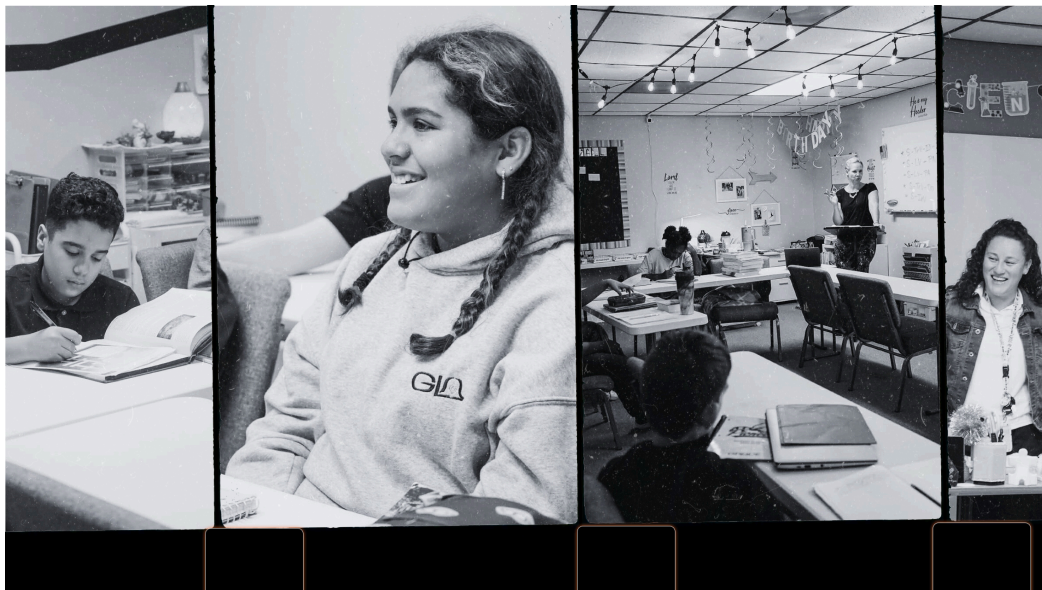




STUDENT HANDBOOK

MIDDLE & HIGH SCHOOL



2025 - 2026

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MESSAGE FROM THE ADMINISTRATION

Welcome to another incredible year at Grace Leadership Academy! We are honored and excited to partner with you on this journey of academic growth, spiritual development, and life-shaping leadership. At GLA, we are deeply convinced that our school is more than a place of learning; it is a presence-driven environment where the Spirit of God is welcome and active in all we do.

Every day, our goal is to place Jesus at the center, not just in Bible class, but throughout every subject, every hallway interaction, and every moment on campus. We believe true education is not just about mastering core subjects, but about shaping hearts and building a character rooted in the Word of God. We are committed to nurturing our students in an atmosphere of excellence, love, and purpose, raising a generation of leaders who know who they are in Christ and are prepared to impact the world around them.

You and your family play a vital role in this mission. Your involvement, encouragement, and partnership are invaluable as we work together to instill strong values, solid academics, and an unwavering faith in the lives of our students. Thank you for entrusting us with the great responsibility of investing in your child's academic and spiritual future.

This handbook has been created to clearly communicate our policies and procedures so that we can move forward in unity, clarity, and a shared purpose. If you have any questions as you review its contents, please don't hesitate to reach out to our office. We believe that strong communication builds a strong community.

We pray for blessings, peace, and wisdom over your family and every student at GLA. Let's believe together for a powerful, purpose-filled year where His presence leads us and His truth shapes us.

With love and expectation,

Administration Team



GRACE LEADERSHIP ACADEMY

VISION STATEMENT

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

MISSION STATEMENT

We build leaders.

CORE VALUES

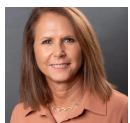
- Honor
- Humility
- Hunger
- Holiness
- Health

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 Spirit.



Dr. Debbie Milton
Head of School



Mr. Sam Lopez
Principal



Mr. Mike Caporaso
Dean of School Operations

TATEMENT OF FAITH

At Grace Leadership Academy, our doctrine follows the Assembly of God. We believe the Bible is God's inspired and infallible Word, 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.



Tuition/Payment Policies

Yearly Tuition

Tuition payments may be paid in full on or before August 10 for the upcoming academic year. A 10% discount will be offered to parents who pay their full balance by August 15. Parents may choose to divide their payments into 10 equal monthly installments, with the first payment due August 15. Subsequent installments will be due on the 15th of each month, with the last payment due on May 15 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.

Tuition and Fees (per child)

Application Fee:

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

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, and 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 1.
- \$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,

Tuition/Payment Policies

Parents must personally meet with the Principal and sign the Withdrawal Form, indicating their intention to remove the child from school.

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 The 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.

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.

MIDTERM & FINAL EXAMS

Midterms and final exams are a culmination of what students have learned in the classroom throughout the semester and the school year. Content covered on the exam will be material covered during the current semester. All students are required to take the exam at the end of the semester and pass each exam successfully. Attendance during Study Hall classes will assist students with understanding the content in preparation for the exam.

Final exams assess a student's mastery of content learned over the semester. High school midterm and final exams account for 20% of the semester grade. Middle school midterm and final exams account for 15% of the semester grade. All core courses in high school and middle school require a final exam each semester.

Any student who does not sit for final exams without the principal's approval to miss the exam time will receive a 0% on each exam missed. Exams last approximately 90 minutes. Students who arrive late for exams must report to the Main Office before proceeding to the examination room. No extra time will be allotted. Students must meet and pay all curricular and extracurricular financial obligations. Fees are taken before exams are taken. Students will not be allowed to take the exam if they are out of uniform. Lost time to changing clothes will not be added to the exam time.

Students are not to pre-arrange absences during final exam week. Also not every teacher has a Midterm/ Final Exam.

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

HOMEWORK

(no homework will be assigned on Wednesdays)

Homework serves four purposes:

1. Reinforces concepts, processes, and content discussed in class.
2. Builds independence in learning.
3. Provides an opportunity to apply creative and critical thinking through project-based learning.
4. Develops responsibility.

*The time needed for homework can vary from student to student and day to day. Some students may need to attend study hall sessions or stay after school with a teacher or an approved tutor to complete their assignments.

MAKE-UP WORK/LATE 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.

FINE ARTS/CHURCH RELATED ACTIVITIES

Students participating in Fine Arts or other church events are responsible for taking the test or quiz the day before or the day following their return. Projects should be submitted on the due date even if the student does not attend that class due to the aforementioned absence that day. Quizzes and tests will be made up at the discretion of the teacher.

LATE WORK POLICY

6TH - 8TH GRADE

- 1 day late: 25% reduction
- 2 days late: 50% reduction
- 3 or more days late: Will receive a zero

9TH - 10TH GRADE

- 1 day late: 25% reduction
- 2 days late: 50% reduction
- 3 or more days late: Will receive a zero

11TH - 12TH GRADE

- 1 day late: 50% reduction
- 2 days late: Will receive a zero

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 are required to 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 it 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 the resubmission; however, it is the student's responsibility to consult with the teacher and not assume it will be permitted.

- Plagiarism is using someone else's words or ideas without proper credit.
- Cheating is gaining unfair academic advantage, including copying, unauthorized materials, or dishonesty during assessments.
- Minor Offenses include homework and classwork.
- Major Offenses include quizzes, tests, and projects.

GENERAL RULE:

All students caught cheating or plagiarizing must resubmit the assignment for no credit, regardless of offense level.

MIDDLE SCHOOL

- 1st Minor Offense: 0%, referral, resubmit for no credit.
- 2nd Offense: 0%, referral, lunch detention, resubmit.
- 3rd Offense: 0%, referral, parent meeting, two-hour detention or suspension, resubmit.

HIGH SCHOOL

Minor Offenses (Homework/Classwork):

- 1st Offense: 0%, resubmit.
- 2nd Offense: 0%, one-hour detention, resubmit.
- Further Offenses: Academic probation or suspension.

