

GRACE LEADERSHIP ACADEMY



**ELEMENTARY STUDENT/PARENT
HANDBOOK
2025 - 2026**

A MESSAGE FROM THE ADMINISTRATION

Welcome to a new and exciting school year at Grace Leadership Academy! We are honored that you have partnered with us in your child's educational and spiritual journey. At GLA, we are deeply committed to cultivating academic excellence and a Christ-centered culture where every child is encouraged to grow in character, purpose, and faith.

Proverbs 22:6 says, "Train up a child in the way he should go; even when he is old, he will not depart from it." This verse captures the heartbeat of our school. At GLA, we believe that education is not only about teaching facts and skills. It's about shaping the whole child with God's Word as the foundation. As a presence-driven school, we intentionally create space for the Holy Spirit to move in our classrooms, chapel, and everyday moments, believing that one encounter with God can change a life forever.

We also know that your involvement makes a difference. You are a vital part of your child's success, and we're excited to walk alongside you in this season of growth. This handbook was created to communicate our policies and procedures so we can move forward with unity and shared purpose. If you have questions or need further clarification, please don't hesitate to reach out. Signing this handbook represents more than an agreement, it marks a partnership between school and family, rooted in shared faith and mutual trust.

We are full of expectation for the year ahead and believe God has amazing things in store. Let's move forward joyfully, knowing we are building up the next generation of Christ-centered leaders.

With Gratitude and Anticipation,

Elementary Administration Team

OUR SCHOOL

Grace Leadership Academy, established in 2023 as a ministry of Grace World Outreach Church, exists to develop Christ-centered leaders who are equipped not only for academic excellence but for a lifetime of purpose and impact. With the faithful support of our Lead Pastors, Daniel and Jenna Norris, GLA continues to grow with clarity, conviction, and compassion, rooted in biblical truth and spiritual transformation.

At GLA, we carry the heart to truly build leaders. Our school is not solely about teaching core subjects. It's about cultivating an environment where Jesus is central in everything we do. We believe that education should go beyond academics; it should shape character, inspire purpose, and stir hearts toward God. As a school, we recognize that we have a mission: to teach, yes, but also to foster meaningful relationships and create space for a presence-driven atmosphere where the Holy Spirit is welcome and active.

Under the devoted leadership of Head of School Debbie Milton and School Principal Sam Lopez, GLA continues to thrive as a place where students are prepared not only for success in the classroom but also for leadership in life, anchored in faith, filled with purpose, and led by the Holy Spirit.

ADMINISTRATIVE TEAM



Dr. Debbie Milton
Head of school



Mr. Sam Lopez
Principal



Mr. Mike Caporaso
Dean of School Operations

GRACE
LEADERSHIP ACADEMY

OUR ELEMENTARY TEAM

Dear GLA Families,

We are so excited to welcome you to a new school year! As the elementary teachers at Grace Leadership Academy, we are honored to walk alongside you in nurturing your child's academic and spiritual growth. Our heart is to create a Christ-centered classroom where students feel seen, supported, and encouraged to become all God has called them to be. We are committed to building strong foundations in both learning and character through engaging instruction, meaningful relationships, and joyful discovery. Thank you for partnering with us. We are looking forward to a year full of growth, purpose, and grace!

With love,

The GLA Elementary Teachers

Jessica Moorer, B.A
Kindergarten Teacher



Jennifer Wink, B.A
1st Grade Teacher



Jeverna King, B.A
2nd Grade Teacher



Carla Herron
3rd Grade Teacher



Eddie Maura, B.A
4th Grade Teacher



Jessica Gallagher, M.A
5th Grade Teacher



CORE VALUES

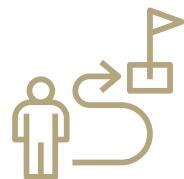
Honor



Humility



Hunger



Holiness



Health

VISION

Our vision is to educate students to become spirit-filled Christian leaders who excel academically, embrace a biblical worldview, embody our nation's founding principles, and engage in cultural reformation.

MISSION

WE BUILD LEADERS

Tuition/Payment Policies

Yearly Tuition:

Tuition payments may be paid in full on or before August 10th for the upcoming academic year. A 10% discount will be offered to parents who pay their full balance by August 15th.

Parents may choose to divide their payments into 10 equal monthly installments, with the first payment due August 15th. Subsequent installments will be due on the 15th of each month, with the last payment due on May 15th of the following year. Payments can be made online via the provided link or by cash, check, money order, or cashier's check. Payments received after the 15th of the month will incur a late fee of \$35. All returned payments will incur a \$35 fee per occurrence.

Application Fee:

First Child: \$150 before May 31st/ \$200 after May 31st (Due at time of application, non-refundable) Subsequent Children: \$25 (per additional child, non-refundable)

Tuition and Fees (per child):

Kindergarten through 5th Grade: \$8,000

Middle School (6th through 8th Grade): \$8,300

High School (9th through 12th Grade): \$8,500

Tuition and Fees include academic tuition, enrollment fees, book fees, technology usage, and standardized testing.

Additional Fees:

- Tuition Late Payment Fee \$35
- NSF Fee \$35

Late Enrollment Fees:

- \$150 – for any student enrolled between the second day of school and the end of the first quarter.
- \$300 – for any student enrolled between the end of the 1st quarter and the beginning of the 2nd quarter.
- \$450 – for any student enrolled between the end of the 2nd quarter and the end of the school year.

Withdrawal Fees:

Parents withdrawing a student MUST pay a \$200 withdrawal fee and complete the Withdrawal Form provided by the Principal. For a withdrawal procedure to be valid, parents must personally meet with the Principal and sign the Withdrawal Form, indicating their intention to remove the child from school.

Tuition/Payment Policies

No student records will be transferred or released if there is an outstanding balance due on the account. Tuition will be due in full for the entire month of the withdrawal, expulsion, or late enrollment, and an administrative fee will be charged according to the chart above.

Tuition Increases

Grace Leadership Academy reserves the right to review and adjust the scheduled tuition and financial policies upon 30 days written notice as is deemed necessary to maintain a quality educational program.

Extended Care Before and/or After School

Grace Leadership Academy does not currently offer an extended care program.

Scholarships

Grace Leadership Academy accepts all Florida School Choice Scholarships. Families interested in one of these scholarships may apply (or renew their application) for the scholarship through the scholarship website in the Spring/Summer of each year. The scholarship provider will notify the family of the amount they are awarded per student. The parents will then provide Grace Leadership Academy with the confirmation of the amount awarded.

If the scholarship does not cover the entire tuition and/or fees, the parent is then responsible for all tuition and fees not covered by the scholarship. The parents will complete the Payment Plan Information form to indicate their payment plans according to the guidelines outlined in the Tuition/Payment Policies above.

If the family is still in the scholarship application process on the first day of school, they are required to pay their fees and tuition until the scholarship is granted. The Payment Plan Information Form must be completed and signed by the parent and the principal.

This applies to all new and renewing scholarship families. Grace Leadership Academy will make no exceptions to this policy.

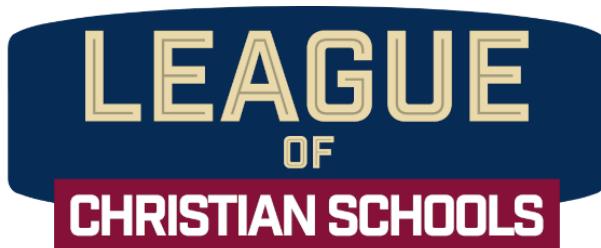
STATEMENT OF FAITH

At Grace Leadership Academy, we believe the Bible is the inspired and infallible Word of God—our final authority for faith, life, and conduct. We believe in one true God, eternally existent as Father, Son, and Holy Spirit. Jesus Christ, the eternal Son of God, was born of a virgin, lived a sinless life, performed miracles, died for our sins, rose bodily from the grave, and ascended to the right hand of the Father. Salvation is available to all through repentance and faith in Jesus, evidenced by inward transformation and outward holiness. We affirm the importance of water baptism and Holy Communion, and we believe in the baptism of the Holy Spirit with the initial evidence of speaking in tongues, empowering believers for godly living and effective ministry.

We believe in sanctification through the Holy Spirit, the Church as the body of Christ called to fulfill the Great Commission, and divine healing as part of Christ's redemptive work. We anticipate the return of Jesus Christ, the resurrection of believers, the final judgment, and the promise of a new heaven and a new earth. As a presence-driven school, we seek to educate minds and cultivate hearts that are fully alive in Christ. Our mission is to raise spiritually grounded, academically prepared leaders who love Jesus, walk in truth, and impact the world for His glory.

ACCREDITATION

Grace Leadership Academy is a member in good standing with the League of Christian Schools. In accordance with the Association's membership requirements, it also carries the right to justifiably claim to be a Member of the Association with all rights and privileges.



ACADEMIC POLICIES

CURRICULUM

GLA has carefully selected BJU Press and Abeka as a curriculum through multiple publishers that integrates a biblical worldview. Our teachers have been trained to present the curriculum in a way that fosters critical thinking and promotes high levels of rigor. Many of our academic subject curriculum stems from Christian-based companies. These resources provide educational materials written from a biblical worldview that focus on academic rigor and encourage critical thinking, all supported by appropriate educational technology.

This curriculum integrates academic development with God at the center of individual courses with Christian character building to obey, to do right, and to love God and country. Students spend time each day in prayer, study, and the memorization of Scripture. Students also will participate in Chapel services each week.

GRADING SCALE

Grace Leadership Academy uses the following grading scale in conjunction with the Florida Department of Education and the Florida High School Activities Association.

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59 (No Credit)

HOMEWORK

At Grace Leadership Academy, homework is a purposeful extension of classroom learning designed to support the development of academic excellence and strong character. It serves to:

1. Reinforce concepts, processes, and content introduced during instructional time.
2. Build independence in learning by encouraging self-directed study habits.
3. Promote creative and critical thinking through project-based learning opportunities.
4. Develop responsibility, time management, and personal accountability in students.

Homework at GLA is assigned with intention and care, reflecting our commitment to nurturing thoughtful learners and Christ-centered leaders beyond the classroom.

The time a child needs to complete homework varies with the individual and from day to day. The faculty will strive to assign homework that does not exceed the allotted time. There will be no homework on Wednesday.

Daily homework time may not include Daily Oral Reading and “Specials” homework assignments. **Approximate Homework Times:**

- Kindergarten and First Grades - 20 minutes
- Second and Third Grades - 30 minutes
- Fourth Grade and Fifth Grades - 45 minutes

EMERGENCY DRILLS

FIRE, TORNADO, & CRISIS MANAGEMENT DRILLS

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire safety drills are conducted monthly. Other drills like emergency preparedness, hurricane drills, and intruder alert are practiced in phases throughout the year. Emergency drills are revised as needed.

