



GRACE LEADERSHIP ACADEMY

PIONEERS

Elementary Student / Parent Handbook 2026 – 2027

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WELCOME TO GRACE LEADERSHIP ACADEMY



Grace Leadership Academy exists to partner with families in raising students who love God, pursue excellence, and lead with conviction. Education here is more than academics — it's the formation of the whole child spiritually, intellectually, and personally.

Proverbs 22:6 captures our heartbeat: “Train up a child in the way he should go; even when he is old, he will not depart from it.” As a Christ-centered, presence-driven school, we weave biblical truth into every subject, every chapel, and every daily interaction, cultivating both strong minds and surrendered hearts.

We hold high academic standards alongside a deep commitment to helping every child reach their God-given potential — and we know that happens best in partnership with you. Thank you for trusting us with your child's leadership journey.

With love, the GLA Elementary Teachers and Administration

Our School

Grace Leadership Academy is a presence-driven ministry of Grace World Outreach Church, established in 2023 under the pastoral oversight of Lead Pastors Daniel and Jenna Norris. GLA develops Christ-centered leaders equipped for lifelong kingdom impact — teaching core subjects, yes, but also cultivating meaningful relationships and a presence-driven atmosphere where the Holy Spirit is welcome and active.

Administrative Team: Dr. Debbie Milton, Head of School • Mr. Sam Lopez, Principal • Mr. Mike Caporaso, School Operations.

Mission, Vision & Core Values

Mission: We Build Leaders.

Theme: Anchored in Faith, Growing in Wisdom, and Leading with Excellence.

Vision: To educate spirit-filled Christian leaders who excel academically, embrace a biblical worldview, embody the founding principles of our nation, and engage in cultural reformation.

Our five Core Values anchor our behavioral expectations, academic goals, and campus culture at every grade level:

- ★ Honor — Students demonstrate honor by submitting to those in authority, respecting teachers and peers, and valuing school and church property (Romans 13:1–5).
- ★ Humility — Students walk in humility by recognizing that every person carries value, treating others with empathy, and practicing Christ-like conflict resolution (Matthew 7:12).
- ★ Hunger — Students express hunger through a proactive, passionate desire to grow spiritually, academically, and relationally.

- ★ Holiness — Students pursue holiness by keeping their hearts, minds, language, and conduct pure, aligning their daily lives with biblical standards of righteousness.
- ★ Health — Students foster health by maintaining emotional balance, physical well-being, and clean personal stewardship to honor God with their bodies and minds.

STATEMENT OF FAITH



At Grace Leadership Academy, we believe the Bible is the inspired, infallible Word of God — our final authority for faith, life, and conduct. GLA operates under the doctrinal oversight of the Assemblies of God. We believe in one true God, eternally existent as Father, Son, and Holy Spirit; that Jesus Christ was born of a virgin, lived a sinless life, died for our sins, rose bodily, and ascended to the Father. Salvation is available to all through repentance and faith in Jesus, evidenced by inward transformation and outward holiness.

We affirm water baptism, Holy Communion, and the baptism of the Holy Spirit with the initial evidence of speaking in tongues. We believe in sanctification through the Holy Spirit, the Church's calling to fulfill the Great Commission, divine healing, and the promised return of Christ. As a presence-driven school, we seek to educate minds and cultivate hearts fully alive in Christ.

Accreditation

Grace Leadership Academy is a member in good standing with the League of Christian Schools and is actively engaged in the process of pursuing full accreditation.

Administrative Right to Amend

The administration of Grace Leadership Academy reserves the right to interpret, change, modify, or amend any policy, rule, or fee within this handbook at any time during the academic year as deemed necessary for the safety, spiritual health, and academic excellence of the campus. Parents will be notified in writing of any official policy changes.