Major Offenses (Quizzes/Tests/Projects):

- 1st Offense: 0%, two-hour detention, resubmit.
- 2nd Offense: 0%, suspension, parent meeting, academic probation, resubmit.
- 3rd Offense: Expulsion.

Additional Notes:

- Parents are notified of all incidents.
- Students may lose leadership roles or honors eligibility.
- Repeated violations may result in loss of enrollment.

GLA's goal is not just to correct behavior, but to develop students who lead with character and integrity in every area of life.

ACADEMIC PROBATION

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

e 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.

Students who do not attend study hall and consistently earn grades below 70% are in jeopardy of being placed on Academic Probation and may have to attend mandatory after-school study hall sessions.

Any students placed on academic or behavioral probation will not be permitted to re-enroll during their probationary period. At the conclusion of the probationary period, re-enrollment will be re-evaluated by the administration.

PROGRESS REPORTS & REPORT CARDS

Grade reporting gives parents an indication of their student's progress. 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.

Report cards are issued every nine weeks. Report cards contain quarter grades, exam grades, semester grades, teacher comments, and the cumulative grade point average. Students must maintain a 2.0 GPA to be enrolled. At any time during the school year, teachers or parents may ask for a conference to discuss a student's academic progress.

PROMOTION TO THE NEXT GRADE & GRADUATION REQUIREMENTS

GRADES 6th - 8th

Students must have an overall average of a C and be recommended by their teacher for promotion. If a student receives a failing grade or adequate progress is not made, a conference will be scheduled with the parent or guardian with a predetermined plan for skill remediation. Any class in which credit is not earned must be recovered during the summer using Florida Virtual School (FLVS) at your own expense. Any student failing more than two classes will not be promoted to the next grade level. Students who fail a course must enroll and successfully pass the course before being promoted to the next grade.

Students must pass all courses in order to graduate. Grace Leadership Academy requires each student to earn 7 credits a year and maintain a 2.0 average per semester. Any class in which credit is not earned must be recovered during the summer using Florida Virtual School (FLVS) at your own expense. Any student failing more than two classes will not be promoted to the next grade level. Students who fail a course are required to enroll and successfully pass the course before being promoted to the next grade. Grace Leadership Academy requires a cumulative grade point average of 2.0 to continue as an enrolled student and to graduate. Two consecutive semesters below a grade point average of 2.0 will result in parents being asked to withdraw their student from school.

EXTRACURRICULAR ELIGIBILITY

At Grace Leadership Academy, participation in extracurricular activities is a privilege that reflects a student's commitment to both academic excellence and personal responsibility. In order to participate in any extracurricular activity, including clubs, performances, student leadership events, and field trips, students must maintain acceptable academic standing. A student becomes ineligible to participate if they receive two D's or one F on any progress report, quarterly report, or academic status check conducted at any point during the school year.

Academic progress is reviewed weekly by the Dean of School Operations in collaboration with the Principal. If a student is in academic jeopardy, a meeting will be scheduled between the student and school leadership to identify the root cause of the academic concerns and provide necessary support. Teachers and club advisors will be informed of the student's status. Continued poor performance will lead to a review by the Head of School, in consultation with the Principal and Dean, to determine whether the student may continue participating in extracurricular activities.

If a student receives two D's or one F, they will be suspended from all extracurricular participation until their grades improve to acceptable levels by the following Friday. Students will have until next Friday to raise their grades. Weekly grade checks will be conducted, and reinstatement will occur each Friday based on academic performance. Study hall sessions are mandatory for all students declared ineligible and take precedence over club meetings or other extracurricular events.

Additionally, any student who wishes to participate in an extracurricular activity or field trip on a school day must be present for at least four class periods. This policy ensures that students prioritize their academic responsibilities while enjoying the opportunities for growth and enrichment that extracurricular involvement provides at GLA.

ATTENDANCE POLICIES

TESTING

To be sensitive to our students' needs and the demands on their time and allow teachers the freedom to accomplish their educational goals, the following policy for giving tests has been adopted. No more than two tests will be given per day for any group of students. Tests may be given on any day (three tests are not allowed on one day).

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.

ATTENDANCE

Class attendance is a strong indicator of academic success. The uninterrupted education of children is taken very seriously at GLA. Enrolled students are expected to be in class to promote consistency in the learning environment and to establish routines of habit that foster reliability, perseverance, and a strong work ethic. Students who exceed more than 5 absences in a semester will receive written communication from the Administration. After 7 absences, communication will be scheduled with the principal and the parents to discuss a plan to assist the student's attendance. Should 10 absences be reached in a semester, the student will be placed on probation. Students placed on probation for attendance may not be eligible to participate in any extracurricular activities during their probationary period. If applicable, the student may be reported to the Step Up For Students Scholarship office due to the number of absences.

Florida state law does not allow a student to acquire or maintain a driver's license with more than 15 days of unexcused absences within any 90-day period. A student will be reported to the Department of Motor Vehicles (DMV) if in violation of this law. Reinstatement is initiated by the student in cooperation with the school. All missed work due to excused or unexcused absences must be made up to the satisfaction of the teacher.

EXCUSED ABSENCES

A child must bring a note, or a parent must email or call within two days to have an absence marked excused. An email can be sent to your child's 1st-period teacher to notify the main office of the student's absence. Remember to include the reason for the absence so it can be excused. If students must leave the campus during school hours, the parent must come to the main office and sign the student out. The school must release students who leave campus due to sickness AFTER the parent is contacted by school personnel. Students SHOULD NOT contact their parents or guardians directly.

The following reasons are accepted as excused absences: children who are sick, and whose attendance would endanger their health or the health of others. Once a parent is notified, children who become ill at school must be picked up at the Office.

These 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, pre-approved family trips (8 school days maximum), competitions, pre-approved college visits (3 days maximum), and pre-approved participation in a school activity.

A note must be received within two days, or the absence will be considered unexcused, and issued work will not be permitted to be made up. Pre-approved absence forms can be picked up in the office. For excused absences, work must be completed and submitted in accordance with the make-up/late work policy. It is the student's responsibility to obtain all missed assignments, not the teacher's.

UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not listed under Excused Absences and/or not verified by the Grace Leadership Academy Administration. These include absences for personal convenience, undocumented illness, or failure to provide appropriate documentation within the required timeframe.

Students are not permitted to make up missed class work for unexcused absences. Tests and quizzes must be made up within one week of returning to school. The student and teacher will work together to schedule a time to complete the missed test or quiz.

If students are absent on the day of the test or quiz, they must make it up the day they return. If students miss the day before a test due to an excused absence, students may be given an extra day to take the test. If the student comes to school without a note, they must take the test.

PREAPPROVED ABSENCES at the Office

The principal must complete and approve a pre-approved absence form at least one week before the scheduled absence. With an excuse notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests. Pre-approved absences may include a family vacation, a church retreat, a college visit, or a mission trip. However, it is essential to note that an accumulation of missed school days may result in a student not being academically prepared and not doing well on course exams.

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.

CONCERT ATTENDANCE

Required attendance at school concerts will count as a test grade. If a student is absent, an absence note should be provided to the teacher, and the student will be assigned a make-up assignment.

ACCESS TO STUDENT RECORDS

Student cumulative records are kept in the Office. Current academic, disciplinary, and medical information is kept on file. All student information is kept confidential. Records will not be released to a family if there is an outstanding finance charge. Parents have the right to see official records directly related to their child's academic progress. A request to review the file should be made through the office. Contents can only be reviewed by the parents in the presence of the Principal to address any questions or concerns. Student records are for the parents of the student. A written consent from the parent must be received before any student information is released to any other individual, agency, or organization. GLA will comply with any subpoena, court order, and state, federal, and local authorities. Both parents have equal access to a student's report card. Non-custodial parents have access to report cards under the Florida State Statute 61.13, "Dissolution of Marriage; Support; Custody." A non-custodial parent is able to attend teacher conferences. If a court document specifically states that a non-custodial parent is denied any of these rights, the custodial parent must submit a copy of the document to the main office. The document will be placed in the student's file. If a non-custodial parent requests information about the student or requests a teacher conference, the custodial parent will be notified of the request. The school will cooperate as much as possible to facilitate information about the student to both parents.