MAKE-UP WORK/LATE WORK

MAKE-UP WORK POLICY

At Grace Leadership Academy, students are expected to take responsibility for making up missed tests, homework, and classwork due to excused absences by coordinating with their teachers to schedule a time, before school, after school, or during the missed class period. Generally, students have one day to make up work for each day missed, with up to four days following this pattern; absences longer than five consecutive days require the parent and teacher to develop an action plan. Students are encouraged to complete assignments or take tests prior to a planned absence when possible, at the teacher’s discretion. All work should be submitted upon return unless the absence was due to illness, injury, or a death in the family, in which case, flexibility will be extended. Missed assessments may still need to be completed on the day of return if the student was aware of them in advance. Work missed due to unexcused absences cannot be made up and will result in a zero. This policy reflects GLA’s commitment to responsibility, academic integrity, and clear communication between students, families, and educators.

***Please note, the GLA Late Work Policy will apply to work that is turned in after the due date.**

LATE WORK POLICY

Students need the discipline to complete work on time and to hand it in on the date it is due. Responsibility is a skill that is taught, practiced, and learned over time. Students need to complete their homework and projects in a timely manner. Work that is turned in late will receive a grade reduction starting in First grade.

KINDERGARTEN

- Missing homework/project notifications for 3 days.
- Any work turned in after 3 days, may receive partial credit.

GRADES 1 - 5

- 1st day- 10% points off grade
- 2nd day- 20% points off grade
- 3rd day- 30% points off grade

***After 3 days, partial credit may be received when completed at the discretion of the teacher.**

PLAGIARISM & CHEATING

Plagiarism and cheating are stealing. GLA holds the virtues of honesty and integrity as worthy pursuits in the life of the student. The act of using another person's ideas or work and claiming them without proper citation violates these noble virtues. The academic integrity of GLA as an institution of learning is severely compromised when plagiarism and cheating occur. Both cheating and plagiarism have the same intent: stealing from others. Cheating is a conscious decision. Cheating is assisting or receiving help on a test or quiz. Cheating on a classroom test includes using or possessing cheat notes or comparable material (including any verbal exchange between students, looking at another student's paper, or offering his own to another student). Certainly included is obtaining or passing advanced copies of test items/information and any information gathered from a prohibited device, including tabs opened without permission.

Teachers must take precautions regarding test security and the structure of the classroom testing environment to protect students from unnecessary temptation.

Cheating on homework is the most common form of cheating. Copying homework or allowing another student to copy homework is cheating. Assisting another student on an assignment, knowing that the assignment is to be done independently, is cheating. Helping someone understand how to answer a problem or solve a solution is different from taking the content, ideas, and actual process, copying it, and claiming it as personal work. Cheating on homework does not produce learning; it fuels dishonesty. Plagiarism has the same idea of claiming another person's work and ideas as one's own and submitting the work as original work. Plagiarism may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own. With the accessibility of information on the internet, plagiarism is a serious issue.

Downloading text and cutting and pasting information (photos, videos, graphs, charts, etc.) directly into a paper from the internet or other electronic sources without proper citation or quotations is one of the most common forms of plagiarism. Another possible form of plagiarism is submitting an assignment from one course for an assignment in another course without first consulting the teacher. Using previously submitted content or papers violates the assumption that this is current learning. The teacher may agree to resubmit; however, the student must consult with the teacher and not assume it will be permitted.

With the accessibility of information on the internet, plagiarism is a serious issue. Downloading text and cutting and pasting information (photos, videos, graphs, charts, etc.) directly into a paper from the internet or other electronic sources without proper citation or quotations is one of the most common forms of plagiarism. Another possible form of plagiarism is submitting an assignment from one course for an assignment in another course without first consulting the teacher. Using previously submitted content or papers violates the assumption that this is current learning. The teacher may agree to the resubmission; however, it is the student's responsibility to consult with the teacher first and not assume it will be permitted.

Cheating/plagiarism is divided into two categories:

- Minor Incidents- Cheating/plagiarism on homework assignments and classwork.
- Major Incidents- Cheating/plagiarism on quizzes, tests, projects, or exams. Each student is expected to exhibit individual skill on projects and assessments. Assisting or receiving assistance is not a true representation of the student's knowledge.

All cheating/plagiarism events will result in a “0” grade on the assignment and will be reviewed according to our discipline policy with disciplinary actions assigned accordingly.

PROBATION- ACADEMIC

A student is placed on academic probation when his/her grade point average is below a 2.0 for any quarter. A meeting will be scheduled with the parents to review the action steps required for the upcoming quarter. The probationary period will be for one quarter of the school year. At the end of the quarter, a follow-up parent meeting will occur where the status of the probation will be discussed. If adequate progress has been made, the student's probation will be lifted. In the event that the student's grades have remained failing, the GLA administrative team will review the student's file, and the probation may be extended, or the student may be asked to withdraw from school. Two consecutive semesters below a grade point average of 2.0 may result in parents being asked to withdraw their student from school.

Any students placed on academic or conduct probation will not be permitted to re-enroll during their probationary period.

PROGRESS REPORTS & REPORT CARDS

Progress reports are distributed halfway through each quarter. The principal meets with students who are having academic difficulty throughout the school year to review grades. At the discretion of the administration, a student may be placed on academic probation at any time during the school year.

PROMOTION TO THE NEXT GRADE

Grades K through 5: Students must have passing or satisfactory grades and be recommended for promotion by their teacher. If subjects are failed or adequate progress is not made, a conference will be scheduled with the parents, teachers, and administration to determine the best placement for the student.

Enrichment POLICY

At Grace Leadership Academy, we value the development of the whole child and strive to provide enriching experiences that complement our academic and spiritual foundation. **When available**, students at GLA will have the opportunity to participate in enrichment classes, including Art, Computer, PE, and Music. These classes are designed to broaden students' skills, creativity, and interests while supporting their overall educational journey.

Participation in enrichment classes is highly encouraged and is reflected in students' grades for the quarter. Grades in these classes are based primarily on engagement and effort, and students are expected to take an active role in the learning process.

For music classes, attendance at school concerts or performances **may be required** and will be counted as part of the test or participation grade. In the event of an absence from a required performance, a parent note must be submitted to the music teacher, and a make-up assignment will be given.

Our goal is for every student to benefit from and enjoy these experiences, developing not only new skills but also a deeper appreciation for the gifts God has placed within them.

TESTING

To support students' well-being and effective teaching, students will not have more than 2 tests and 1 quiz on the same day. No tests will be given on Thursdays. Tests and quizzes may be given on other days of the week, but no more than 2 tests are allowed daily for any group of students.

TRUANCY

Truancy (skipping class) is not permitted. Leaving campus without permission from the school administration or a parent/guardian is a serious error. Truancy is being absent from class, all or part of a day, without parental permission. This includes chapel or any other required assembly or required school activity. Truancy will result in one day of suspension and a zero on all missed work (including tests and quizzes). Continual behaviors of truancy may result in expulsion from school.

GENERAL POLICIES

ABSENCES

Class attendance is a strong indicator of academic success. GLA takes the uninterrupted education of children very seriously. Enrolled students are expected to be in class to promote consistency in the learning environment and establish routines of habit that foster reliability, perseverance, and a strong work ethic.

All missed work due to excused or unexcused absences must be made up to the satisfaction of the teacher.

5 ABSENCES

Written communication regarding absences

10 ABSENCES

Completion of Absence Acknowledgment Form

20+ ABSENCES

Phone meeting with principal, possible retention, and signed acknowledgement form

EXCUSED ABSENCES

A child must bring a note to school within two days to have an absence marked excused. An email can be sent to the child's teacher to give notice of the student's absence.

The following reasons are accepted as excused absences:

- Children who are sick and whose attendance would endanger their health or the health of others.
- Children who become ill at school must be picked up when the parent is notified. There are specific guidelines that determine when a child is sent home.
- Medical appointments.
- An immediate family member with a serious illness that inhibits the child from attending school.
- The death of an immediate family member.
- Court cases.
- Family trips (10 school day maximum) and competitions.

A note must be received within two days or the absence will be considered unexcused. Pre-approved absence forms can be picked up in the Elementary Office.

UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not listed under Excused Absences and/or not verified by Grace Leadership Academy Administration. These include absences for personal convenience, undocumented illness, or failure to provide appropriate documentation within the required timeframe. Students who exceed five absences in a quarter will receive written communication from the administration. After ten absences, parents are required to complete an absence acknowledgement form.

A student who receives the Step Up For Students Scholarship is required to follow the GLA attendance policy. Excessive absences may cause the student to lose eligibility to receive these scholarships. The student's name may be reported to the Step Up For Students Scholarship office if the number of absences violates school policy. The education of the student is the focus of the scholarship, and excessive absences do not meet this objective; therefore, scholarship recipients need to be in school when school is in session.

Students who reach 20 absences may not be promoted to the next grade level. A meeting with the Principal will occur to determine the next steps. Student attendance in class is an important part of the student's education. It provides direct instruction, input, guidance, and feedback from the teacher and direct involvement and interaction from students in the same class. The interchange of ideas, concepts, and discussions is an important part of a course and cannot be missed in order to receive credit.

LEAVING EARLY

Students leaving school earlier than the normal dismissal time must be checked out at the main office. The main office will call the student out of class to be dismissed upon the parent's arrival. The student should not use a cell phone to speed up the dismissal process and must come directly to the main office. Following the dismissal procedure

allows the school to know where the student is at all times. Whenever possible, the school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session.

ADMISSIONS POLICY

A new student is admitted to Grace Leadership Academy based on a completed online application, required former records, teacher recommendation, pastoral recommendations, and an administrative interview. Our school has open enrollment for new students through January 31 each school year, pending grade availability. Re-enrollment is conditional based on acceptable student progress, student behavior, and cooperation between home and school. Re-enrollment is offered to current families each year prior to opening enrollment to the public. Space is not guaranteed to current students who do not re-enroll during our early re-enrollment period. The re-enrollment process requires students and parents to agree to operate under the policies, guidelines, and procedures of the Parent/Student Handbook.

Additional information about the admissions process and re-enrollment is in the Admissions Policy Handbook found on our school website.

It is a privilege to attend Grace Leadership Academy, not a right. Proper Christian conduct is expected of students, faculty, and parents.

ARRIVAL & DISMISSAL

School day officially begins at 8:00 am



ARRIVAL INFORMATION

All student drop-offs take place between 7:40 and 7:55 a.m. Students are expected to be in their classrooms and ready to begin the day by 8:00 a.m. Any student arriving after 8:00 a.m. is considered tardy and must report directly to the main office upon arrival.

Tardy students will receive a pass from the front office and be escorted to their first-period class by our School Resource Officer (SRO). This procedure ensures a secure and orderly transition into the school day and reinforces the importance of punctuality and accountability within our school culture. We appreciate your partnership in helping students arrive on time and prepared for learning each day.



DISMISSAL INFORMATION

At Grace Leadership Academy, we are committed to maintaining a smooth, safe, and respectful dismissal process for all students and families. As part of our procedures, middle and high school students who have elementary siblings are required to go to the elementary building to pick them up at dismissal. Once picked up, they should proceed together to the designated dismissal area outside the main office.