SPIRITUAL FORMATION AT GLA



Spiritual growth at GLA isn't confined to one class period — it's woven through the entire student experience:

- Daily Integration — Biblical truth is woven into every subject, building a Christ-centered worldview.
- Chapel Encounters — Weekly chapel, led by our Grace Kids Team under Pastor Jacob King's spiritual guidance, offers worship, teaching, and personal reflection. Parents are always welcome. Participation is required for all elementary students.

- Prayer Culture — Students pray individually and together, building a personal relationship with God.
- Character Development — Our five Core Values shape daily interactions and decisions.
- Relational Discipleship — Teachers serve as mentors and spiritual guides, not just instructors.

TUITION & PAYMENT POLICIES



Tuition may be paid in full by August 10, with a 10% discount for balances paid in full by that date. Alternatively, families may divide payments into 10 equal monthly installments, first due August 10 and continuing on the 10th of each month through May 10. Payments may be made online or by cash, check, money order, or cashier's check.

Annual Tuition & Fees (K–5th Grade)

Item	Amount
Kindergarten – 5th Grade	\$8,200
★ <i>Tuition and fees include academic tuition, enrollment fees, book fees, technology usage, and standardized testing.</i>	

Application Fees

Fee	Amount
First Child (by May 31)	\$150
First Child (after May 31)	\$200
Each Additional Child	\$25

Other Fees

- Late Payment Fee: \$35 (payments received after the 10th of the month)
- Returned Payment (NSF) Fee: \$35 per occurrence
- Withdrawal Fee: \$200, plus a signed Withdrawal Form and meeting with the Principal

Late Enrollment Fees

Enrollment Window	Fee
2nd day of school – end of Quarter 1	\$150
End of Quarter 1 – start of Quarter 2	\$300
End of Quarter 2 – end of school year	\$450

Tuition is due in full for the entire month of any withdrawal, expulsion, or late enrollment. No student records will be released while a balance remains outstanding. GLA reserves the right to adjust tuition and financial policies with 30 days' written notice.

30-Day Delinquency Policy

Grace Leadership Academy relies on timely tuition payments to sustain campus operations. If an account remains past due for more than thirty (30) calendar days, the student will be placed on immediate Financial Suspension and may not attend school or campus events until the balance, including any accumulated late fees, is paid in full or a formal administrative payment plan is executed.

Scholarships

GLA accepts all Florida School Choice Scholarships. Families should complete a Payment Plan Information Form to confirm award status; any tuition not covered by a scholarship remains the family's responsibility, following the payment plan guidelines above. To secure your child's spot and initial scholarship funding, parents must officially accept the award in the Parent Portal on or before July 15. Parents must also log in and approve each quarterly scholarship payment in the Parent Portal promptly upon notification, to keep funding uninterrupted. Families still in the application process — or without confirmed funding — on the first day of school must pay standard monthly tuition out-of-pocket until the award is verified and received by the school.

Extended Care

GLA does not currently offer a before- or after-school extended care program.

ACADEMIC POLICIES



Curriculum

GLA uses BJU Press and Abeka, curricula that integrate a biblical worldview with academic rigor and critical thinking, supported by appropriate technology. Students spend time daily in prayer, study, and Scripture memorization, and attend weekly Chapel.

Grading Scale

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

Homework

Homework reinforces classroom learning, builds independent study habits, encourages creative thinking, and develops responsibility and time management. No homework is assigned on Wednesdays, to support families attending midweek church services. Approximate daily homework time (excluding reading and specials):

- Kindergarten & 1st Grade — 20 minutes
- 2nd & 3rd Grade — 30 minutes
- 4th & 5th Grade — 50 minutes

Make-Up & Late Work

Students are responsible for coordinating make-up work with teachers after an excused absence — generally one day to make up work for each day missed, up to four days. Absences of five or more consecutive days require a parent/teacher action plan. Work missed due to an unexcused absence may receive partial or no credit.