SCHOOL LIFE POLICIES

ADMISSIONS POLICY

A new student is admitted to Grace Leadership Academy based on a completed online application, required former records, teacher references, pastoral reference, and an administrative interview. GLA 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 prior to opening enrollment to the public each year. 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

All student drop-offs take place between 7:40 a.m. 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 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.

BOOK SELECTION POLICY

GLA uses textbooks and other supplemental reading to enrich the educational program. At times, moral, philosophical, scientific, and even theological differences may be presented in the textbook. Students will be presented with opposing morals, philosophies, and even behaviors not reflective of a Christian worldview. The classroom teacher will engage students to think critically about the ideas from a mature perspective, relying on biblical principles and values to either support or reject the ideas. Presenting, discussing, and evaluating ideas is part of the classroom experience.

CHANGE OF INFORMATION

Students and parents are asked to provide a written notice to 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 student (e.g., custody, restraining orders, etc.). All of this must be done through the Main Office.

CHAPEL & BIBLE CLASS

Chapel at Grace Leadership Academy is an essential part of our school program. At Grace Leadership Academy, we believe that the spiritual formation of our students is just as important as their academic and personal growth. Chapel is a central and sacred part of our school program, designed to foster an atmosphere where students can experience the presence of God, engage in heartfelt worship, and grow in their understanding of His Word. Chapel is not merely an event, but a vital space where our school community gathers to seek the Lord, hear biblical teaching, and encounter the love and truth of Jesus Christ. We are honored to partner with Grace World Outreach Church's pastoral leadership, whose team takes an active and personal role in ministering to our students. Their involvement reflects our commitment to a presence-driven environment, where students are encouraged to deepen their relationship with Christ and explore their faith meaningfully. We recognize that not all students may have made a personal decision to follow Jesus, and we approach each student with grace and intentionality, creating opportunities for God to move in their hearts.

Chapel attendance is required for all students across all grade levels, and students are expected to participate actively with an attitude of reverence, respect, and openness. Chapel is an opportunity for students to reflect, receive, and respond to God's Word, and we believe that their consistent engagement lays a foundation for lifelong spiritual growth. Parents and guardians are always welcome to attend chapel services and experience this vital part of our school culture alongside their children. In addition to chapel, the study of the Bible is a required academic subject at every grade level. At GLA, we believe that biblical literacy is one of the greatest educational tools a student can possess. It offers a deeper understanding of history, literature, and ethics and provides the spiritual and moral framework essential for godly leadership and character. Bible class is not optional. There are no exemptions for this requirement, as we believe the truths of Scripture are foundational to our mission and identity as a Christ-centered school. Through chapel and Bible instruction, we pray that every student at Grace Leadership Academy will come to know Jesus personally, walk confidently in their calling, and grow as leaders who carry His light into every sphere of influence.

DISMISSAL

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

ELECTRONIC DEVICES

STUDENT RESPONSIBILITY FOR ELECTRONIC DEVICES:

Students are responsible for their own electronic device(s). Allowing another student to use a device is done at the risk that it may be dropped or damaged. Students are strongly encouraged to use only their own devices (when permitted) and not share them with others. If another student damages a device, it is expected that the student who caused the damage will pay for the repair or replacement. If a device is accidentally damaged, it remains the responsibility of the owner to care for their device to avoid such incidents. GLA Administration and Teachers will not be involved in covering the cost of repairs or replacements. Students are also responsible for the proper use of their phones and electronic devices, such as tablets and computers. All material stored and distributed on a personal device is the responsibility of the student. Transmitting pictures or video files containing nudity, obscene gestures, indecent language, or other inappropriate visual content, with or without the intent to embarrass or harm someone, violates the Student Code of Conduct and does not reflect the values of a GLA student. A student who intentionally sends or receives digital material to another minor with the intent to harm will be subject to school discipline.

CELL PHONES AND AIRPODS IN CLASSROOMS AND HALLWAYS:

Cell phones and earbuds/headphones should not be used during school hours. Cell phones, earbuds/headphones should remain in the student's backpack, locker, and/or vehicle at all times.

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 such as emergency preparedness, hurricane drills, and intruder alert are practiced in phases throughout the year. Emergency drills are revised as needed.

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 require a level 2 background check, 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 Main Office. Chaperones are not to bring students' sibling(s) 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 chaperone. 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.

TEXTBOOKS

Textbooks are on loan from the school for different classes. Students are expected to take care of the books and return them with minimal wear and tear. We strongly suggest using book covers for all hardcover textbooks. If a book is damaged beyond normal use or lost, the student's account will be assessed a fee. If a book is lost during the school year, the student will be assessed a replacement fee. If the book is found after the replacement has been purchased, the student will not be refunded the replacement fee.

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. Any food items must be approved by the teacher 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.

LOCKERS

Student locks are \$5 and the property of GLA, always remaining under the school's control. Students are expected to assume full responsibility for the security of their lockers throughout the school year. All students are assigned lockers. Lockers must be kept clean and locked at all times. No stickers or writing is allowed on or in lockers. Students should use the locker assigned to them. The repair fee is \$25 for any willful damage by a student, which will be charged to that student's account. All students are required to have a locker; however, backpacks are not permitted in the classroom for any reason.

Students should not expect privacy for personal items placed in the lockers because school property is subject to the administration's search at any time. The Administration may conduct periodic general inspections of lockers for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

LOST & FOUND

Lost and found items are the responsibility of GLA students. A designated lost and found area is available in the 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 help you locate the correct owner more quickly. If lunch boxes are left behind with food items inside, the lunch containers will be disposed of.

LUNCH POLICY

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 provide 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 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.

MENTAL HEALTH

Mental health issues are very broad and sensitive. The school must be notified if a student has received a diagnosis regarding mental health. A meeting with parents will be scheduled to become more familiar with the student's situation. A signed document from a mental health professional may be required to ensure the student is not a risk to himself/herself and to others.

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 on the basis of race, color, or ethnic origin in administering its educational policies, scholarships, tuition aid, educational programs, or extracurricular activities.

PERSONAL ITEMS

School property (such as lockers) and personal property (book bags, handbags, purses, wallets, and gym bags) may be searched due to reasonable suspicion that contraband (illegal items, a firearm, for example) or an illegal substance (drugs, cigarettes, electronic cigarettes, etc) is located there. The search also includes outer clothing, 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 school safety. A school administrator, with another school employee present, will ask the student to open personal items or empty 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.

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 different church ministries throughout the week, in the evening, during the school day, and on the weekends. The NextGen Chapel and Family Life Center is also used by the school and the children's and youth departments every day. 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.

STUDENT DRIVERS

All students holding a valid Driver's License who wish to drive to school must apply for a \$25 student parking permit. When granted, the parking permit must be displayed in the windshield area of the vehicle at all times while on campus. An application for a Parking Permit can be obtained from the main office. Driving to school and on campus is a privilege that demands a high level of responsibility. A student who drives carelessly or in any inappropriate manner will have his/her driving privileges revoked. Student drivers may not go to their cars at any point during the school day without permission.

TARDIES

Irregular and unfaithful class attendance jeopardizes students' progress and detracts from instruction and learning time. Please minimize tardiness in order to ensure the best learning for your student. **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 a.m. and at the beginning of each period. Tardy refers to a student not being in their assigned seat by the bell. Teachers are responsible for assigning tardies using the attendance function within MYSCHOOL. Students checking into school before the 7:53 a.m. bell will report directly to the FLC. Students checking in after 8:00 a.m. will report to the office for a pass to class. Tardies accumulated throughout the quarter are addressed as follows:

TARDIES TO 1ST PERIOD

- The **5th unexcused tardy** will result in a **\$5 charge** to the student's account.
- The **10th unexcused tardy** will result in a **Level 1 referral and a 1-hour detention**. The student will be **charged \$15**.
- The **15th unexcused tardy** will result in an additional **Level 1 referral, a 2-hour detention, and a \$25 charge**.