Dismissal officially begins at 3:05p.m. and ends at 3:20p.m. Please be mindful that the final bell rings at 3:00p.m., allowing students a few minutes to gather their belongings and walk to the appropriate dismissal areas.

Any parent arriving after 3:20p.m. will be considered late and will incur a **\$25 fee for the first 15 minutes past the dismissal window**. An additional \$5 will be added for every 15-minute increment thereafter. These fees help support the supervision of students who are not picked up on time and encourage prompt dismissal for the safety and efficiency of our campus. We appreciate your cooperation in following these procedures and ensuring a smooth transition from the school day to dismissal. Thank you for partnering with us to create a well-ordered and respectful school environment for all students.

CHANGE OF INFORMATION

Students and parents are asked to provide written notice or email the school office if they have any changes to personal information. A prompt note or email will help GLA maintain correct information and provide effective communication, especially in an emergency. For GLA to comply, it is the parents' responsibility to provide any legal documents that pertain to their students (e.g., custody, restraining orders, etc.).

CHAPEL & BIBLE CLASS

At Grace Leadership Academy, our GLA Kids experience weekly Elementary Chapel as a joyful and meaningful part of school life. Chapel is led by our passionate Grace Kids Team, under the spiritual guidance of Pastor Jacob King. Each week, students gather for worship and a dynamic Bible lesson that helps them grow in faith and deepen their understanding. A Student of the Week is honored from each class to recognize Christ-like character and personal growth. Parents are always welcome to attend chapel and participate in our vibrant worship community. Whether in chapel, Bible class, prayer, or devotions, students are encouraged to maintain an attitude of gratitude, reflecting thankfulness for God's presence and work in their lives. All chapel activities are intentionally designed to help students build a personal relationship with Jesus Christ. Participation is required for all elementary students, reinforcing our commitment to faith-filled learning and joyful worship.

ELEMENTARY PLACEMENT POLICY

At Grace Leadership Academy, the principal makes final decisions about student class placement. Although a single teacher leads each grade level, several important factors are considered when grouping students, such as teacher input, class size, student academic levels, learning needs, and personality dynamics.

While parent input is welcomed, especially insights about a child's strengths, challenges, and learning style, a specific teacher request may be considered, but cannot be guaranteed. The principal and head of school make these decisions together, always with the best interests of the student, class, and teacher in mind.

ELEMENTARY PROCEDURES



3 FOR ME: CLASS ATTENTION

1. Stop what you are doing.
2. Look at the teacher.
3. Listen for instructions.



FANTASTIC 4: LINE PROCEDURE

1. Face forward.
2. Stand directly behind another student.
3. Be quiet.
4. Hands by your side.

FIELD TRIPS

GLA has field trips in all grade levels. Field trips are organized as an enrichment activity for concepts and/or units of study covered in class. All students are encouraged to attend each field trip. The teacher will have the opportunity to explore additional content, interact with students in an informal atmosphere, and allow students to build closer relationships during each trip. All students are welcome and strongly encouraged to attend each field trip offered during the school year. Students who do not attend the field trip are counted absent and should not be sent to school unless otherwise communicated by GLA. Parents are always welcome to attend field trips when the opportunity arises. Parents who agree to attend field trips are adult chaperones. All parents who attend an overnight field trip are **required** to undergo a Level 2 background check at their own expense, with no exceptions. The background check must be completed at least two weeks before the scheduled overnight field trip. Background check appointments are made by contacting the front office. Chaperones are not to bring students' siblings on field trips. Selection for field trip chaperones will be on a first-come, first-served basis. Not all interested individuals will be able to serve as chaperones. Please take steps early to ensure you are able to chaperone the field trips you are interested in. Background checks must be completed before you will be considered a chaperone for overnight field trips.

FOOD IN THE CLASSROOM

To prevent damage to carpets in the school and prevent an insect problem, students are not to eat or drink in class or hallways unless the teacher gives permission. Birthday celebrations must occur in the cafeteria during the student's lunchtime. The teacher must approve any food items in advance. The only liquid allowed in classrooms is water in a sealed container. No water flavor enhancers with dye are allowed. Also, no students will be permitted to eat lunch in classrooms.

Gum is not allowed on campus.

LOST & FOUND

Lost and found items are the responsibility of GLA students. A designated lost and found area is available in the main office. At the beginning of each semester, all unclaimed items will be discarded. Clearly label all the items your child brings to school, especially school uniforms. Labeling items will assist with locating the correct owner more quickly. If lunch boxes are left behind with food items inside, the lunch containers will be disposed of.

WEATHER POLICY

At Grace Leadership Academy, the safety and well-being of our students, families, and staff are our top priority. While we monitor guidance and closures announced by Hernando County Schools, GLA does not automatically follow the county's decisions. As a ministry of Grace World Outreach Church, we also consider the needs and operations of our church family when determining whether to close or remain open during severe weather events or emergencies.

There may be times when Hernando County Schools are closed, but GLA remains open, or vice versa. In such cases, the Pastoral and Administrative Leadership Team makes thoughtful final decisions, considering both safety and the specific context of our school and church campus.

All school closures or reopening announcements will be communicated clearly and promptly through our messaging system. Updates will also be shared on our official Facebook and Instagram pages to ensure families are informed through multiple platforms.

We encourage all families to stay connected to these communication channels and to contact the school office with any questions during weather-related events. Thank you for partnering with us to keep our students safe while maintaining clarity and confidence in times of uncertainty.

LUNCHES

Grace Leadership Academy does not provide a lunch program; all students are expected to bring their lunch daily. Students must bring microwave-safe containers and their own utensils (forks, spoons, and napkins), as the school does not supply these items. **NO KNIVES.**

Outside food or drinks may not be ordered or delivered to students. This includes restaurant deliveries and food delivery services. Any food or drink from an outside source will be turned away. Students should bring a complete lunch that does not require additional preparation beyond microwave heating.

GLA does not restrict the type of food students bring from home; however, sodas and excessive amounts of sugar are discouraged. In addition, energy drinks are not permitted for students to consume. We also ask that families be mindful of food allergies within the community and encourage the consumption of healthy, balanced meals.

If your student has food allergies or specific dietary restrictions, please notify the Administration so we can support any necessary precautions during meal times. This policy ensures a consistent, safe, and distraction-free lunchtime environment for all GLA students. Thank you for helping us maintain these standards.

LUNCHROOM PROCEDURES

- The first 10 minutes are silent
- Talking must be kept to a reasonable volume.
- Students are not to shout across the tables to one another.
- Students must walk in the cafeteria.
- No running.
- Students must remain seated while eating.
- Students are not to leave their seats unless the teacher or a teacher assistant gives permission.
- Students must leave the lunch area clean and tidy.
- Students must obey all other school rules during lunch.
- Enjoy your lunchtime!

RECESS

At Grace Leadership Academy, we believe that recess is an essential part of the school day. It provides students with the opportunity to decompress, release energy, and return to the classroom refreshed and ready to learn. To support this, all students are given recess daily, along with additional “brain breaks” throughout the day.

However, it is crucial to understand that recess is a privilege, not a guarantee. Children must follow established safety guidelines and behavior expectations to maintain a safe, respectful, and enjoyable environment for all students.

If a student is unable to demonstrate appropriate behavior during class or recess, they may be temporarily removed from recess as a consequence. This time will be used to reflect on their actions and discuss how to make better choices in the future.

Our goal is to ensure that all students can safely enjoy recess while learning the importance of personal responsibility, respect, and self-control.

RECESS PROCEDURES

- Line leaders are to stop at the entrance before entering the playground to receive instructions from the teacher or teacher assistant.
- Students are to obey the teachers and teacher assistants on recess duty.
- Students are to respect the playground equipment.
- Students are to play safely, keeping their hands and feet to themselves.
- Fence climbing is not permitted.
- Students are not to handle or kick sticks, mulch, grass, dirt, or other objects during recess.
- Students must obey all other school rules.
- Swings are to be used in a safe manner.
- Have fun!

NON-DISCRIMINATORY POLICY

Grace Leadership Academy admits students of any race, color, or ethnic origin, to all its rights, privileges, programs, and activities. In addition, the school does not discriminate based on race, color, or ethnic origin in administering its educational policies, scholarships, tuition aid, educational programs, or extracurricular activities.

PLEDGES

To encourage good citizenship and show our patriotism for God and country, all GLA staff and students will honor and respect those who have served our country, past and present, by standing for the Pledge of Allegiance, the Pledge of Allegiance to the Christian Flag, the Holy Bible, and the National Anthem.

SCHOOL & CHURCH GROUNDS

Grace World Outreach Church and Grace Leadership Academy share a large portion of the school campus. Many of the rooms are used by various church ministries throughout the week, in the evenings, during the school day, and on weekends.

The school and the youth department utilize the NextGen Chapel and Family Life Center on a daily basis. The shared use of the facility may cause some disruption to the school schedule at different times of the year. The school administration and staff work to accommodate both the school and the ministry needs of the church, maximize the use of space, and reduce overall expenses. The cooperation of all parties reflects the diversity of ministries used to meet the needs of people of all ages.

SCHOOL CLOSURES/RE-OPENING

At Grace Leadership Academy, the safety and well-being of our students, families, and staff are top priorities. Whether due to inclement weather, emergencies, or other unforeseen circumstances, all school closures and reopening announcements will be communicated clearly and promptly to our school community. Families will be notified through our school-wide messaging system, as well as through phone and email notifications. Additionally, updates will be posted on our official GLA Facebook and Instagram pages to ensure platform accessibility.

As a presence-driven school, our decisions are made prayerfully and in partnership with our Pastoral and Administrative Leadership Team. We are committed to leading with wisdom, clarity, and care. Thank you for staying connected and for trusting us to steward your child's education and safety with excellence.

VISITING & VOLUNTEERING

VISITING PARENTS

Parents are always welcome at Grace Leadership Academy! It is recommended that a 24-hour notice be given to the school prior to a visit. Do not enter the school buildings except through the main office doors to receive a visitor's pass. This is to ensure the safety of all students. Students are not permitted to open any school door to allow a parent to enter the building. When parents wish to visit the lunchroom for any reason, please check in at the main office first to obtain a visitor's pass. If parents wish to speak with their child's teacher, they can arrange a private conference by emailing or calling the school office to schedule an appointment.

VISITING STUDENTS

Students visiting the school are only permitted if they are potential students of Grace Leadership Academy. No student may bring a visitor to school without obtaining permission from the Administration at least 24 hours in advance of the visit. Approved visitors must come to the office first to receive a visitor's pass. All visitors must comply with the GLA's dress code and student behavior guidelines. Students who have been asked to leave GLA for disciplinary reasons are not permitted on campus during school hours or to attend any school-related functions.

