contagious illness, including: cold, flu, severe cough, pink eye, strep throat, chicken pox, head lice, etc. Consult with your family doctor for an appropriate time to return to classroom activities. Any child that must be excused from P. E. or recess must have a current note from a parent.

LATE PICK-UP FEE. The Good Shepherd Academy offers no daycare for students. Parents are responsible for children until immediately before class begins (within 5 minutes) and as soon as the normal dismissal time. A ten (10) minute grace period is given for pick-up. Any student remaining after 10 minutes will be taken to the bookstore for adult supervision. A late pick-up fee of \$5 per 10 minutes will be applied to your account and will be deducted on the next monthly auto-debit.

LOCATION. The Good Shepherd Academy is located at 11000 Ruskin Way, Kansas City, MO 64134; the academy meets in the Ruskin Heights Presbyterian Church. From I-470, exit at Blue Ridge Blvd., turn south and travel 1.5 miles, to the second stoplight. Turn left onto 111th St. (Red Bridge Rd.); follow for two blocks then enter the traffic circle; the church will be on the right. From 71 Hwy, exit onto Blue Ridge and turn north; follow the same directions. For further directions, call the office (816-966-8877) or consult a city map. Please do not call the RHP Church for academy information.

LUNCH. Lunch is the responsibility of the parent. Each child staying over the lunch period should bring a sack lunch and a drink. No refrigerator or microwave will be available for the student's use. Please mark each lunch box and all lunch items (Tupperware, thermos, etc.) with your child's name in permanent marker. Milk will be sold during lunch. Vending machines are available to the students before lunch begins.

PERSONAL PROPERTY. Students are asked to refrain from bringing personal items into the academy, except for those things specifically needed for a class on that day. Staff members may confiscate personal items that are deemed unnecessary and/or disruptive. A parent will be required to retrieve any such item from the academy office. Persistent problems regarding personal property violations could result in student suspension.

Items that should not be brought to school include, but are not limited to:

- ◆ Knives (including pocket knives);
- ◆ Guns or weapons of any kind;
- ◆ Personal music players;
- ◆ Electronic or video games;
- ◆ Laser pointers;
- ◆ Matches, lighters or other incendiary material;
- ◆ Computer games from home (no outside games or software is to be loaded on academy computers);
- ◆ Toys, playing cards, trading cards, etc.;
- ◆ Cell phones and pagers*

***Students may use personal phones (cell phones/pagers) only with a teacher's permission and in a staff members presence; phones/pagers should be set to 'silent' or 'vibrate' during class.**

REGISTRATION PROCESS. No student will be considered enrolled in any academy program without a completed registration form and appropriate registration/tuition payment. Academy administrators reserve the right to reject a registration for reasons including: class is full or canceled; family will not sign the Academy Statement of Faith; student is not age-appropriate, has not been responsive to discipline in the past or has special educational needs that academy staff is not trained to meet. A full refund will be issued in the event of a refused registration.

REGISTRATION FEE. Each family pays a yearly registration fee of \$40. An additional orientation fee of \$25 is charged for a first time Excel family. The maximum fee is \$65 per family (per year). This fee is due with the first registration of each school year. There are no discounts or refunds for the registration fee. (Duplicate family registration fees for academy programs are not charged.)

REGISTRATION/MEDICAL CARDS. Student Registration cards must be updated yearly and on file for each child. **Please provide a current immunization record for each child** (last year's record is fine if it has not changed). These must be on file before school begins.

SCHOOL CLOSINGS. The academy follows the inclement weather policies of the Hickman Mills C-1 school district. If the weather gets snowy/icy, be sure to listen to the radio or TV. On the first day of inclement weather, we will cancel if the C-1 district is closed. [However, if schools are canceled ONLY because of extreme cold or if there have been several days of cancellations because of icy side streets, WE MAY OPEN (a staff member will phone you if that is the case).] The answering machine at the academy will be updated by 7 a.m. with school closing information, so call if you have a question. Snow days have been built into this year's schedule; any make-up days will be announced.

NOTE: Once the class day has begun GSA will not close based on weather; parents are always allowed to pick up a student early if there is a concern about conditions.