Subsequent tardies may result in an escalation of discipline, and a meeting will be scheduled with the parent/guardian.

TARDIES TO 2ND - 8TH PERIOD

- The 5th unexcused tardy will result in a Level 1 referral and a 1-hour detention. A detention email will be sent to the student with specific instructions on when and where to report for detention.
- The 10th unexcused tardy will result in a Level 1 referral and a 2-hour detention. A

- detention reminder with specific instructions will be issued to the student.
- The 15th unexcused tardy will result in a Level 1 referral and a 2-hour after-school detention. A detention reminder will be issued to the student with specific instructions as to when and where to report for detention. A meeting will also be scheduled with the parent/guardian, and the student will be placed on a disciplinary probation contract.

Tardies become absences for 1st period at 8:00 AM. Tardies will be reset at the conclusion of each quarter.

COMMUNICATION

CONFLICT RESOLUTION- PARENT GRIEVANCE

All parents who have chosen to have their child attend GLA agree to resolve disputes in a peaceful, private manner 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.

PROCESSES TO FOLLOW:

Instructional Issue:

- 1st Step: Contact Teacher
- 2nd Step: Dean of School Operations
- 3rd Step: Principal

Discipline Issue:

- 1st Step: Contact Teacher
- 2nd Step: Dean of School of Operations
- 3rd Step: Principal

Any conflict that is not satisfactorily resolved by the school faculty and administration may be addressed in writing to the Head Administrator. If a parent is still not satisfied with the situation, the parent has the responsibility to honor the Parent Statement of Cooperation that was 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 personal convictions."* Peacefully agreeing to withdraw and find another school may be in the best interest of the parents and the student.

CONTACTING YOUR STUDENT

If you need to contact your student during school, you first need to call the main 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 immediately to the student. Students may use the office phone—not their personal phones—to arrange after-school pick-up changes 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.

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 elementary building 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 office first to obtain a visitor's pass. If parents wish to talk to their child's teacher, they can arrange for a private conference by emailing or calling the school office to set up an appointment. For lunches with additional students other than your own student, please complete the request form.

VISITING STUDENTS

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

VOLUNTEERS

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

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.

IN-PERSON MEETINGS

PARENT/TEACHER CONFERENCE DAYS

There are scheduled days set aside for parent-teacher conferences. These conferences take place in the first semester. A parent-teacher conference for any student receiving a D or an F on the 1st quarter report card will be required. Any student placed on academic probation will require mandatory meetings after the first quarter, and each additional 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 a teacher to discuss issues or concerns related to their child. An appointment can be scheduled with the teacher. All concerns, questions, problems, or complaints should be brought directly to the teacher first before involving 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 is still not resolved, a meeting with the classroom teacher, principal, and the administrator should be scheduled.

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

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 as important in an ever changing culture.

Modesty – Students need to learn modesty in dress and manners to maintain personal integrity, wholeness, and professionalism, which are characteristic of a college preparatory environment.

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

DRESS CODE POLICY FOR PARENTS AT GLA

All parents who choose to enroll their child at GLA commit to supporting and adhering to the dress code policy in both attitude and action. It is their responsibility to ensure 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 policy 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.

The administration has the right to interpret and enforce policy and decide the appropriateness of an outfit, hairstyle, and general appearance during school hours and school events. Policies will be reviewed each year and throughout the school year. They may be adjusted or revised for clarity and purpose based on current trends and to accurately communicate the intent of the policies. All school families are responsible for reading and staying informed of school policy changes. Proper attire is required at all school functions. If the administration deems the attire inappropriate, students may be asked to leave school-sponsored events.

GENERAL GUIDELINES

UNIFORM DRESS CODE FOR BOYS AND GIRLS (MONDAY-THURSDAY)

- GLA Monogrammed Polo (navy, white, black)
- GLA Monogrammed 1/4 zip (navy, black)
- Dark wash jeans (no holes or rips - no cargo pants)
- Dress pants (navy, khaki, black - no cargo pants)
- Dress shorts (navy, khaki, black - no cargo shorts)
- See info for Spirit Wear/Dress Down Fridays Guidelines

UNIFORM FIT AND APPEARANCE:

As you know, uniforms must be worn according to their design and with a proper fit. No rolling or shortening the length of shorts. No sagging of shorts or pants. If your bottoms are loose, wear a belt. Bottoms should not be extremely tight, revealing the outline of undergarments. Undergarments should not be visible. Uniforms with stains, tears, rips, or holes are not permitted. All uniforms worn must present a clean appearance.

FOOTWEAR:

All shoes must be closed-toe. Slippers, platform wedges, open-toed shoes, clogs, Crocs, and heels are prohibited. **All shoes must stay on feet at all times.** Visible socks must be solid black, white, navy blue, or gray. Socks may have a brand logo only, no larger than the size of a quarter.

OUTERWEAR:

Only GLA-approved outerwear may be worn on the school campus at all times. GLA outerwear can be purchased through GLA.

THE FOLLOWING GUIDELINES APPLY TO BOTH GIRLS AND BOYS:

Hair styles should be neatly combed/brushed and present a nicely shaped appearance. Hair should be styled or secured so as not to be a distraction. Braiding should be freshly groomed and kept tidy. All hair must be kept neat and tidy, including, but not limited to, dreadlocks, faux-hawks, mullets, braids, and man buns.

Mohawks, rat-tails, and any hairstyle that is greater than 3 inches off the head are not allowed.

Hair should not be intentionally styled more than 3 inches off the head, including mohawks, spikes, afros, teasing, and blowing out. Boys' and girls' hair must not be worn covering eyes or impairing eyesight. Hair color and highlights must be natural (black, brown, natural red, and blonde) and must not be a distraction.

Hairstyles change over time. Therefore, the administration has the right to administer, interpret, and adjust the policy as needed.

BOYS

- Boys' hair must be cut to above the eyes, below the earlobe, and to the top of the collar.
- Boys must be clean-shaven up to a light stubble. This includes but is not limited to: beards, mustaches, goatees, etc. Sideburns may not extend below the earlobe and should not flare out.
- Cologne should be a light fragrance.
- Earrings must be a stud that is no more than 1/2 inch in diameter.
- Tiny nose studs are allowed, but no hoops are allowed in the nose.
- Gauges and plugs are NOT allowed.

GIRLS

- All uniform shorts, skirts, and skorts must be no shorter than 3 inches above the knee.
- All stockings, leggings, etc. must be a solid school uniform color: navy blue, white, black,
- Tiny nose studs are allowed, but no hoops are allowed in the nose.
- Earrings must be no more than 1 inch in diameter. Large hoop earrings are not allowed.
- Makeup should be modest in appearance.
- Perfume should be only light fragrances.
- No more than four bangle bracelets to not cause a distraction.
- Headbands must not cover more than a 2" width.
- Gauges and plugs are NOT allowed.
- Girls whose skirts or shorts are too short will be given a pair of replacement uniform shorts to wear, and parents will be charged for the shorts.

COLD WEATHER GEAR

During the months of December through January, as well as at any other time when the outside temperature is below 55 degrees, students may wear 3/4 zip sweaters with the GLA logo while on campus, Monday through Thursday. On Fridays, students may wear their GLA-branded hoodies. As always, students may wear any outerwear to and from school, but once in the building, it must be put in their backpack or locker.

GENERAL REMINDERS

Students may wear leggings layered underneath uniform skirts, skorts, or shorts, but they must only be a solid color—white, black, or navy blue. Leggings in other colors, such as red, teal, pink, or with prints, are not allowed. Navy blue, black, gray, or white turtlenecks

and other long-sleeve shirts may be worn under the uniform shirt. Boys and girls are not permitted to wear hats inside the building at any time unless special permission is granted by the teacher for designated days. This rule also applies to the hood part of hoodies.