VOLUNTEERS

Volunteers are appreciated and welcomed at GLA. Every volunteer is required to obtain a Level 1 background check and will also need a Level 2 background check for any overnight trips or one-on-one interactions with students. Volunteers are not to bring siblings when volunteering on campus or on a field trip.

TARDIES

Irregular and unfaithful class attendance can jeopardize students' progress and detract from instructional time and learning opportunities. Please minimize tardiness to ensure your student receives the best possible learning experience. ONLY TARDINESS DUE TO DOCTOR OR DENTIST APPOINTMENTS OR OCCASIONAL EMERGENCY SITUATIONS ACCOMPANIED BY A NOTE WILL BE EXCUSED. Students are expected to be in class and ready to work at 8:00 AM and at the beginning of each period. Tardy refers to students not being in their assigned seats by the bell. Teachers are responsible for assigning tardies using the attendance function within MYSCHOOL. Students checking into school before 7:53 AM will report directly to their class. Students checking in after 8:00 a.m. will report to the office to obtain a class pass. Tardies accumulated throughout the quarter are addressed as follows:

Tardies will result in the following steps:

5 TARDIES

Written communication regarding tardiness and a \$5 charge

10 TARDIES

Written communication and \$15 charge

15 TARDIES

Parent meeting with the principal to discuss an action plan and \$25 charge

WITHDRAWALS & TRANSFERS

Withdrawal/transfer forms may be obtained from the Admissions Office. Students transferring to another school who attended GLA one or more days of the month will owe the full month's tuition. The Administration will not sign a student's withdrawal/transfer form until the following clearances are completed: Finance (including books) and Administration. Students who withdraw for financial reasons may have the opportunity to re-enroll when financially feasible. They will be subject to the readmission process. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Students transferring to another school but who attended GLA one or more days of the month will owe the full month's tuition. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal. Students who withdraw for other reasons may reapply to GLA only once following the first withdrawal. Parents should be aware that failure to complete the proper withdrawal procedure may result in a delay in transferring records. All transcripts will be held until financial obligations are satisfied.

COMMUNICATION POLICIES

CONFLICT RESOLUTION - PARENT GRIEVANCE

All parents who have chosen to have their child attend GLA agree to resolve disputes peacefully and privately with a Christ-like attitude (Parent Statement of Cooperation). The Bible supports and confirms this stance in 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-18.

All disputes should be handled directly and quickly to restore unity to the broken relationship. Any conflict the school faculty does not satisfactorily resolve may be addressed in writing to the head Administrator. If a parent is still unsatisfied with the situation, the parent must honor the Parent Statement of Cooperation signed upon enrollment. *"If, for some reason, we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our convictions."* Peacefully agreeing to withdraw and find another school may be in the best interest of the parents and the student.

PROCESSES TO FOLLOW:

First: Contact the Teacher

Next: Contact the Principal

Lastly: Contact the Head Administrator

CONTACTING YOUR STUDENT

If you need to contact your student during school hours, you must first call the office. Office personnel will then call your student to the office so they can communicate with you. Emergency messages will be handled by the office and forwarded to the student immediately. Students may use the office phone—not their phones—to arrange changes to after-school pick-up or for emergencies. If a student is found using their cell phone without permission, the discipline policy will be followed, and the phone will be stored in the office for pick-up at the end of the school day. For more information regarding cell phone usage, please reference the Cell Phone Policy.

IN-PERSON MEETINGS

There are scheduled days set aside for parent-teacher conferences. These conferences take place in the first semester. A parent-teacher conference will be required for any student receiving a D or an F on the 1st quarter report card. Any student placed on academic probation will be required to attend mandatory meetings after the first quarter, and in each subsequent quarter as needed. Any parent may request additional appointments to be scheduled with the classroom teacher or through the office.

PARENT/TEACHER MEETINGS

Parents are encouraged to schedule a conference with their child's teacher to discuss any issues or concerns they may have. An appointment can be scheduled with the teacher. All concerns, questions, problems, or complaints should be brought directly to the teacher first before being escalated to the dean or principal. If the situation is not resolved, a meeting should be scheduled with the classroom teacher and the principal or dean, depending on the situation. A group meeting may help resolve miscommunications and misunderstandings. If the problem remains unresolved, a meeting should be scheduled with the classroom teacher, principal, and the administrator.

MEETINGS WITH ADMINISTRATION

Don't hesitate to contact the office to meet with the principal or dean. If a student issue has not been resolved with the parent, teacher, and principal, the school Administrator may be contacted to request a meeting. The nature/reason for the meeting needs to be communicated to the main office or the School Administrator before the meeting is scheduled. Sometimes an issue can be resolved within the Administration without involving the parents. However, if a meeting is scheduled with the school Administrator, the principal will be present at the meeting. All student-related meetings with the school Administration will only involve the parents of the student. Parents may wish to include extended relatives or other parties. The school Administration requests to know if the parents desire to have others attend the meeting. The reason and purpose for their involvement will need to be communicated before a meeting is scheduled. If other parties arrive to attend the scheduled meeting without the school Administration's knowledge, the school Administration reserves the right to choose to keep the scheduled meeting with all parties or only meet with the parents. The cooperation of the parents in this matter is important as the principle of handling student-related issues with the parents of the student and not other parties is honored.

DRESS CODE POLICY

RATIONALE

The dress code policy at Grace Leadership is intended to provide a guideline for a professional, conservative appearance that promotes modesty, respect, and equality among all students (Proverbs 4:13). The policy supports a conservative appearance that diminishes economic disparity, social expression, and possible distractions associated with a non-uniform school environment. A well-groomed, modestly dressed student should come to GLA with an attitude that prepares him/her for neat, conscientious work. The attire should convey respect for oneself, other students, and the teachers.

The dress code standard supports the following values:

Equality - Students who have a unified dress code learn that others are equal and should be treated with respect for the individual's worth as a created being, rather than standards of wealth, status, or individual expression deemed necessary in an ever-changing culture.

Modesty - Students must learn to maintain modesty in dress and manners to uphold the personal integrity, wholeness, and professionalism characteristic of a college preparatory environment.

Respect – Students learn respect for authority, each other, and the rules and guidelines established by an organization that will carry on throughout life beyond the walls of the school after graduation.

All parents who enroll their child at GLA commit to supporting and adhering to the dress code policy in attitude and action. They are responsible for ensuring their child is dressed appropriately according to the guidelines outlined in the Parent/Student Handbook. The spirit of cooperation in following the dress code policy reflects an attitude of obedience and respect for authority, which aligns with the Parent Statement of Cooperation signed during enrollment. If a parent disagrees with this or any other policy in the handbook, they should address the matter privately and constructively with the school administration. Public discussions can breach the enrollment agreement and may create the impression of an uncooperative relationship between the school and parents. Parents are encouraged to respect the enrollment agreement and to maintain an ongoing attitude of cooperation and respect at all times. Proper attire is required at all school functions. If the administration deems the attire inappropriate, students may be asked to leave school-sponsored events.

PANTS/SHORTS REQUIREMENTS

- Shorts must be 3 inches or less from the knee cap (no matter the length of your student's leg)
- Tan (may be described as beige, stone, or khaki), navy, or black color
- Must be loosely fit
- Must be flat front or pleated (cargo style is not permitted)

SUCCESSIVE DRESS CODE INFRACTIONS WILL RESULT IN DISCIPLINARY ACTION.

DRESS CODE INFRACTION POLICY

1ST VIOLATION

- Review of the dress code policy.
- Contact will be made with the parent via MySchool.
- Students will be asked to correct the situation and change clothes.

2ND VIOLATION

- Contact will be made with the parent via MySchool.
- Students will be required to change clothes.
- The student will receive a level one write-up.

3RD VIOLATION

- A conference with Elementary Administration to determine a plan of action that adheres to the dress code policy.

FRIDAY ONLY DRESS CODE

- Students are allowed to wear GLA, Grace Kids, or Ascend apparel on Fridays.

PROPER ATTIRE IS REQUIRED AT ALL SCHOOL FUNCTIONS. STUDENTS MAY BE ASKED TO LEAVE SCHOOL-SPONSORED EVENTS IF THE ATTIRE IS DEEMED INAPPROPRIATE BY THE ADMINISTRATION.

GENERAL GUIDELINES

At Grace Leadership Academy, personal appearance reflects our values of Honor, Humility, Hunger, Holiness, and Health. Our dress code promotes unity, modesty, and focus, supporting spiritual formation and academic success.

UNIFORM GUIDELINES

All students are expected to follow these daily expectations:

1. Uniforms must be worn as designed, with a proper fit and a clean, neat appearance.
Uniforms with stains, holes, tears, or frays are not permitted.
1. Approved Polo Colors: Navy, black, or white (GLA-branded only).
2. Approved 1/4 Zip Pullovers: Navy or black with the official GLA logo.
3. Bottoms:
 - Dark wash jeans (no holes, distressing, or frays. No cargo).
 - Dress shorts in navy, khaki, or black (modest length required, no cargo).
4. Belts: Recommended for students wearing bottoms with belt loops.
5. Shoes:
 - Must be closed-toe.
 - Crocs, sandals, slippers, open-toed shoes, platform wedges, clogs, and heels are not permitted.
6. Socks:
 - Must be solid black, navy, or white.
 - Small logos permitted (no larger than the size of a quarter).
7. GLA T-shirts may be worn on Fridays and P.E. days only.
8. Outerwear:
 - Only GLA-branded hoodies, sweatshirts, or jackets are allowed indoors and outdoors.
 - Hoodies must not be worn over the head while in the building.
10. Hats: Not permitted indoors at any time.

PERSONAL APPEARANCE STANDARDS

- Earrings:
 - Allowed for both boys and girls.
 - Must be studs only, no larger than $\frac{1}{2}$ inch in diameter.
- Nose piercings:
 - Only tiny nose studs are permitted.
 - No hoops or rings may be worn in the nose.
- Body piercings or visible tattoos beyond these exceptions are not permitted.
- Cologne/Fragrance:
 - Must be light and non-overpowering to maintain a respectful shared environment.
- Grooming:
 - Hair must be clean, neat, and professional in appearance, consistent with GLA's values.

COLD WEATHER GEAR

Elementary students may wear GLA-branded cold-weather apparel when temperatures are below 50 degrees and during the designated winter season from December 1st through February 28th. If a student wears a non-GLA coat or jacket, it must be removed upon entering the building and stored in their backpack for the remainder of the school day.

To help families stay prepared, official GLA cold-weather apparel will be available for purchase at the school. This ensures all students can remain warm while still maintaining consistency with the school's uniform standards. Please contact the school office for sizing and availability.

USED UNIFORM SWAP

At Grace Leadership Academy, we recognize the importance of supporting our families with practical and affordable uniform options. A Uniform Swap may be held periodically throughout the school year, providing parents the opportunity to exchange or purchase gently used uniforms at a reduced cost.

Notification of upcoming swap events will be communicated through email and other official school communication channels.