One snow day has been built into the schedule for each semester. The first snow day of each semester will not be made up. Any additional days will be made up; schedule TBA.

STAFF. All staff members are hired after careful consideration and prayer by the academy Board of Directors. Teachers are usually state-certified in education. An exception to that may be if the teacher has considerable training and experience in a particular field, such as art or science. Other staff members are employed for their skill in a desired area. Directors are sensitive to the unique needs of the academy staff, who are working in a team-teaching environment. Referrals for teachers from enrolled families are always appreciated, as the academy directors are constantly looking for ways to increase the services offered to home schooled students. Teachers of music, art, tutors in all subjects, and available substitute teachers are always needed.

SUPPLIES. Due to space limitations, individual student supplies will not be stored for Kids Academy or Excel Programs. Group or community supplies will be made available to all students for any assigned classroom activity. GSA staff members are requesting that families assist in making these supplies available. Please see the 'Family Supply List' in the handbook Appendix for the list of suggested per family donation.

TARDINESS. Tardiness is disruptive to the classroom and is a sign of disrespect to the teacher and other students. Students that arrive more than 5 minutes late may be kept in the office until an appropriate time to rejoin the class. Please keep these times to a minimum. Excessive tardies may be a reason for disciplinary action.

TRAFFIC FLOW. [See directions under ‘Location’.] We will generally have signs in the parking lot which indicate traffic flow. For safety, please follow the one way traffic direction. From the Ruskin Way traffic circle: Turn right on 111th Terr.; turn left into parking lot; drop-off/pick-up on south side of parking lot at building entrance; exit at west side of lot—turn left, then left or right onto Ruskin Way. If you desire to park and enter the building, do not leave your car in the traffic line. You may use any parking space around the perimeter of the parking lot. If you are parked outside of the pick-up line, you must walk to the building entrance to escort your child to your car.

TUITION REFUND/CANCELLATION POLICY.

All **prepaid fees**, including family registration fee, as well as activity, supply, and curriculum fees, **are non-refundable** upon acceptance of the registration. Pre-paid tuition is required to be officially enrolled in any class. Written cancellations received before the first class day, will be given a full tuition credit toward any other academy class during the current school year. **Request must be made in writing.** All withdrawal requests are processed with a 30 day notice applied. Requests for pre-paid tuition refunds will be handled as follows:

Request received: 30+ days before class begins: 90% refund 1-29 days before class begins: 80% refund
After class begins, (regardless of attendance) refunds will be subject to a 30-day written notice policy, and adjusted accordingly. All withdrawals must be made in writing.

TUITION SCHEDULE.

- ◆ Family Registration Fee: \$40
- ◆ First time Excel families pay an additional \$25 Orientation Fee, for a total of \$65
 (One time per year non-refundable fee; no discounts; fee must accompany enrollment application)

TUITION (ENROLLMENT POINT) CHART

	EP1	EP2	EP3	EP4	EP5	EP6	EP7	EP8	EP 9+
1 st Student	\$120	230	330	420	510	600	690	780	Add 90 for each point over 8
2 nd Student	\$110	210	300	380	460	540	620	700	Add 80 for each point over 8
3 rd Student	\$100	190	270	340	410	480	550	620	Add 70 for each point over 8
4 th + Student	\$90	170	240	300	360	420	480	540	Add 60 for each point over 8

Enrollment Points (EP) are listed in each course description in the course catalog.

Add up the total EP’s per student (use highest total EP total as 1st student, etc.); the tuition for each student is listed in the corresponding box. Add the tuition amount for each student. This figure is the total tuition for the semester.

EXAMPLE:

Sally has classes adding up to 3 enrollment points. Her brother Hosea has classes adding up to 6 enrollment points. Hosea has the highest EP total, so he is the 1st student, and his tuition would be \$600. Sally’s tuition would be \$300 (3 EP, 2nd student). So the total semester tuition for this family would be \$900.

TUITION DISCOUNTS.

A Benevolence Discount (BD) may be available. Our current BD discount policy applies to full-time ministry, overseas military, or a single parent with one income; SEE APPENDIX for more detail.