SPIRIT WEAR (DRESS DOWN FRIDAYS)

GLA is committed to encouraging our students to show school spirit by allowing them to wear their spirit items. Students are permitted to wear GLA apparel over their school polo shirts. On Fridays, students can wear shirts/sweatshirts associated with Grace World Outreach Church, including Ascend and/or Grace Kids, other Christian apparel, and spirit shirts.

P.E. & ATHLETICS ATTIRE

At Grace Leadership Academy, Physical Education promotes health, discipline, and teamwork among students. To participate fully and safely in P.E. classes, middle and high school students are expected to change into appropriate P.E. attire each day they have class. In addition, they will be required to change back into their regular school uniform after their P.E. class. NO PE/ATHLETIC ATTIRE SHOULD BE WORN OUTSIDE OF PE/ATHLETIC CLASS.

REQUIRED P.E. UNIFORM

- Shirt: GLA Pioneer T-shirt (available through the school)
- Shorts: Solid navy or black athletic shorts (modest length has to be to the student's fingertips, and appropriate fit required)

DRESS CODE ENFORCEMENT

Students who fail to "dress out" for P.E. will receive a Dress Code Violation after the first warning. Continued failure to comply will result in progressive disciplinary consequences in accordance with GLA's Dress Code Policy. In addition, repeated failure to dress out for P.E. will directly impact the student's participation grade in the class.

Proper attire ensures students can participate safely and fully in all activities. We appreciate our families' partnership in reinforcing these expectations and supporting students in being prepared for class. If you have questions regarding uniform purchase or expectations, don't hesitate to contact the school office.

WEATHER POLICY

At Grace Leadership Academy, the safety and well-being of our students, families, and staff is 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.

here 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 final decisions thoughtfully, 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.

STUDENT CONDUCT & DISCIPLINE

GLA has adopted a Student Code of Conduct which students must observe whether 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 ensure that their actions do not interfere with any student's ability to learn and achieve. Students are not to use obscene and abusive language. Students are to abstain from alcohol, drugs, vaping, and tobacco products. Students are to abstain from sexual immorality and all forms of deviation. Students are expected to exhibit good sportsmanship. Any jeering, taunting, or provocation is inappropriate 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 must abide by the dress code during school hours and maintain an appropriate appearance during after-school activities. Physical expressions of affection (hugging, holding hands, kissing, embracing, etc.) are not permitted at school or any school activity on or off campus. Students must be respectful and engaged in chapel by standing for worship. Students are expected to show respect and

are for property belonging to others. Do not steal or destroy things that do not belong to you, including school and church property. Students are expected to use technology responsibly, efficiently, courteously, and appropriately. (See Acceptable Use Policy.)

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 according to where the student is 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 in the Administrative Discipline Plan will be recorded in MySchool on the student's profile, and parents will be contacted.

ACTION & CONSEQUENCE GUIDE

LEVEL 1- STUDENT ACTIONS NOT IN ACCORDANCE WITH THE HANDBOOK RULES DISCIPLINE ACTIONS:

- Class Disruptions: Excessive talking, leaving the seat, talking out of turn, horseplay (no risk of injury), wandering the hallways during class time, refusing to complete work, throwing small objects in class, not meeting classroom expectations, and being off task.
Inappropriate use of school materials/property (books, lockers, school devices, and any other school property)

- Inappropriate behavior during Chapel, Assembly, or Lunch
- Unprepared for class
- Disrespecting peers or single incident teasing (unkind words that are not in any way directed towards any of the protected categories).
- Dress Code Violation
- Possession in plain view/sight of cell phones, earbuds, and smart watches

LEVEL 1- DISCIPLINE ACTIONS:

Classroom Teacher Response:

- Parent Contact
- Counseling and Direction
- Verbal Reprimand Special Work Assignment
- Withdrawal of Privileges
- Assigned Seat

Administrative Response:

- 1st Minor Infraction: Verbal warning, contact parent/guardian.
- 2nd Minor Infraction: If the same behavior continues, provide written warning to parent/guardian.
- 3 or more: Notify the Dean of School operations of the infraction for further follow-up.

REFERRALS

Referrals will be emailed to a student and their parent/guardian when a referral is issued. Students are referred to the office for infractions requiring follow-up. Upon receipt of the referral, the Dean of School Operations will investigate by meeting with the student and any other parties involved. This will result in disciplinary action recorded on the referral.

STUDENT INVESTIGATIONS/QUESTIONING

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 complete discretion in questioning students without parental notification or attendance. The administration may ask a student about his/her conduct or the conduct of other students. If a parent requests or requires to be present during any administrative interaction with the student, the school administration may honor the request or ask the parent to withdraw his/her student from school. Requiring no student interaction without a parent's presence is unreasonable and does not allow the school to take care of student situations promptly. The school administration will make a decision that balances the interests of the student and 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 violates 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 tuition refund. 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 in the student handbook. GLA does not administer corporal punishment. Students are not spanked or paddled.

DETENTIONS

Detentions are set for a designated time and serve as a consequence for student misbehavior. Charges of \$25 will occur for all after-school detention.

SUSPENSIONS

Student suspensions occur after parent communication. A change in attitude and action is expected before returning to school. The student may be placed on behavior probation. A student suspended for a Level 4 infraction will be immediately placed on behavior probation. Academic work, turned in on time, on the day of return (missed during a suspension), must be completed, and full credit will be awarded. Tests and quizzes should be scheduled with teachers at their discretion. Suspensions are considered unexcused absences. A student suspended from school will not be permitted to come to school during the time of the suspension. The student is not allowed to participate in any athletic or extra-curricular event during the suspension or until further notice by the administration. The length of the suspension is dependent on the severity of the incident, from half a day to five days. Service hours may be required as part of the suspension. If a student is suspended, the parents are responsible for making alternative arrangements for student care. The parents will be contacted, and the student will be picked up within an hour. If a parent cannot arrive at school within an hour, the parent should contact another person on the approved pick-up list to take the student. Suspensions at GLA are a time for self-reflection. According to school policies, the student who is suspended has displayed an attitude or behavior that is not conducive to academic and spiritual development. The time away from school will allow the student to think about a corrective plan of action or change of attitude that will align with what would be pleasing to God. 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. ***GLA does offer In-School Suspensions (ISS) as a regular practice. However, this may incur a scheduling fee of \$25 for half a day of ISS and \$50 for a full day of ISS.**

BEHAVIOR PROBATION

A student may be placed on probation due to an excessive number of discipline referrals, multiple suspensions, and/or general overall misconduct or improper attitude. During the probation period, the student is expected to demonstrate a positive change in behavior and an increasing level of self-control. Behavior probation may include denial of privileges and participation in school activities. A meeting will be scheduled with the parents to review the action steps required. 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. The probation may be extended at the discretion of the principal or dean. A student who does not show a change in behavior at the end of the probationary period will be asked to leave GLA. Students placed on academic or behavior probation will not be permitted to re-enroll during their probationary period. At the conclusion of the probationary period, re-enrollment will be re-evaluated by the Administration. Any student placed on academic or behavior probation will not be permitted to re-enroll during their probationary period.

EXPULSIONS- REQUIRED WITHDRAWAL

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

QUESTIONING OF STUDENTS

The administration may question a student regarding his/her own conduct or the conduct of other students. Failure to cooperate with the administration may be grounds for dismissal.

INAPPROPRIATE PHYSICAL CONTACT

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (PDA) are not permitted. Inappropriate displays of affection, such as kissing, hand holding, and/or embracing, which show more than simple friendship, are not permitted in school or at any school event. Playing with, flirting, or fraternizing with the opposite and/or same gender is also considered inappropriate physical contact. GLA policy requires students to maintain a six-inch distance between one another. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior.