All uniforms submitted for exchange must be:

- Freshly washed
- Free of stains, tears, holes, or heavy fading
- In good condition and ready for reuse

This program helps foster a spirit of stewardship and community among our GLA families. For more information or to contribute to the next uniform swap, please contact the school office.

STUDENT CONDUCT POLICIES

STUDENT CODE OF CONDUCT

GLA has adopted a Student Code of Conduct, which students must observe on or off campus.

GLA STUDENT CODE OF CONDUCT:

- Students are expected to maintain high standards of Christian courtesy, kindness, morality, and honesty (Romans 13:13).
- Students are expected to show respect and submission to teachers, staff, and administration.
- Students are expected to assist in maintaining a positive learning environment and to ensure that their own actions do not interfere with the ability of any student to learn and to achieve.
- Students are not to use obscene and abusive language.
- Students are to abstain from alcohol, drugs, and tobacco products.
- Students are to abstain from sexual immorality and all forms of divination.
- Students are expected to exhibit good sportsmanship. Any type of jeering, taunting, or provocation are not appropriate actions during a school activity.
- Students are expected to solve problems in a non-aggressive manner.
- Students are to obey the school policies on campus and off-campus.
- Students are expected to obey the dress code during school hours and maintain an appropriate appearance during after-school activities.

- Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, etc.) are not permitted at school or any school activity on or off-campus.
- Students are expected to be respectful and engaged in chapel and other devotionals.
- Students are expected to show respect and care for property belonging to others. Therefore, do not steal or destroy things that do not belong to you, including school and church property.
- Students are expected to use technology in a responsible, efficient, courteous, and appropriate manner. (See Acceptable Use Policy.)

GLA ELEMENTARY EXPECTATIONS FOR ALL STUDENTS

1. **Honor:** Show respect to everyone, including teachers, classmates, and school staff.
2. **Humility:** Obey directions with a teachable spirit and a willingness to learn.
3. **Hunger:** Choose kind words and actions that build up others and promote unity.
4. **Holiness** – Act with integrity and purity in both behavior and attitude.
5. **Health** – Practice safety and self-control in all settings—classrooms, hallways, and outdoor areas.

GLA ELEMENTARY FOCUSES



RESPECT



OBEDIENCE



KINDNESS



SAFETY

DISCIPLINE POLICY

At Grace Leadership Academy, our desire is to cultivate students who put God first in all things, walk in obedience to His Word, and grow in their identity as Christ-centered leaders. Our core values—Honor, Humility, Hunger, Holiness, and Health—serve as the foundation for how we behave, interact, and grow together as a school family.

Students are expected to demonstrate Honor by respecting fellow students, staff, and those in authority, as outlined in Romans 13:1-5. We uphold Humility by recognizing that every person carries value, and we treat one another with kindness and empathy, following the Golden Rule (Matthew 7:12). Our school culture reflects Hunger—a deep desire to grow spiritually, academically, and relationally in all things. We pursue Holiness by encouraging students to live lives set apart for God on and off campus. And we protect and promote Health—spiritually, emotionally, physically, and mentally—as part of stewarding the whole person.

The GLA atmosphere must be conducive to our students' spiritual formation and leadership development. Our discipline policy is designed to guide students toward growth, maturity, and accountability, always with the aim of restoring and redirecting them toward their God-given purpose. GLA is not just a place to learn—it's a place to learn how to lead a life pleasing to God.

Classroom rules and behavioral expectations are posted and taught to promote self-management. When misbehavior occurs, appropriate consequences may be issued. Repeated issues will involve further support from the administration and/or the dean of school operations to partner with the teacher and student to resolve them. Discipline is not just about correction, but about developing responsibility and character that reflect our values.

Parent conferences will be scheduled when behavior concerns escalate, and consequences aligned with our discipline policy will be enforced. Students and parents should understand that student conduct both on and off campus—including during weekends, holidays, and school breaks—is subject to GLA's standards. Any behavior that negatively impacts Grace Leadership Academy's reputation or environment may result in disciplinary action, including removal from extracurricular activities and school events. Ultimately, our heart is to train students not just in knowledge, but in character, so they may lead with conviction, walk in the Spirit, and impact the world for Christ.

Students are to be treated fairly and equitably. Some factors are considered when assigning appropriate consequences:

- Student's age
- Seriousness of the offense
- Frequency of the misconduct
- Attitude of the student
- The potential effect the misconduct has on the environment in the school

Individual student consequences are decided according to the school's discipline policy and individual student needs, and are discussed privately with each family, not with other families.

PIONEER MERIT SYSTEM: PLEASE REFERENCE THE BACK OF THE STUDENT HANDBOOK

Disciplinary actions may be taken in no specific order.

ADMINISTRATIVE DISCIPLINE PLAN

The Dean of School Operations will meet with the student and assign an appropriate consequence based on the student's current stage in the discipline plan. Consequences assigned by the Dean could include:

- Warning(s)
- Detention(s)--lunch, after school, or Saturday School
- Half Day Suspension
- 1-5 Day Suspension(s)
- Withdrawal from GLA

The steps in the Administrative Discipline Plan may not be followed consecutively, depending on the reason for the discipline referral. The severity of the situation may warrant a more severe consequence. All disciplinary consequences outlined in the Administrative Discipline Plan will be recorded on the student's profile in MySchool, and parents will be notified accordingly. After three repeated offenses, these disciplines will automatically move to the next level.

ACTION AND CONSEQUENCE GUIDE

Discipline actions may be taken in no specific order

LEVEL 1- STUDENT ACTIONS NOT IN ACCORDANCE WITH THE CLASSROOM RULES

- Disobeying classroom instructions
- Dress Code infractions
- Excessive talking
- Class disruption Inappropriate chapel, lunch, or recess behavior
- Minor misuse of school devices
- Horseplay/prank with no risk of injury

LEVEL 1- DISCIPLINE ACTIONS:

- Teachers will follow their classroom management plan to address the Level 1 offense.
- These consequences may include notification of parents, parent meeting, loss of privileges, etc.
- Restorative Practice/Assignments
- Repeated Level 1 offenses translate into a Level 2 offense.

LEVEL 2- STUDENT ACTIONS

- Repeated Level 1 actions
- Disrespect toward God, teachers, staff, or peers
- Continually disobeying instructions
- Continually disrupting the class
- Physically hurting others (including spitting)
- Inappropriate body language or gestures
- Profanity or inappropriate talk
- Lying/Cheating/Stealing/Plagiarism
- Leaving a supervised area
- Running from adult supervision
- Use of electronic devices/cell phones, without permission from the teacher
- Horseplay/pranks with the risk of injury
- Misuse of church/school property (including devices)
- Repeated dress code infractions
- Hitting/pushing/shoving/tripping, etc

LEVEL 2- DISCIPLINE ACTIONS:

- Detention(s) during Recess or After School
- Restorative Practice/Assignments
- In-School Suspension (ISS)
- Withdrawal from GLA- Depending on action(s)

LEVEL 3- STUDENT ACTIONS

- Repeated Level 2 actions
- Defacing school or church property
- Fighting or excessive physical force
- Threatening physical harm
- Biting
- Bullying others
- Exposing oneself or others
- Touching others inappropriately
- Horseplay/prank with Injury

LEVEL 3- DISCIPLINE ACTIONS:

- In-School Suspension (ISS)
- 1-2 Day Suspension
- 3-5 Day Suspension
- Review by the administration and subject to immediate Withdrawal from GLA

LEVEL 4- STUDENT ACTIONS

- Repeated Level 3 actions
- Possession/misuse of un-prescribed or prescribed drug
- Possession of an illegal substance
- Possession of a weapon
- Moral misconduct

LEVEL 4- DISCIPLINE ACTIONS:

- 3-5 Day Suspension pending review by discipline committee and administration.
- Student may be expelled or asked to withdraw.

***Additional student misconduct will be reviewed by the administration for determined discipline action**

At Grace Leadership Academy, students are expected to uphold the standards and values that reflect our Christ-centered mission. Students who consistently disregard these expectations or disrupt the school's spiritual and academic environment may forfeit the privilege of attending Grace Leadership Academy.

The administration reserves the right to suspend a student based on the nature and severity of the behavior. In situations deemed necessary, the administration may also proceed with expulsion at its discretion.

A cooperative partnership between the home and school is essential. Parents are expected to support the administration's decisions regarding discipline, reinforcing a unified commitment to Grace Leadership Academy's mission and culture.

OFFICE REFERRALS

Students are referred to the office for infractions at levels 2-4. Upon receipt of the office referral, Administration will investigate by meeting with the student and/or any other parties involved. Office referrals will be recorded in MySchool, and the parent will be notified via MySchool.

STUDENT INVESTIGATIONS

Discipline problems may require investigations. Possible student interactions and events may have contributed to a situation. The administration may need to question students alone or in groups. There is full discretion in the questioning of students without parental notification or attendance. If a parent requests or requires to be present during any kind of administrative interaction with the student, the school administration may honor the requests or ask the parent to withdraw his/her student from school. Requiring no student interaction without a parent's presence is not reasonable and does not allow the school to take care of student situations in a timely manner. The school administration will make a decision that balances the interests of the student, parents, and the need to resolve student discipline problems.

Enrolling and attending GLA is considered an act of cooperation to follow the school policies. If a student is in violation of the school's Student Code of Conduct, the consequence imposed by the administration will be considered final.

If a student is expelled or withdrawn from school due to disciplinary actions, there will be no refund of tuition. See the school's financial policy for more information.

Revisions to the Student Code of Conduct may be made throughout the school year. Parents will be notified electronically of any revisions. The Student Code of Conduct is available on the school's website and in the student's agenda. GLA does not administer corporal punishment. Students are not spanked or paddled.

DETENTIONS

Detentions are set for a designated time and served as a consequence for student misbehavior. Charges will occur for detention.

SUSPENSIONS

Suspension is a disciplinary consequence that provides students an opportunity outside the classroom to reflect on the disciplinary infraction committed and employ restorative practices. The goal of suspension is for students to refrain from negative behavior and, in turn, be reintegrated into the classroom. The school administration will assign suspensions. At GLA, there are two methods of suspension: in-school suspension and out-of-school suspension.

IN SCHOOL SUSPENSION

In-school suspension (ISS) is a school-level intervention that can be used for student discipline. It is a positive alternative to out-of-school suspensions. ISS will be used in cases where it is important to maintain a safe and positive learning environment and the student would benefit from remaining in the school building rather than being sent home. Students may be placed in ISS at the discretion of the GLA Administration.

RESTORATIVE APPROACH

“A continuum of intervention strategies, including positive behavioral interventions and supports, shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to expelling or changing the placement of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not so extreme or violent that immediate removal is warranted, good faith efforts shall be made at the school level to implement a remedial discipline plan to allow the student to remain in his or her school of attendance.”

IN SCHOOL SUSPENSION INCIDENTAL COST

Parents will assume financial responsibility for the in-school suspension program. These fees will cover the cost of program preparation and student monitoring. If suspension is assigned to your student in school, it will be required, and the parent will be responsible for ensuring the child arrives at school on time and is ready to complete the program requirements.