If you feel the BD may apply to your family, please call to discuss documentation requirements. Documentation must be submitted with registration forms. The discount for these verified situations equals approx. 10% of the total tuition due. ALL registration fees are due with the Registration Form, and are not discounted.

To apply the BD tuition: use the 2nd student rate line as the first student (ex. Use \$110 for the 1 EP price).

TUITION PAYMENT OPTIONS.

1. Pay total tuition (sum of all students) with registration and receive a 5% discount if paid by cash or check. You may also pre-pay by credit card (MC or Visa) and receive a 2% discount; total tuition must be paid.
2. Pay 20% (1/5) of total tuition with registration; 4 additional 20% payments to be made by auto-debit. An EFT form (to establish auto-debit from savings or checking) must be filled out with registration, if choosing the 5-payment plan. There is a copy in the handbook appendix, and they are available in the GSA office.

APPENDIX

- ◆ BENEVOLENCE DISCOUNT
- ◆ THE GOOD SHEPHERD ACADEMY SCHOOL CALENDAR
- ◆ SUPPLY LIST
- ◆ ELECTRONIC FUNDS TRANSFER (AUTO DEBIT) FORM
- ◆ STATEMENT OF COOPERATION
- ◆ COMPUTER USAGE AND INTERNET POLICY
- ◆ EXCEL APPENDIX
 - i. Overview of Program
 - ii. General Schedule
 - iii. Fees and Tuition
 - iv. Other Excel Policies and Program Information

The Good Shepherd Academy Benevolence Discount

The Good Shepherd Academy offers a tuition discount to families in the following situations:

- ◆ One parent receives their full-time income from a documented 501c3 ministry.
Required documentation (only one needed):
 - 1) determination letter from 501c3 ministry;
 - 2) 2 recent pay stubs;
 - 3) letter (on corporate letterhead) affirming current full-time status
- ◆ Single parent family; the parent in the home is the sole income-earner
Required documentation: copies of past two years Federal 1040 tax forms
- ◆ Active duty military on overseas assignment
Required documentation: copy of deployment order

The Good Shepherd Academy

General School Calendar 2007-08

Aug. 28	Back-to-School Preview, 4:00 - 6:00 PM Tuesday
Sept. 5-7	All GSA classes begin this week
Oct. 24	School Pictures 9:30 AM Non-Excel students at 10:00 AM
Nov. 14	Excel Fall Feast (late afternoon; time TBA)
Nov. 21/23	No Classes; Thanksgiving Vacation
Dec. 24-Jan. 4	No GSA classes; Merry Christmas & Happy New Year
Jan. 9/11, 2008	Classes resume
Jan. 16	Excel Semester Program 6:30 PM
Jan. 18	Spotlight KA Classes
Jan. 16-18	End of 1 st Semester
Jan. 23-25	Beginning of 2 nd Semester
Mar. 19-21	No Classes—Easter Spring Break
April 23	Excel Spring Fair (evening; time TBA)
May 16	Spotlight KA Classes
May 14-16	End of 2 nd Semester
May 28-30 or June 3-5	Standardized Testing (Optional, additional cost)

Dates subject to change

The academy will follow the inclement weather policy of the Hickman Mills C-1 School District.
Call the office at 816-966-8877 after 7:00 AM for any announcement of school closing.

GSA SUPPLY LIST

- Scissors** 1 pair adult or student type
- Kleenex** 1 box
- Sharpie** 1 any size, black
- Tape** 1 roll any type (scotch, masking, duct, electrical)
- Choice** 1 or 2 of the following:
- book of stamps
 - roll contact paper
 - pkg. index cards
 - pkg. notebook paper
 - tacky glue
 - batteries (any size)
 - Ziploc bags (any size)
 - Germ-X
 - Lysol disinfecting wipes
 - Swiffer dusters
 - Cleaning supplies (Windex, toilet bowl cleaner, 409)
 - Roll of paper towels

OR donation of \$10-\$15 (or more!) to be used for consumable art supplies and other activities.

This is the suggested list **PER FAMILY**.

Families with multiple children attending are encouraged to supply multiples of each item.