INAPPROPRIATE PHYSICAL CONTACT OR EXPOSURE

Learning to behave in a socially acceptable manner is a skill to be learned, not an innate behavior. Students who attend 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 (i.e., roughhousing) is not acceptable. Voluntary physical exposure is unacceptable at any age and will be taken very seriously. 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, dean, or principal. The school administration will contact the child's parent or guardian to help resolve the situation as quickly as possible. Any school staff member who acts physically with a student may be subject to immediate dismissal. If a physical incident involving a teacher occurs, students must report it to the administration immediately. The teacher will be placed on immediate suspension until the results of the investigation are completed.

Sexual activity is participating in any sexual acts on or off campus. The administration may question a student regarding the student's conduct or the conduct of other students. Failure to cooperate with the administration can be grounds for dismissal. *Safe Harbor Rule: Students possessing any "dangerous" object/weapon or prohibited items should turn them over to any GLA staff member. The follow-up investigation will determine the student's involvement, and a possible consequence will be assigned. Students who are not interested in maintaining these standards or are disruptive in our efforts to preserve 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. The administration, at its discretion, may expel a student when deemed necessary. A cooperative spirit between home and school should be demonstrated by supporting the administrative discipline decisions. The administration will review additional student misconduct for disciplinary action. Note: These rules are not all-inclusive and may be amended at any time at the discretion of the administration.

SEXUAL HARASSMENT

Grace Leadership Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and GLA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. 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 include, but are 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.

SEXTING

Sexting is the electronic transmission or distribution of a photograph or video file to another person with nudity and with or without the intent to do harm to the person in the file or to the recipient. A student who is involved in sexting is committing a crime in the state of Florida (847.0141). Students are held responsible for the material they possess and the material they distribute. The following instances are considered sexting according to GLA school policy.

The possession of a photograph or video that was transmitted by another minor, which has nudity and is harmful to the receiver. The transmission of language to another minor that is obscene and sexual in nature is sexting.

A student in possession of the digital material will not be subject to school discipline if the student did not request or ask for the digital material. The student must also take active steps to report the digital material to his/her legal guardian or a staff person, and the student must not transmit the digital material to another person. All of these actions must be taken for a student to be exempt from consequences. However, a student who willingly chooses to send and receive digital material to or from another minor will be subject to school discipline.

BULLYING AND OTHER FORMS OF SERIOUS MISCONDUCT

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.
- Bullying includes isolating the victim by making them feel rejected by his/her community.

The school will address any bullying behavior demonstrated at or outside of school that impacts our school community.

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 & 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,
- cyberbullying and cyberstalking

Forms of bullying can also appear in social media, 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.

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 EPISODES 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, social media, vlogs, 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 person, or school-owned property. Students will be given consequences consistent with the school's discipline policy.

INTIMIDATION

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 contact (impeding or blocking movement, offensive touching, or any physical interference with regular 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).

HARASSMENT

Harassment is intrusive or unwanted acts, words, or gestures intended to adversely affect another person's safety, security, or privacy. Harassment can be considered bullying if it involves intended, ongoing behavior, disturbs or upsets (torments, bothers, troubles, annoys) 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 sexual. See the policy on Sexual Harassment. As a school, we will take any report and form of bullying behavior seriously, according to Florida Statute 1006.147. A bully report form is available through the secondary office. 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 their discretion, the administration and/or dean may expel a student when deemed necessary.

REPORTING BULLYING AND OTHER FORMS OF SERIOUS MISCONDUCT

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 considered tattling, but is the responsibility of our GLA students. Once the investigation is complete, the principal will contact the parents of the students involved.

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

ANY use or possession of illegal drugs, tobacco products, edibles, or alcohol will result in immediate 5-day Out of School Suspension. Such action may also result in expulsion after being reviewed by the GLA Administration and Discipline Committee. These substances are illegal, dangerous, and objects of negative influence. The temptation for students to experiment with drugs and other illicit substances is real and will be taken very seriously. At times, evidence of use may be seen in the classroom, extracurricular activities, or at home. Any student who knows 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. Should a student be suspected of involvement with illicit drugs, the administration will meet with the parents and/or guardians. If warranted, the administration will ask that the student be drug tested as part of a recommended course of action in determining the extent of his/her drug involvement. A professional lab must administer drug testing. This testing will be at the parents' expense, and the school must be furnished with an original of the results directly from the lab. Failure to comply with this request could result in the student being dismissed. Using or possessing these items off school property will result in immediate expulsion.

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:

- To protect the student if he/she is a harm unto 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

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.

SEARCHES

The administration may search a student or a student's property, including the student's vehicle, while it is on school property whenever they have reasonable suspicion to believe the student is in possession of something that violates school policies or with the student's free and voluntary consent.

AUTOMOBILE SEARCHES

Students are permitted to park on the premises as a matter of privilege, not a right. The administration retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant. The school reserves the right to search a student or a student's property while involved in a school-sponsored activity, even if off campus. If, at any time, a search yields illegal or contraband materials, such findings shall be turned over to the local authorities.

WEAPONS & GUNS

Weapons: The safety and well-being of our students is our top priority. Weapons, including but not limited to knives, switchblades, mace, teargas, fireworks, and explosive devices, are not permitted on school grounds. Any object used to harm, intimidate, or cause fear, regardless of its intended purpose, will be considered a weapon. **Guns:** Guns are strictly prohibited on school property due to the serious safety concerns they pose. If a student needs to bring a toy gun for a school project, costume, or dramatic prop, they must first receive permission from the division principal. **Use of Toy Guns:** Using toy guns as weapons is not allowed. A student who brings a toy gun and misuses it will be expelled. **Threats Involving Weapons:** Any threat to use a weapon to harm or intimidate others will be taken seriously. Even if made in anger and without intent to act, such threats will be treated with utmost seriousness. The student will be suspended pending an investigation, and a parent conference with the division principal and/or dean will be required before the student may return to school. *Students found with any of the above-mentioned or who use any object threateningly will adhere to the Action and Consequence Guide of the student handbook and may face immediate expulsion. Our Security Team is actively on-site to ensure a safe environment for all.*

RESTORATION & ENROLLMENT

GLA 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 sent to the administrator in writing. Restoration at a Christian school is always a difficult matter. Students 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, and 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 head administrator. The academy reserves the right to deny readmission. A meeting with the administration may be required before a decision is given.

CONTINUED ENROLLMENT

GLA 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. Any students who have displayed a poor attitude, lack of interest, or have multiple behavior infractions may not be considered for re-enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. A conference with parents may be scheduled to discuss re-enrollment. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

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 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 unless a teacher approves for instructional purposes. Students may not use a cell phone instead of 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: Warning sent to the office; phone is confiscated by the teacher and 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

At the student's risk, technology devices such as iPads, tablets, and cell phones are permitted on school property. Content on the device is not private to the student if brought onto school property. Content that violates the Acceptable Use Policy, the Student Code of Conduct, Parent/Student Handbook, or other school policies will be handled according to the discipline policy. Students are responsible for asking permission to use these items in class. It is not assumed that they have the right to be used if brought to school. Technology brought to school can only be used in courses with teacher permission, not between classes, at lunch, etc.

Students are not to bring ANY toys, radios, iPods, video games, or any other electronic equipment to school or on 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

Students should stay home if they are experiencing any one of the following symptoms:

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

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 administration by the parents.

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 has written verification from a physician that such a 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 the head from falling or other means.
- Vomiting and/or diarrhea.**
- Fever of 100F or above.
- Suspicious rash any communicable diseases/illnesses.

**If, for any reason, your child has a gastrointestinal problem that has been diagnosed by a physician, we require that you provide the school with documentation of such. Other complaints brought into the clinic will be communicated via email.

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 & consequence guide, will be equivalent to 1 demerit. However, repeated offenses may result in additional demerits.

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

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

Level 4 infractions, as listed in our action & 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.