Half Day Cost

Hours of ISS: 8:00am- 11:30am
Cost: \$25.00

Full Day Cost

Hours of ISS: 8:00am-3:00pm
Cost: \$50.00

OUT OF SCHOOL SUSPENSION

Parents will be notified of student suspension(s). Administration may request a parent conference regarding student behavior expectations. The student may be placed on Disciplinary Probation. Academic work missed during a suspension is required to be completed and full credit will be awarded. Suspensions are considered unexcused absences.

A student who is suspended is not allowed on campus or permitted to participate in any athletic or extra-curricular events during the duration of the suspension or until further notice by the administration. The length of the suspension is dependent on the severity of the incident, from half-day to five days.

If a student is suspended, the parents are responsible to make alternative arrangements for student care as student is not allowed on campus. In the event a student is suspended and requires immediate pick up, parents will be contacted and the student is to be picked up within an hour. If a parent is unable to arrive at school within an hour, the parent should contact another person on the approved pick-up list to take the student.

A student who does not show improvement in cooperating with school policies will move through the discipline plan and may face possible expulsion from school.

CONDUCT PROBATION

At Grace Leadership Academy, we are committed to the spiritual, academic, and behavioral development of every student. An elementary student may be placed on disciplinary probation as a result of repeated discipline referrals, multiple suspensions, or an ongoing pattern of misconduct or poor attitude that does not reflect the values and expectations of our school community.

During the probationary period, the student is expected to demonstrate a positive change in behavior and show increasing levels of self-control and responsibility. While on probation, the student may lose privileges and may not be permitted to participate in school activities. Students on conduct probation will also be required to have a chaperone when attending any school field trip.

A parent meeting will be scheduled to clearly communicate the concerns and outline the action steps needed for improvement. The probation period will last for one quarter of the school year. At the end of that quarter, a follow-up meeting with the parents will be held to review the student's progress. If sufficient improvement has been made, the probation may be lifted. However, if progress is minimal or behavioral issues continue, the administration reserves the right to extend the probationary period or proceed with dismissal from Grace Leadership Academy.

Students placed on either academic or disciplinary probation will not be permitted to re-enroll during the duration of their probation. Re-enrollment will be reviewed and determined by the administration at the conclusion of the probationary period based on evidence of meaningful improvement and alignment with the expectations of GLA.

EXPULSIONS - REQUIRED WITHDRAWL

Attending GLA is a privilege. A student whose conduct in or out of school violates the Student Code of Conduct, has an attitude of continual disobedience, or exhibits an uncooperative spirit will be required to withdraw from school. The required withdrawal indicates that GLA cannot meet the student's needs or that the student's behavior is preventing classroom instruction. The withdrawal of the student will be immediate.

INAPPROPRIATE PHYSICAL CONTACT

Public Display of Affection (PDA) is not permitted. Please keep your hands to yourself. This includes playing with or picking on another student and social familiarity with the opposite and/or same gender. GLA policy requires students to maintain a six-inch distance between one another.

INAPPROPRIATE PHYSICAL CONTACT OR EXPOSURE

Behaving in a socially acceptable manner is a skill to be learned, not an innate behavior. Younger students new to GLA are expected to keep their hands to themselves. Unwanted physical contact like touching other students, removing clothes (i.e., pantsing), or engaging in an aggressive physical manner is not acceptable. Voluntary physical exposure is not acceptable behavior by children at any age. Unwanted physical contact or voluntary exposure by younger children, older children, or an adult will be taken very seriously.

A form of inappropriate physical contact or voluntary exposure could be interpreted as sexual harassment or assault. Sexual harassment is a serious concern. Examples of sexual harassment would include, but is not limited to, unwelcome jokes, sexual comments, inappropriate pictures, pictures alluding to a sexual act, self-exposure, unwanted touching, and other forms of physical contact. A student who acts in this manner may be immediately suspended, expelled, or asked to withdraw.

All reports of this nature are taken seriously by the school administration. A student who feels uncomfortable about an incident that may involve these kinds of examples and other examples of a similar nature should immediately tell the teacher or administration. The school administration will be in contact with the child's parents to help resolve the situation as quickly as possible.

Any school staff who acts in a physical manner with a student may be subject to immediate dismissal. If an incident involves a teacher, the teacher will be placed on immediate suspension until the results of the investigation are shared with the school administration.

BULLYING

One of our primary responsibilities as a school, in accordance with our school's mission, is to create and sustain a safe community so that all of our students can focus on their work and do their best. In order to achieve this goal, we must acknowledge the potential of bullying occurring within our community. Bullying is harmful to everyone involved - perpetrators, bystanders, and victims alike. We have outlined the characteristics of bullying as follows:

- Bullying is considered any continual or habitual behavior of physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior. Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying is isolating someone from relationships over an extended period of time.
- Bullying includes isolating the victim by making him/her feel rejected by his/her community.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school.

Examples of bullying inside and outside the school can be (but are not limited to) the following: teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, sexual and religious harassment, racial/ethnic harassment, public humiliation (repeated taunting, name-calling, belittling, mocking putdowns), damaging or destruction of property, placing a student in reasonable fear of harm to his person or property, cyber-bullying and cyber-stalking.

Forms of bullying can also appear in emails, text messages, or instant messages that include physical threats and/or malicious gossip and slander, "hit lists" via email or other methods of communication naming specific students and/or teachers, or changing other people's email personal profiles.

HARASSMENT

Harassment is a form of bullying. Harassment is defined as repeated, intrusive or unwanted acts, words or gestures that are intended to adversely affect the safety, security or privacy of another person. Harassment involves behavior that is intended, on an ongoing basis, to disturb or upset (torment, bother, trouble, annoy) with the intent to produce feelings of fear or intimidation in the victim. Harassment can also include intentionally exposing a person to materials which the harasser knows, or has reason to know, are culturally offensive or intimidating to another student. Student(s) involved in harassing another student will be responsible for the actions and will be given consequences consistent with the school's discipline policy.

In some instances, harassment may be in a sexual nature -- see the policy on Sexual Harassment.

As a school, we will take any report and form of bullying behavior seriously, under Florida Statute 1006.147. A bully report form is available through the office and by email. The administration will investigate bullying reports. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) and/or counseling, depending on the frequency and severity of the behavior. Any student displaying insufficient interest in maintaining these standards or who is disruptive in our efforts to maintain our Christian philosophy may lose the privilege of attending Grace Leadership Academy. The administration may suspend a student depending on the nature and severity of the situation. At its discretion, the administration may expel a student when deemed necessary.

REPORTING BULLYING

Any student who has knowledge of any incidents involving bullying of students is encouraged to report the incident to a teacher or the administration. Reporting is not tattling, but is the responsibility of our GLA students. Once the investigation is complete, the principal or assistant principal will contact the parents of the students involved.

WHAT BULLYING IS NOT

There are distressing behaviors that occur that are not bullying even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action.

MUTUAL CONFLICT



An argument or disagreement between students may occur and be defined as bullying. However, both parties are upset and may say unkind words. Unresolved conflict may develop into bullying when one party becomes a target of repeated retaliation in a one-sided way. Repeated actions against a person will be treated as bullying.

SOCIAL MEDIA REJECTION OR DISLIKE



Unfriending, not conversing, or liking or not liking posts or comments on social media is not interpreted as bullying. Repeated actions that cause continual social isolation from friends will be treated as bullying.



SINGLE-EPIISODES OF NASTINESS OR RANDOM ACTS OF INTIMIDATION

Single episodes of nastiness or physical aggression are not the same as bullying. Verbal abuse or physical contact on one occasion is not bullying. Verbal and physical aggression towards different students is not bullying. These incidents will be dealt with according to school policy but are not defined as bullying.

CYBERBULLYING

Cyberbullying is a form of bullying communicated on an electronic device. Cyberbullying includes, but is not limited to, a text message, sound, picture, or other forms of electronic communication like websites, blogs, cell phones, instant messages, or group chats. Other mediums of electronic communication may be used but are not listed here.

Cyberbullying that occurs off campus involving enrolled students will be treated the same way as if the incident occurred on campus. The student is responsible for the actions whether the electronic device is owned by the student, borrowed from another student, or school owned property. Students will be given consequences consistent with the school's discipline policy.

INTIMIDATION

Intimidation is considered a form of bullying. Intimidation is defined as threatening behavior that causes fear of a future act to harm or cause injury to a person or group of people. Intimidation may be in the form of:

- physical contacts (impeding or blocking movement, offensive touching or any physical interference with normal work or movement)
- threatening looks
- threatening retaliation (such as negative consequences or violence in response to reporting a negative behavior)
- actual physical assault (including threatening to do violence to another person)

ELECTRONIC DEVICES

Students are responsible for the proper use of their phones and electronic devices like tablets and computers. All material stored and distributed on a personal device is the responsibility of the student. Transmitting a picture or a video file with nudity, obscene gestures, indecent language, or other obscene visual content with the intent to embarrass or harm someone violates the Student Code of Conduct and does not reflect behavior representing a student at GLA. A student who willingly chooses to send and receive digital material to another minor with the intent to harm a person will be subject to school discipline.

DRUGS, ALCOHOL, TOBACCO, E-CIGARETTES, & VAPING

ANY use or possession of illegal drugs, tobacco products, or alcohol will result in immediate expulsion. These substances are illegal, dangerous, and objects of negative influence. Any student who has knowledge or sees these items should immediately tell a teacher. The school administration reserves the right to require random alcohol and/or drug testing if there is suspicion of illegal activity. Refusal to cooperate will mean immediate expulsion. The use or possession of these items off school property will result in immediate expulsion.

WEAPONS & GUNS

Weapons are used to harm, cause fear, or intimidate another person. Examples include, but are not limited to, knives, switchblades, mace, tear gas, fireworks, and other explosive device objects which can be used as weapons. Whether the object is designed or not as a weapon, if it is used to harm, cause fear, or intimidate another student, it will be considered a weapon. A student who brings weapons to any school activity, is in possession of a weapon, or who threatens others will be immediately expelled.

Guns are not permitted at school. The immediate fear and disruption caused by a gun being seen on school property are very serious issues for the safety and security of all school students. Sometimes, a student may need or want to bring a toy gun as part of a school project, costume, or dramatic prop. The Principal must permit the toy gun to be brought to school.

Using a toy gun as a weapon is prohibited on campus. A student who brings a gun or toy gun and uses it as a weapon may be expelled from school.

A student who makes a threat to use a weapon to hurt, cause fear, or intimidate another student will be taken very seriously. Whether the student said the comment in anger with no intent to act on it, the student made the threat, and it will be interpreted as an intent to act on the threat. The student will be immediately suspended until an investigation is completed. A parent conference with the Principal will be conducted before the student is permitted to return to school.