Due to space limitations no individual student supplies will be stored this year.

These supplies will all become community property and will not be returned. Do not mark with student name.

No record is kept of donated supplies; there is no penalty for not contributing supplies.

OTHER NEEDS

We are always in need of small items to be used for student incentives.

Suggestions include: stationary or school items, candy, small gift items for family members, gift cards to kid friendly places, CD's, jewelry/lip gloss/hair items, ??? (of course \$ always welcome!).

The Good Shepherd Academy EFT Form
Authorization of Electronic Funds Transfer (Auto Debit) for Tuition Payments

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Name of Financial Institution: _____

Please indicate which account your Tuition will be debited from:

Checking _____ Savings _____ Account # _____

****Please attach a voided check (not deposit slip) from this financial institution to confirm the account number. ****

Your tuition installment will be withdrawn on the 5th of the month.

I (we) hereby authorize The Good Shepherd Academy to initiate monthly debits beginning the month of enrollment and continuing each month thereafter until the specified tuition has been paid. I understand that the funds will be withdrawn on the 5th of each month. It is my responsibility to ensure sufficient funds are in my account at that time. I understand that if my total tuition installment amount changes (due to enrollment changes), I will receive notice from The Good Shepherd Academy and the new amount will be withdrawn effective immediately. This authority will remain in effect until I submit (**in writing**) instructions for The Good Shepherd Academy to cancel or change this arrangement. I also understand that if my installment is returned for "Not Sufficient Funds" The Good Shepherd Academy will charge a \$15 fee. This fee PLUS the unpaid tuition will be due, **in cash immediately**, before student attendance may continue.

Signature _____ Date _____

Signature _____ Date _____

Your tuition installment will be withdrawn on the 5th of the month.

STATEMENT OF COOPERATION

◆ POLICIES AND PROCEDURES

I have read The Good Shepherd Academy Handbook and agree to abide by the guidelines set forth in the handbook.

◆ COMPUTER USAGE POLICY

I have read the Computer/Internet Usage Policy. I understand that my child(ren) will be held accountable for this policy. I will discuss this with my child(ren) as part of the enrollment process.

◆ FINANCIAL RESPONSIBILITY

I understand that The Good Shepherd Academy programs are designed for semester enrollment, two semesters per school year. If my family must withdraw mid-semester, a thirty (30) day written notice (or payment for one month) will be required. Re-enrollment fees of \$20/child will be due before re-admittance during that same semester.

I understand that every school year there will be a \$40 Family Registration Fee. This is non-refundable.

I understand that my semester tuition will be \$_____. I agree to the following payment option:

\$_____ Full semester payment (includes 5% prepayment discount).

\$_____ Monthly (1/5 equal payments due w/registration and 4 months by auto-debit).

I understand that pre-payment of all tuition is required. The only monthly payment option is by auto-debit. I will provide a new EFT form each school year. My account will be debited on the 5th of each month. A failed auto-debit, for any reason (including closure of bank account, insufficient funds, etc.) will result in a service fee of \$20. The full amount (monthly tuition AND the \$20 fee) will be due, in cash, before my student(s) may continue in classes.

I understand that I will not be sent a bill in advance for my monthly payment. If my account falls thirty (30) or more days past due, my children may be suspended from class until my account becomes current.

I understand there are no discounts or refunds for missed days. Registration, activity and curriculum fees are not refundable. All fees must be paid in full before my child(ren) will be admitted to the academy. All fees are due before a registration can be processed.

(** If a difficulty should arise in your financial situation, please contact the academy immediately.)

◆ RELEASE OF LIABILITY

I give permission for my child(ren), _____, to take part in all academy activities. I absolve the academy and its agents, Ruskin Heights Presbyterian Church and its agents from any liability due to any injury which my child(ren) may incur during any school activity.

Family name (Last, First, please print)

Date

Signature

School Year 2007-08

A current copy of this form must be signed and on file with the office before class begins.
The Good Shepherd Academy will admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities.
The activities offered through the academy are not intended to replace the core hour requirements of individual states.