Action and Consequence Guide

Discipline actions may be taken in no specific order

Level 1 Student Actions:

- Disobeying classroom instructions
- Dress code infractions
- Excessive talking
- Class disruption
- Inappropriate Chapel behavior
- Lunch disruption
- Minor Misuse of School Devices
- Horse play/Prank with no risk of injury

Level 2 Student Actions:

- Repeated Level 1 actions
- Disrespect toward God, teachers, staff, and or peers
- Continually disobeying instructions
- Continually disrupting class
- Physically hurting others (including spitting)
- Inappropriate body language or gestures
- Profanity or inappropriate
- Lying, cheating, and stealing
- Plagiarism
- Leaving a supervised area
- Running from Leadership
- Cell Phone Use
- Horseplay/Prank with a risk of injury
- Misuses of church/school property (including devices)
- Repeated Dress code violation
- Hitting, pushing, shoving, tripping, etc

Level 3 Student Actions:

- Repeated level 2 actions
- Defacing school or church property
- Fighting or excessive physical harm
- Biting
- Bullying others
- Horseplay/prank with injury.

Level 4 Student Actions:

- **Repeated level 3** actions
- Possession and or use of drugs and or un-prescribed medication
- Possession of an illegal substance and also possession of a weapon,
- Exposing oneself or others, and or touching others inappropriately
- Moral misconduct

MERIT SYSTEM

At Grace Leadership Academy, each student begins the school year with 100 merit points. Merit points reflect a student's behavior, attitude, and respect for authority, peers, and the learning environment. Points are deducted for disciplinary infractions according to the level of severity.

Losing Merits

Merit deductions are based on the seriousness of the infraction:

Level	Description	Point Deduction
Level 1	Minor Classroom disruption, off-task behavior, or minor rule violation	-1
Level 2	Repeat of level 1, Disrespect, continued off-task behavior, Failure to follow directions	-3
Level 3	Repeat of level 2, Defiance, Inappropriate language, or Repeated disruptive behavior	-5
Level 4	Repeat of level 3, Major disrespect, Aggression, Fighting, Defacing Property, Severe Defiance	-10
ISS (In School Suspension)	Assigned by the Principal or Head of School for serious or repeated misconduct	-25
OSS (Out-Of School Suspension)	Assigned for severe violations or continued misconduct	-40

Offenses That May Result in ISS

- Plagiarism or academic dishonesty
- Vulgar or inappropriate language
- Repeated offenses after prior interventions
- Disrespect or defiance toward authority
- Bullying, harassment, or intimidation (verbal, written, or digital)
- Physical aggression or unsafe behavior
- Misuse of technology or electronic devices
- Leaving class or school grounds without permission

The Principal or Head of School has full discretion to determine ISS placement based on the severity of the incident and the student's behavior record.
paragraph text

The Merit System at Grace Leadership Academy teaches accountability balanced with grace. Our goal is not to punish, but to correct behavior, strengthen character, and help students grow in wisdom and maturity through Christ.

PARENT STATEMENT OF COOPERATION

Please read the following statements. If there is any statement you cannot personally support, please go ahead and initial it and discuss it with us in a personal interview. Not committing to these support measures does not necessarily prohibit acceptance into Grace Leadership Academy. However, we would like to ask you to know the foundational premises of Grace Leadership Academy, our parental expectations, and how important it is to have your support. (The pronoun “we” will be used, and the idea of a single-parent enrollment will be included.)

- We have read and agree to abide by the “Statement of Faith.”
 - We will regularly and earnestly pray for Grace Leadership Academy.
 - We will worship the Lord regularly at a Bible-believing church.
 - We understand that it is a privilege for our child to attend Grace Leadership Academy and that the school reserves the right to dismiss any student who does not fit into the spirit of the school. (Ephesians 5:15-16)
 - We will fully cooperate in Grace Leadership Academy’s educational activities and do our best to make Christian education effective in our children’s lives.
 - We understand it is our responsibility to pay our financial obligations to the school regularly and on time.
 - We understand that we are to read, understand, and follow the Financial Agreement that was signed upon enrollment. Further, we know that if our financial account is 30 days overdue, we could be subject to dismissal from the school. No report cards or school records will be released until all financial responsibility to the school is paid in full.
 - I permit Grace Leadership Academy to create/maintain a G Suite for Education account for my child. The G Suite includes Google Docs, Gmail, and other related features used for educational purposes at GLA.
 - We will require our child to support the school’s spiritual activities (Chapel, Bible classes, Scripture memory, etc.).
 - We will volunteer for duties and responsibilities for Grace Leadership Academy as opportunities arise and God provides the time and strength.
 - To the best of our ability, we will faithfully attend to the activities of our student.
 - We understand that the school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
 - We know the school adheres to biblical discipline according to Proverbs. 23:13, 14, 29:15, and has full discretion in the discipline of our child in accordance with the dress code and discipline policies. Furthermore, we understand detention may be used for various offenses. (Proverbs 3:11-12)
 - We know that failure to disclose information about our student, including, but not limited to, disciplinary and academic issues, may result in our application being revoked or our student being withdrawn.
 - We understand it is the policy of Grace Leadership Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information about school events. Just to let you know, communication with the enrolling parent(s) will be made in joint custody. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.
 - We understand that it is our responsibility to provide documentation (court records) of any custodial regulations or judgments registered with any state court system. We also understand that we need to keep the school informed of any changes regarding custodial issues so that our child’s care and safety are maintained.
- We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child.

- We give our permission for the Pastoral Department at Grace Leadership Academy to share information with the school administration should the counselor think it pertinent and important to our child's well-being.
- We give our permission for our child's photograph or video image to be taken while he/she is in the care of GLA personnel. Such images may be used in newspapers, brochures, flyers, websites, or posters to promote the school. Pictures may be posted in classrooms or other appropriate areas within GLA, used in GLA presentations or promotional materials, or distributed to staff or clients. We understand that we may terminate this permission at any time.
- We have read and understood the entire Parent/Student Handbook, including the Student Code of Conduct and the Computer Use Agreement, and are willing to abide by all its principles.
- We understand any student will be subject to dismissal from school for violation of the discipline code in regard to the use of drugs (including tobacco, vaping, edibles, and alcohol), immorality, or possession or distribution of pornography or lewd materials.
- We will cooperate fully with the school and carefully support the teacher, school, and church policies in front of our children and others.
- If we become dissatisfied with Grace Leadership Academy in any way we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativity on the internet (social media sites, emails, etc), in a public forum, or in general conversation. (Mat 18:15-17; 5:23-24).
- We understand that we choose binding arbitration instead of litigation to resolve any disputes between us and Grace Leadership Academy.
- We know that the school may request withdrawal at any time if, in the opinion of the administration, the student does not fit into the institution's spirit, regardless of whether or not he/she conform to the specific rules and regulations.
- Grace Leadership Academy admits students of any race, color, national origin, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. Grace Leadership Academy does, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, remediations beyond our capabilities or resources, and doctrinal beliefs that are stated in the philosophy and purpose of Grace Leadership Academy.

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 personal convictions. Together, 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 the acknowledgment of receiving the Handbook and the Parent Cooperation form online:

<div style="border: 1px solid black; width: 80%; margin: 0 auto; text-align: center; padding: 5px;"> _____ Parent Signature </div> <div style="text-align: center; margin-top: 20px;"> _____/_____/_____ </div>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; text-align: center; padding: 5px;"> _____ Parent Signature </div> <div style="text-align: center; margin-top: 20px;"> _____/_____/_____ </div>
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GLA PRE-APPROVED ABSENCE FORM

(ADDITIONAL COPIES ARE AVAILABLE IN THE OFFICE)

Student's First & Last Name _____

Dates of Proposed Absence _____

Reason for Absence _____

The principal must complete and approve a Pre-Approved Absence Form AT LEAST ONE WEEK IN ADVANCE. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Pre-approved absences may include family vacation, church retreat, college visit (3 days maximum), or a mission trip. An accumulation of missed school days may result in a student not being academically prepared and may not do well on course exams.

NOTE: Students must be in attendance for a minimum of four periods in order to play after-school sports, participate in music, or theater arts practices or performances, or participate in other after-school activities. Students choosing to stay home for rest due to late practices, performances, or games will have that absence counted as unexcused.