RESTORATION

The academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the academy's best interest not to allow readmission. The request for readmission should be in writing to the Administrator. Restoration at a Christian school is always a difficult matter. Students who have been expelled from GLA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, has been given due consideration, and desires reinstatement, the student must wait one full calendar year before reapplying. During that time, the student must be involved in a church attendance program, a youth group, student, parent, and group counseling. During the restoration period, academics must continue at another school or homeschool. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered to determine the student's reinstatement. Students returning will be on disciplinary probation for one year. A senior will not be permitted to return for their senior year under the restoration policy.

READMISSION TO GLA

Requests for readmission should be made in writing to the Administrator. The academy reserves the right to deny readmission. A meeting with the administration may be required before a decision is given.

CONTINUED ENROLLMENT

The academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment. The principal may interview students who have shown, through detentions, progress reports, poor attitude, or lack of interest in being at GLA, to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been conducted.

PERSONAL ITEMS

School property (such as cubbies) and personal property such as book bags, handbags, purses, wallets, and gym bags, may be searched due to reasonable suspicion that a contraband (illegal item like a gun) is located there or a prohibited substance (drugs, cigarettes, electronic cigarettes, etc). The search also includes outer clothing like jackets and sweatshirts. Outer pockets of clothing items, shoes, and socks may also be searched. The school reserves the right to search a student's property to ensure safety. A school administrator and another employee will ask students to open personal items or empty their pockets. The administration will ask for cooperation during the search. A student who is not cooperative during the search may be asked to withdraw immediately. A strip search is not permitted by school staff.

The school reserves the right to search a student or a student's property while the student is involved in a school-sponsored activity, even if the activity is off campus.

PHYSICAL RESTRAINT

At times, a student may act in a manner that is not safe. A school employee may physically restrain a student under the following guidelines;

Definition of Physical Restraint:

Physical restraint refers to the use of reasonable and limited physical force by a trained school employee to restrict a student's movement to prevent imminent harm to the student or others or serious damage to property. Physical restraint is not used as a form of punishment, discipline, or for staff convenience.

- To protect the student if he/she is a harm to himself/herself
- To obtain a dangerous object or weapon
- To stop harmful physical contact with another student
- To control an irrational student
- To protect property from serious damage

ACCESS TO RECORDING VIDEO

GLA has surveillance cameras at different locations in the building. A student's conduct may be recorded and viewed to verify and clarify involvement in an incident. Only video content related to a parent's child may be shown to that parent; any video with another student will not be shown. Recordings obtained from surveillance cameras that contain images of students are student records, which are protected under the Family Educational Rights and Privacy Act (FERPA).

TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY

The Acceptable Use Policy (included at the end of the handbook) describes in detail the use of electronic devices that are student-owned or school-owned. Students are expected to follow these guidelines at all times. The school Administrator has the authority to monitor all accounts, including email and other materials transmitted or received using school-owned devices. Account users do not have any right to or expectation of privacy regarding such materials. Messages relating to or in support of illegal activities will be reported to the authorities.

NO CELL PHONES

NO CELL PHONE POLICY

At Grace Leadership Academy, we are committed to cultivating a learning environment that is focused, respectful, and free of unnecessary distractions. To that end, student cell phone use is not permitted during the school day, and the following guidelines must be followed: Cell phones must be turned off and stored in the student's backpack, locker, or designated teacher area during school hours. Phones are not to be used during class time, passing periods, break times, or lunch unless a teacher has given express permission for academic use. Headphones and earbuds are also prohibited, except when approved by a teacher for instructional purposes. Students may not use a cell phone as a substitute for a laptop or tablet. Bringing a phone to school is a privilege, not a right, and responsible behavior is expected. Any student found using a phone without permission during the school day will be subject to the following consequences:

- First Offense: A warning is sent to the office; the phone is returned at the end of the day.
- Second Offense: The phone is held in the office and returned at the end of the day after a \$10 fee is paid.
- Third Offense: The phone is held in the office and returned at the end of the day after a \$15 fee is paid.
- Fourth Offense and Beyond: A \$20 fee applies, and the student must turn in their phone to the office each morning for the remainder of the term or as determined by administration.

In all cases, a disciplinary referral will be issued. Repeated violations will result in further disciplinary action in accordance with the school's Student Code of Conduct. If the content on a student's phone violates the Parent/Student Handbook, Acceptable Use

Policy, or any school policy, additional consequences will be administered. Grace Leadership Academy is not responsible for lost, stolen, or damaged phones, even if they are stored in a secure area. All technology brought to school is at the student's own risk.

By supporting this policy, students and families help maintain a school culture that prioritizes learning, respect, and personal responsibility.

SOCIAL MEDIA & DIGITAL DEVICES

Students are not to bring any toys, radios, iPods, video games, or other electronic equipment to school or any school function without permission from the Administration.

Technology development has enhanced our lives and created unique social experiences for students to connect with each other through "social networking". Examples of social networking are Facebook, YouTube, Twitter, blogs/vlogs, and other web-based forums. Students will be held responsible for the management and involvement with accounts that promote disparaging, racist, and bullying behavior. Students could face disciplinary response from GLA if found in support, even passively, of these accounts. Internet interactions that violate the Student Code of Conduct and the Acceptable Use Policy will be grounds for disciplinary action by the Administration of the school.

MEDICAL POLICIES

Your student may return to school when he/she has been free of a fever, vomiting, diarrhea, excessive coughing, and nasal drainage for 24 hours without medical assistance. In the case of lice, students must be nit-free prior to returning to school. Parents must bring their child to the clinic to be cleared by the nurse or office personnel before going to class. Any prescribed medication that needs to be dispensed during the school day must be in its original container and accompanied by a medication Administration form. All medications must be brought to the Admin by the parents.

Students are to be kept at home if they have had any of the following within the previous 24 hours:

- Fever 100.0 or above vomiting and/or diarrhea
- Excessive coughing
- Excessive nasal drainage
- Flu
- Head lice
- Strep throat
- Chicken pox
- Skin and/or eye infection

LICE (PEDICULOSIS)

Lice are very contagious. GLA has a no-nit policy. The parent must pick up a student with lice and/or nits (eggs). Over-the-counter or prescription shampoos are made to treat lice and nits. The main office should be notified if a student has contracted head lice. If a student has lice, the student must be checked by the school nurse before returning. All students will be checked to see if a student has head lice and is in class with other students. Siblings and other close friends will also be checked. A student who has lice or nits will be sent home. The school will notify all parents if lice have been found.

HEALTH & MEDICAL RECORDS

Students will not be admitted without an up-to-date immunization record, a copy of their physical, and a birth certificate on file in the school office.

INFECTIOUS DISEASES

Any child who is diagnosed with a disease classified as “communicable” is not allowed to become or remain a student at GLA as long as the disease is present. Once the school receives written verification from a physician that the child has become disease-free, the student may be considered for enrollment or re-enrollment at GLA. Students are not permitted to bring any animals into the school without prior permission from the principal.

INJURY OR SICKNESS DURING THE SCHOOL DAY

In the event of a student becoming injured or ill while at school, the parent will be notified by phone for the following:

- Any injury accompanied by substantial bleeding, swelling, deformity, or pain.
- Injury to head from falling or other means
- Vomiting and/or diarrhea*
- Fevers 100F or above
- Suspicious rash
- Any communicable diseases/illnesses

Students must be picked up within 30 minutes after parent notification. If a parent is not available, they must assign another adult on the approved pick-up list to pick up their student. *If, for any reason, your child has a gastrointestinal problem that a Physician has diagnosed, we require that you provide the school with documentation of this.

MERIT SYSTEM

The Grace Leadership Academy's merit and demerit system seeks to teach, encourage, and strengthen the school's core value of integrity. This system allows students to make educated decisions on their day-to-day school experiences. It also provides a structured space for students to make mistakes and make amends alongside a clear understanding of the behavior at hand. It is important to understand that merits can be earned through student initiative, upon principal approval, and by participating in meritable future opportunities. Activities and opportunities that grant earning merits cannot also serve as volunteer hours. The demeritable behaviors, as categorized by our Student Handbook, will have a number of demerits earned in accordance with the levels. Please review our action & consequence guide for specific levels and demerits.

ALL STUDENTS BEGIN THE SCHOOL YEAR WITH 100 MERITS

Level 1 Infractions, as listed in our action and consequence guide, will be equivalent to 1 demerit. However, repeated offenses may result in additional demerits.

Level 2 Infractions, as listed in our action and consequence guide, will be equivalent to 3 demerits. However, repeated offenses may result in additional demerits.

Level 3 Infractions, as listed in our action and consequence guide, will be equivalent to 5 demerits. However, repeated offenses may result in additional demerits.

Level 4 Infractions, as listed in our action and consequence guide, will be equivalent to 10 demerits. However, repeated offenses may result in additional demerits.

It should be noted that the merit and demerit system is not comprehensive in its ability to determine final consequences for behaviors that will require consequences greater than what's established by our merit and demerit system. The merit and demerit system is intended to support positive student behavior while noting daily incidences of negative behaviors.

MERIT SYSTEM

Student participation in extracurricular activities is directly related to student behavior and academic performance. Therefore, they may not be allowed to participate unless they meet merit requirements.

-1 to -3	Students losing 3 merits will earn a lunch detention to be served the next available lunch detention.
-4	Students losing 4 merits will earn a lunch detention to be served the next available lunch detention.
-5 to -7	Students losing 5 merits will earn an after school detention to be served the next available after school detention.
-8 to -9	Students losing 8 & 9 merits will earn a 2 hour after school detention to be served the next available 2 hours after school detention.
-10 to -14	Students losing 10 merits will earn an In School Suspension to be served the next available date.
-15 to -19	Students who lose up to 15 merits will be placed on probation due to disciplinary reasons. Activities and opportunities that grant earning merits, after 15 demerits, can only be approved by the principal. In addition, losing 15 to 19 merits will earn students an out-of-school suspension to be served at the next available date.
-20	Student may not be eligible for re-enrollment.

****This system encompasses our biblical perspective of God's grace and restorative processes to help our students grow into Christian leaders.****

HANDBOOK ACKNOWLEDGMENT FORM

PLEASE COMPLETE & SUBMIT TO THE TEACHER

Grace Leadership Academy Elementary Parent/Student Handbook Acknowledgement

I _____, parent and/or guardian of _____, acknowledge that I received a copy of the 2025-2026 Student/Parent Handbook for Grace Leadership Academy. I understand the handbook policies/procedures and agree to follow them as written. We look forward to partnering with Grace Leadership Academy and know that the guidelines outlined in the handbook are designed to support a healthy, safe, and productive school environment.

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Email

Date



PARENT STATEMENT OF COOPERATION

At Grace Leadership Academy, we believe that a strong partnership between home and school is essential for the spiritual, academic, and character development of our students. The statements below represent foundational values, expectations, and commitments that help ensure a shared vision between families and the school.