The Good Shepherd Academy

Computer Usage & Internet Policy Form

Regarding: Use of GSA computers and all related equipment

The use of the computer lab equipment is a privilege, not a right. Intentional unacceptable usage by any student will be just cause for disciplinary action, which may include suspension/termination of computer privileges and/or suspension/expulsion from GSA classes, on a temporary or permanent basis. Any disciplinary action will fall under the terms of the stated Discipline Policy in the Academy Handbook.

The Computer Usage Policy has been established with the goals of:

- Protecting Academy property by being good stewards of resources and
- Providing a safe environment for all students.

Acceptable use should always reflect academic honesty with high ethical and moral responsibility. Acceptable use demonstrates respect for academy property, including system security mechanisms.

Students will be supervised by a GSA staff member at all times in the computer lab. Students should refrain from using Internet access at any time without staff supervision.

Acceptable computer use (including Internet) includes:

- Research activities for any GSA class as assigned by GSA staff member
Research sites should be those approved by supervising staff member;
- Using any software owned by GSA;
- Completion of any class work assigned in the computer lab;
- Minimal use of printer resources to complete class work assigned in computer lab class
Excessive and overuse of printer resources may result in a fee being assessed to a student/family account

Unacceptable computer use (including Internet) includes:

- Intentional accessing of any site that contains objectionable material;
- Use of equipment for any private business venture;
- Tampering with any system security measures (including filter software);
- Using any personal e-mail;
- Changing system settings;
- Violation of any federal or state laws, including vandalism, plagiarism, or other malicious conduct;
- Installing/deleting any software without supervising staff permission;
- Downloading any material (including any file attachments) without staff permission;
- Inserting any computer media from an outside source (i.e. CD or diskette from home) without supervising staff permission;
- Removing GSA software from assigned storage area;
- Vandalizing/tampering to any computer equipment, including speakers, headphones, printers, etc.

EXCEL

The Good Shepherd Academy signature program—EXCEL. This weekly enrichment program is designed for September through May enrollment, with new topics each semester. Excel operates from 8:45 AM - 3:30 PM Wednesdays, and is intended for home schooled children age 5-14 (**age determined on Sept. 1st each school year**). Students attend one day per week; families with multiple children enrolled may all attend on the same day. Integrated, thematic units promote science, social studies, and language arts activities.

Thematic units topics for 2007-8 School Year

Fall: Overview of History: 1700-1900

Special emphasis on the formation of the United States in the 18th & 19th centuries.

Spring: American History, 20th Century, Decade by Decade

The Excel program is designed to provide enrichment experiences which are difficult for parents to accomplish at home; instruction is interactive, hands-on, and lots of fun! Children are organized in small, age-appropriate groups. Students participate in Social Studies, Science, Language Arts, Computer lab, and Art/Craft instruction through integrated thematic learning units. [All of these subject areas may not be covered on a weekly basis, but are included as the instruction activities require and as time permits.] Additional classes may include foreign language, music, and P. E. Throughout their enrichment experience, students will be guided in cooperative learning and group process skills.

Many activities are planned throughout the school year to encourage family participation and promote student learning projects. Some of these include: Back-to-school Open House (held in August), Fall Semester Program, Spring Fair & Open House, and other programs as scheduled. Yearly and monthly calendars are provided for your convenience. Each month parents will receive a summary of subject/hours (approx. 24 hours/month) for home record-keeping.

Learning activities directed at children ages 5-12 will be the focus of the Excel material.

ARRIVAL/DEPARTURE TIMES. “On time” arrival is 8:40 to 8:45 (PLEASE no students dropped off before 8:40), pick-up is at 3:30. After 3:40, an after-hours late charge of \$5 per 10 minutes will be enforced. Any parent wishing to come inside the building must park out of the traffic flow, around the sides of the parking lot. Any child in the building without a parent after 3:40 PM will incur the after-hours late fee. The exception to this will be children enrolled in an after school class.

ATTENDANCE. Regular attendance is very important. Please contact the office anytime your child will not be in class. Unfortunately, individual make-up lessons cannot be given. A child that has missed class for sickness may make up the day during the same week (with permission) if his/her health permits. Other make-ups (i. e. vacations) should be reserved for once per school year. Please contact the office for further information and permission for class make-up.