OBTAIN ALL TEACHER'S SIGNATURES

Period	Teacher	Assignments	Comments	Initials
1				
2				
3				
4				
5				
6				
7				
8				

Student Signature _____

Parent/Guardian Signature _____

Date _____

Date _____

For Office Use Only: _____
Date Received

of Absences prior to request

Administrator Signature _____

Date

ACADEMIC YEAR 2025-2026 (ADDITIONAL COPIES ARE AVAILABLE IN THE OFFICE)

Grade

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 device whether student-owned or school-owned.

Technology is part of our educational environment that allows students to explore the world and gather information to enrich the academic experience. The internet is available to students to allow connectivity to resources. Opening the door to enrichment also brings with it concerns and potential problems that rely on student responsibility to make wise and prudent decisions. Students are expected to read, understand, and follow the guidelines in the Acceptable Use Policy. Personally-owned devices and school-owned devices are to be used within these guidelines. As technology changes, so will the inherent risks associated with these developments. The Acceptable Use Policy will be modified by the school Administration as concerns or issues arise.

To ensure that appropriate use of computers and related technology is respected, the following guidelines must be followed. Inappropriate use will result in restrictions on the use of a digital device while on campus. Additionally, inappropriate use may result in disciplinary action, including but not limited to suspension, expulsion, or dismissal from school. Remember, computer use at GLA is a privilege, not a right.

PRIVACY POLICY

The IT Department and the GLA Administration has the authority to monitor all school-related accounts, including e-mail and other materials transmitted or received via the accounts. Account users do not have any right to or expectation of privacy regarding these materials. Messages relating to or in support of illegal activities will be taken seriously and will be reported to the authorities.

EMAIL USE

Middle and high school students will be given a school Gmail account. The account is for internal communication, not third-party. Only emails with @graceleadershipacademy.org will receive student email messages, and only emails containing @graceleadershipacademy.org can email student accounts.

Students should use Google Docs or other cloud-based systems to send assignments to their teachers. The use of a USB (flash drive) is not permitted for submitting school assignments.

Students should always be polite on the computer. Do not swear, use vulgarities, or any other inappropriate language, material, or images.

CHAT ROOMS, SOCIAL NETWORKING, & ONLINE COMMUNICATION

At no time are blogging and social networking sites to be used during school hours. Social networking sites like Facebook, Twitter, Instagram, TikTok, Snapchat, and the like are not permitted to be used during school hours. Participating in real-time chat messaging, whether it be through an app or text messaging, is not permitted. Any use of these kinds of sites or activities must have prior approval by the teacher.

AUDIO, VIDEO, & PICTURE FILES

Audio, video, and photo functions on any device are not permitted without teacher permission. The use of audio, video, or photos are reserved for class projects or other purposes with permission from the teacher. Permission must be given by the teacher for use of all audio, video, or photo, and must be related to school projects/activities.

A student is held responsible for all audio, video, and photo files while enrolled as a GLA student. Saved audio and video files and photos on personal devices that harass, bully, or violate other school policies are prohibited. A student will be held responsible for those files. Audio and video files and photos shared by a student(s) on a social media site, app, or chat and text messages violating school policy will be subject to disciplinary action, whether the action was done on or off school property.

Listening to music or using earbuds during school hours is not permitted during class unless directed by the teacher. Listening to music before or after school hours is permissible unless it is disruptive to activities taking place. Staff can restrict the use at their discretion. If the use of earbuds is required by a teacher, the student is to use it with the designed purpose explained by the teacher. Students are responsible for the kind and quality of music that is being played. Music should not violate school policy and must be decent in language. The use of YouTube is a valuable resource and will only be allowed for academic purposes. Students will be held responsible for accessed videos on school devices and personal devices.

Streaming of music or videos over the school network is not permitted. The bandwidth at school is to be used for other purposes.

GAMING

Non-academic gaming is not permitted during school hours except with prior approval from the teacher. The student will be held responsible for any gaming done on a school-owned device or personal device during school hours. Gaming over the school network is not allowed. A student will be held responsible for games played before, during, and after school hours while on school property that contains inappropriate language, adult content, weapons, and violence, whether on a school-owned device or personal device.

SCHOOL OWNED DEVICES

A student is required to back up the data if using a school computer. The teacher will direct a student about the proper place for storing files. Some school devices will not store student data. It is the student's responsibility to follow the teacher's directions. Lost or damaged data is not the teacher's or school's responsibility.

Food or drinks are not permitted near school-owned devices. School-owned devices are not to be used in the dining hall or outside the school building. Damaging, defacing, or removing any markings or identification stickers on school-owned devices is not allowed. The student will be responsible for any damages.

PERSONAL DEVICES (COMPUTERS, TABLETS, & CELL PHONES)

Personal computers brought to school are done so at the sole risk of the owner. Personal devices should not be left unattended. GLA staff does not assume any responsibility to ensure students' safety while on school property. The student should safely store the computer, iPad, or tablet in his/her backpack or locker. All students are provided a school lock and should use it at all times. Students may use these devices with permission from their teachers.

NETWORK ACCESS

Accessing the network at school is not permitted. All activities on the network are private and controlled by the school. Attempting to disrupt, degrade, or tamper with online equipment or services is a crime. This includes tampering with computer hardware or software, vandalizing data, installing or initiating viruses, attempting to access restricted or unauthorized network services, or violating copyright laws.

DOWNLOADING & LOADING SOFTWARE

Students are not permitted to download and install software or modify existing software while using a school device. School-owned software is licensed to the school and is not permitted to be shared and installed on a student's personal device. The student must delete the software immediately.

Copyrighted movies may not be "ripped" from DVDs and placed on the devices/iPads nor may copyrighted movies be downloaded to the devices/iPads from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another entity may be downloaded to the devices.

Screensavers are not permitted on school-owned devices unless the school installed the screensaver. Screensavers slow down the operation of the computer and connect to Spyware, monitoring the activity of the device. Additionally, screensavers can create

potential obscene pop-ups and other visuals on the computer that may not be appropriate. The care and safety of how devices are used is a serious concern because many students use school-owned devices.

INTERNET USE

The Internet is used on a regular basis by teachers. Activities on the internet that are not related to educational activities approved by the teacher are not permitted. Viewing materials, photographs, and content that is sexual or pornographic, violent in content, abusive or harassing is not permitted. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher as quickly as possible so that such sites can be blocked from further access. A student will be subject to school discipline for violating these guidelines.

Obtained information used for school projects or papers must follow the school's policy on plagiarism. Internet sources are to be cited if the material is used as a quote or summarization.

PRIVACY, USE, & SAFETY ONLINE

Students should always be thinking about the digital footprint they leave behind on the internet. Information, activities, pictures, and attachments cannot be recalled once sent or shared with others. A few guidelines will help to keep online activity safe for students.

Do not share personal information (name, phone number, address, passwords, etc) unless you know the person or feel confident the information will not be shared with other people.

Keep your password protected: Do not share it with others. Your password may be an open door for others to access personal or private information. A student who accesses another student's or teacher's email account or personal account on any device without permission is violating the student's or teacher's right to privacy. The student will be subject to the school discipline policy.

Contacting strangers online in chat rooms, apps, or other social media formats is not appropriate and should not be done. A door of opportunity may be open for potential problems by communicating with strangers. Verify your communication and only interact with people you know.

Privacy online and on personal devices is respected as long as student activity does not violate school policy. Inappropriate activity or suspected inappropriate activity on any device is not permitted and will be investigated by the school administration. A student who fails to cooperate with the school administration during an investigation may be asked to withdraw from school. All school devices may be searched/viewed by the school administration at any time.

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, 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 their use 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.

ents, 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.

Please sign and date the acknowledgment of receiving the Acceptable Use Policy form and agreeing to the student code of conduct. Students and parents must sign:

Student Name (printed)

Parent Name (printed)

Student Signature

Parent Signature