We ask that all enrolling parents or guardians read each statement carefully. If there is a statement you cannot personally support, please initial it and schedule a meeting with the school administration. An inability to affirm each item may not automatically prevent enrollment; however, a complete understanding of GLA's foundational beliefs, parental expectations, and culture of cooperation is critical.

1. We have read and understood Grace Leadership Academy's Statement of Faith and are willing to have our child educated in accordance with it.
2. We will regularly and earnestly pray for Grace Leadership Academy, its leadership, staff, and students.
3. As a family, we commit to regularly worshiping the Lord at a Bible-believing church.
4. We understand that attendance at GLA is a privilege, not a right, and that the school reserves the authority to dismiss any student who does not support or reflect the school's spiritual, academic, and behavioral expectations (Ephesians 5:15-16).
5. We will support and cooperate with the educational mission of GLA, doing our part at home to make Christian education effective in the lives of our children.
6. We agree to meet our financial obligations to the school in full and on time.
7. We understand and accept the terms of the Financial Agreement, and acknowledge that no report cards or student records will be released until all financial responsibilities are met. If our account becomes 30 days overdue, we understand this could result in dismissal.
8. We understand that students in grades 6-12 are required to bring a personal laptop, iPad, or tablet for academic use. Phones are not acceptable as primary learning devices.
9. We grant permission for GLA to create and maintain a G Suite for Education account for our student.
10. We will encourage our child to participate in all spiritual activities of the school, including chapel, Bible classes, Scripture memorization, and prayer.
11. We will volunteer for duties and school-related responsibilities as we are able, and as the Lord provides strength and time.
12. To the best of our ability, we will faithfully attend parent meetings, student performances, school events, and fundraisers.
13. We understand that the school reserves the right to place our child in the appropriate grade level and assign teachers as needed for their academic success.
14. We agree to the school's use of biblical discipline in accordance with Proverbs 23:13-14, 29:15, and 3:11-12. We understand this may include detentions for academic or behavioral infractions and accept the authority of the school in these matters.

15. We agree to the school's use of biblical discipline in accordance with Proverbs 23:13-14, 29:15, and 3:11-12. We understand this may include detentions for academic or behavioral infractions and accept the authority of the school in these matters.
16. We understand that failure to disclose relevant academic or disciplinary history may result in our application or enrollment revocation.
17. We understand that all new GLA students are placed on a one-year probationary period upon enrollment.
18. School communication will be directed to the custodial (enrolling) parent or guardian. Non-custodial parents may request general information, but academic or personal updates must be coordinated with the enrolling parent.
19. We agree to provide any court documentation regarding custody and commit to keeping the school updated on any changes that may impact our child's safety and care.
20. We accept responsibility for any damage to school or personal property caused by our child and will cover all reasonable costs for repair or replacement.
21. We give permission for counselors from Grace World Outreach Church or Journey's End Counseling Center to share information with GLA administration if it is relevant to our child's well-being and support.
22. We permit our child's photograph or video image to be taken while under the care of GLA staff. These images may be used for internal displays, newsletters, promotional materials, school websites, or social media. We understand we may revoke this permission at any time in writing.

By signing below, we affirm our understanding and support of Grace Leadership Academy's mission and expectations and commit to partnering with the school in a spirit of unity and cooperation.

As our child's legal parents (guardians), we covenant to support Grace Leadership Academy in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the "Parents' Statement of Support" as God enables us by the power of the Holy Spirit. If, for some reason, we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our convictions. As a school and as parents (guardians), we pledge to submit our lives to one another and to the final authority of the Word of God.

BOTH PARENTS/GUARDIANS MUST SIGN:

Parent/Guardian Signature

Parent/Guardian Name

Date

Parent/Guardian Signature

Parent/Guardian Name

Date

Parent/Guardian Email

Parent/Guardian Email

ACCEPTABLE USE POLICY

For the purpose of this policy, device(s) will include any desktop computer, laptop computer (PC or Mac), cell phone, iPad, or other WiFi-enabled device, whether student-owned or school-owned. Technology is a vital part of the educational environment at Grace Leadership Academy, providing students with the opportunity to explore the world and access information that enriches their academic experience. Internet access is available to support this purpose. However, with such access comes the responsibility to make wise and God-honoring decisions. Students are expected to read, understand, and follow this Acceptable Use Policy. All devices—whether personal or school-issued—are to be used in accordance with these guidelines. As technology and its associated risks evolve, the administration reserves the right to update this policy as needed. Inappropriate use may result in restricted access, disciplinary action, suspension, or expulsion. At GLA, technology use is a privilege, not a right.

Students may be provided a school email account ending in @graceleadershipacademy.org for internal school communication only. Messages to and from outside domains will be restricted. All communication must reflect Christian character—students must avoid profanity, inappropriate language, images, and behavior. GLA's System Administrator may monitor all account activity and school-related digital usage, and there should be no expectation of privacy. Violations or content related to harmful or illegal activity will be reported to the administration and, if necessary, to the relevant authorities.

Non-academic gaming is not permitted during school hours unless it has been given prior approval by a teacher. Gaming over the school network is prohibited. Students are responsible for any game activity on both personal and school devices while on campus, particularly content that includes violence, weapons, adult themes, or inappropriate language. Chat rooms, messaging apps, and social media platforms such as Instagram, TikTok, Snapchat, Twitter, Facebook, and similar are not to be used during school hours unless explicitly approved by a teacher for academic purposes. Personal messaging, blogging, or posting during class is not permitted.

The use of audio, video, and camera functions is permitted only with the direct permission of the teacher. Any audio or visual recording must have the consent of all individuals involved. Inappropriate files, whether created at school or saved on a personal device off campus, that violate school policy (including bullying or harassment) are subject to disciplinary action. Listening to music is only allowed before or after school if not disruptive, and only with content that aligns with school values. Earbuds may not be worn in class unless required for a specific academic task under teacher supervision.

Streaming of videos or music is prohibited unless part of a teacher-directed lesson. YouTube may only be used for academic purposes and must be accessed responsibly. The use of USB flash drives is not permitted for submitting assignments; students must

use Google Drive or other approved cloud platforms. All students are responsible for securing their login credentials, logging out of shared devices, and respecting digital boundaries.

When issued, school devices are the responsibility of the student. Damage, loss, or misuse will result in financial liability for repair or replacement. Students must not loan devices to others and are expected to follow all care instructions provided by the teacher. By using technology at Grace Leadership Academy, students agree to abide by this policy and demonstrate integrity, responsibility, and respect in all digital behavior. Violations of this policy compromise trust and may impact a student's continued enrollment.

Students at Grace Leadership Academy are expected to maintain a high standard of digital integrity and be mindful of their digital footprint. Information, attachments, and media shared online cannot be permanently erased, and students must act responsibly when engaging with digital platforms. Personal information such as full name, address, phone number, or passwords should never be shared unless the recipient is known and trusted. Passwords must remain confidential and protected, as they are the key to sensitive and personal information. Any attempt to access another student's or staff member's accounts—whether email or device—without permission is a violation of privacy and will be addressed through disciplinary measures.

Students must avoid interacting with unknown individuals through chat rooms, apps, or social media platforms. School administration will investigate any inappropriate or suspicious activity involving personal devices or online platforms. Students who do not cooperate during such investigations may be asked to withdraw from GLA. Students are responsible for backing up their academic work and following the teacher's instructions for saving files, especially on devices that do not automatically store data. Grace Leadership Academy is not responsible for any lost or damaged data.

Food and drinks are strictly prohibited near school-owned devices. Without permission, devices may not be used in the dining area or outside the school building. Defacing, damaging, or altering any identifying marks on school equipment is forbidden and will result in financial liability for repairs or replacement. Personally owned laptops, tablets, or phones are brought to campus at the student's risk. Students are expected to store them safely, and GLA is not liable for lost or stolen personal items. Students may use personal devices only with explicit teacher permission.

Access to the school network is restricted and protected; tampering with hardware, software, network settings, or bypassing filters or firewalls is strictly prohibited. This includes downloading software, using proxy servers, or engaging in unauthorized access. Students may not install or transfer copyrighted software or movies onto any device, school, or personal. All downloaded content must be legally purchased and must not violate copyright law. Screensavers are not allowed on school-owned devices unless pre-installed by the school, as they can cause system issues and pose security risks.

Students are expected to use the internet solely for educational purposes, as their teachers approve. Viewing or accessing material that is sexual, violent, profane, or otherwise inappropriate is strictly forbidden. If such content is encountered accidentally, students must report it immediately to a staff member so the site can be blocked. If you don't do it, there may be disciplinary action. All academic work must reflect GLA's standards of honesty and academic integrity. Information from online sources must be appropriately cited in accordance with the school's plagiarism policy.

Grace Leadership Academy is committed to fostering a culture of excellence, respect, and accountability in all areas of student life—including technology use. This policy ensures student safety, upholds biblical values, and encourages responsible digital citizenship across all platforms and devices.

COPYRIGHT

Students are to obey all copyright laws. The unauthorized duplication, installation, or destruction of data, data programs, and data hardware or software is not permitted. All copyright laws are respected. Violating copyright laws violates the GLA Acceptable Use Policy and is subject to school discipline.

TRANSMISSION & USE OF INFORMATION

Students should not transmit and use information that is prohibited by law. This includes, but is not limited to, the following: threatening, harassing, pornographic, obscene, or profane material, discriminatory and defamatory material, and inappropriate images and messages from others by means of e-mail, instant messages, and material posted on Web pages or Web logs ("blogs").

Students should not use school computers for product advertisement, for commercial use (for monetary gain or fame), display of personal information, or promotion of political candidates.

VANDALISM

Any act or intent to act in a manner that compromises the security or common use of the device will be subject to disciplinary action. The school will be reimbursed for any damage resulting from misuse or purposeful action.

CONSEQUENCES

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of any device for an amount of time determined by the school administration, possible disciplinary action, and possible legal action. These consequences apply to school-owned and student-owned devices and use them on campus. In the case of repeated device abuse and/or damages, the school has the right to revoke the use of the student's device and the student will be restricted to using on campus computers or their home computer. The student's device will not be permitted to be used on campus until further notice from the school administration. Repeated offenses or the abuse of the device may lead to the student's withdrawal from school.

All devices used on campus are subject to search. Suspicious activity that violates school policy will be investigated by the school administration or reported to the parents or local authorities. Random checks of both personally-owned and school-owned devices may be conducted throughout the year to ensure that these policies are being followed.

Students, in all grade levels, have a responsibility to report violations to this Acceptable Use Policy. The school administration is not a watchdog, monitoring all devices at all times. The safety and use of any device in a mature, responsible manner is an individual choice, choices each person makes each day. If a student is not making responsible choices, having a conversation or letting a teacher know is one step towards protecting

others and the offender. The cooperation of all students, teachers, and parents makes this policy work and adds protection to an already open plane of temptation.

I have read, understand, and will abide by the responsibilities, behaviors, and consequences defined in the Acceptable Use Policy. I also understand that any violation of federal, state, or local regulations will be considered a breach of contract, unethical behavior, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Email