FIELD TRIPS. Once or twice per semester the staff will schedule an educational or P.E. field trip. For this the entire school may travel by rented bus to the event location. No other school transportation is available; parents are welcome to drive your student if you are uncomfortable with the group transportation. Any admissions will be paid for out of the student activities fund. All activities will be well supervised by academy staff. Parents will be notified by newsletter of the location and topic of the next outing. Appropriate dress is highly encouraged.

INCENTIVE MONEY. Instruction received in Excel is enrichment in nature; therefore, no grades are assigned to the students. Positive incentives are important in issues of discipline, attendance, diligence in classroom assignments, etc. Incentive money is given to the students as an encouragement. Periodic ‘\$ stores’ allow the students to spend the money they have earned. Parent donations to the store are welcomed and encouraged. Suggested store items include: gift certificates, school supplies, candy, small gift items, etc. Donations should be new or in excellent condition.

NEWSLETTERS. A monthly newsletter will be sent home in a large envelope, generally with the oldest child in the family. Please be sure to read each packet thoroughly, as it may contain information about upcoming academy events, monthly unit credits, and other items of interest. Based on our past experience, children will not relate all important information to you. Due to the large number of families involved in the academy, personal correspondence is not feasible. The newsletter has proven to be the best way to reach parents.

Note: Please return the newsletter envelopes (be sure to take out everything) for us to use again – part of our recycling effort.

LIBRARY. The academy operates a small lending library for the use of academy students and families. Books are purchased with academy funds; donations of like-new books, tapes, etc. are always appreciated. Books are screened by academy personnel for appropriateness. Items in the library are loaned to students on a good-will basis. Any items not returned within the normal loan period (usually two weeks) will be charged a late fee; non-returned items may be billed to your account. Library policies are discussed with the students; please reinforce good stewardship at home.

SCHEDULE. The class day will be scheduled for the maximum learning time while allowing for computer use, art activities, history and science lessons that support the overall theme. Emphasis is placed upon group interaction in both multi-age and same-age situations. A normal Excel day might include:

Morning – art instruction (by age group), rotating classes: computer, Spanish, special class (variety of activities including P.E., music, drama, etc.).

Lunch & recess will be approx. 60 minutes and will occur around noon. Outside activities are scheduled when weather allows.

Afternoons will be the primary time for the history teaching. Students will be divided by age groups.

This schedule is **HIGHLY** subjective to change and revision to accommodate specific lesson plans. Watch the monthly newsletter for more schedule information.

SHOW-N-TELL. Show-n-Tell will usually be included during the day for the younger students. The goal of Show-n-Tell time is to enrich the learning experience, not to brag about material possessions. Therefore, please supervise your child in this area. Acceptable Show-n-Tell items include: sentimental objects; hand-made or hand-written items; educational games, books, etc.; or items that relate to the topic under study. Irreplaceable items should not be sent. Don't send Show-n-Tell the first day. More details will follow after class begins.

SUPPLIES. Due to space limitations individual student supplies will not be stored this year. Therefore, each family is asked to contribute toward the group or community supply pool. See the 'GSA Supply List' in the Appendix.

UNIT CREDITS. Unit credits for each month will be listed at the end of the monthly newsletter. These are provided for your information and for your record-keeping purposes. Sometimes the credits are hard to determine. For instance, during computer time, your child is usually keyboarding for about 10 minutes and then working on educational software for 30 minutes. So, your child may be spending an additional 1/2 hour learning about dinosaurs, geography, improving his math skills, etc. But, this time will always be logged as 1 computer unit. Similarly, language arts and social studies activities many times overlap, as do science and art, etc. Art class will always be logged as art, but an art or language art project during social studies will be logged as social studies. Specific lesson records are available if you ever have any questions about what was accomplished on a certain day. Also, remember that if your child was absent on a class day, you need to deduct an appropriate amount of units (6/day) from the log. Any time spent outside of class on any assignment is not included in the log.

Educational instruction received through the academy is not intended to replace the core hour requirements of individual states. Parents are encouraged to be diligent in record-keeping to safeguard their legal rights.