Late work receives a grade reduction beginning in 1st grade:

Day Late	Kindergarten	Grades 1–5
1st day	Notification sent	10% off
2nd day	Notification sent	20% off
3rd day	Notification sent	30% off
After 3 days	Partial credit possible	Partial credit at teacher's discretion

Testing

To protect student well-being, no more than 2 tests and 1 quiz are given per day. As a general rule, new tests are not introduced on Thursdays; however, a teacher may give a Thursday test or quiz on material that has already been taught and reviewed for a sustained period, at their discretion.

Academic Integrity

Cheating and plagiarism are both forms of stealing and are taken seriously. Cheating includes using or sharing unauthorized notes, materials, or answers; plagiarism includes copying text, ideas, or work (including from the internet) without proper citation, or reusing a paper from another course without teacher approval.

- Minor Incidents — cheating/plagiarism on homework or classwork.
- Major Incidents — cheating/plagiarism on quizzes, tests, projects, or exams.

All cheating/plagiarism results in a zero on the assignment and disciplinary review.

Academic Probation & Promotion

A student is placed on academic probation when their cumulative average falls below 2.0 (a C average) for a quarter, triggering a parent meeting and one-quarter probationary period. Two consecutive semesters below a 2.0 cumulative average may result in a request to withdraw. Promotion to the next grade is based on the student's report card grades and the classroom teacher's recommendation; students on academic or conduct probation may not re-enroll during that period. Progress reports go home at the midpoint of each quarter.

Enrichment

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

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

For music classes, attendance at school concerts or performances may be required and will be counted as part of the test or participation grade. All elementary students are expected to attend required performances; specific dates are published on the GLA Academic Calendar each year and shared with families in advance. In the event of an absence from a required performance, a parent note must be submitted to the music teacher, and a make-up assignment may be given at the teacher's discretion.

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

ATTENDANCE



Consistent attendance builds the dependability, preparation, and commitment that are essential to leadership. All missed work due to an excused absence must be made up to the teacher's satisfaction.

Excused Absences

A note is due within two days of the absence, or it will be marked unexcused. Accepted reasons include illness, medical/dental appointments, a serious illness or death in the immediate family, court appearances, and pre-approved family trips or competitions (10 school-day maximum per year, forms available in the Main Office).

Attendance Milestones

Absences	School Response
5	Written communication regarding absences
10	Completion of Absence Acknowledgment Form
20+	Phone meeting with Principal; possible retention and signed acknowledgment form

Students with 20+ absences may not be promoted to the next grade level. Step Up For Students scholarship recipients must also follow this policy — excessive absences may jeopardize scholarship eligibility.

Tardies

Students are expected in their seats, ready to work, by 8:00 a.m. Only tardiness for doctor/dentist appointments or documented emergencies is excused.

Tardies	Consequence
5	Written communication + \$5 charge
10	Written communication + \$15 charge
15	Parent meeting with Principal + \$25 charge

Truancy & Leaving Early

Truancy (being absent from class, chapel, or a required activity without parental permission) results in a one-day suspension and a zero on all missed work; continued truancy may lead to expulsion. Students leaving before dismissal must be checked out through the Main Office by the parent — students may not use a personal phone to arrange an early pickup.

ARRIVAL & DISMISSAL



The school day officially begins at 8:00 a.m.

Arrival

Drop-off takes place between 7:40 and 7:55 a.m. Any student arriving after 8:00 a.m. is tardy. Parents must sign the student in at the front desk, where a tardy pass will be issued before the student is escorted to class by our School Resource Officer (SRO).

Dismissal

Dismissal runs from 3:00–3:20 p.m. Middle and high school students with elementary siblings must pick them up in the elementary building before proceeding to the designated dismissal area. To maintain a safe

and orderly dismissal, parents will not be permitted to enter the office after 2:30 p.m. to check out a student for the day; from that time forward, all student pickups must be made through the car line. Parents arriving after 3:20 p.m. will be charged a \$25 fee for the first 15 minutes, plus \$5 for every additional 15-minute increment.

ADMISSIONS, ENROLLMENT & WITHDRAWAL



Admissions

New students are admitted based on a completed application, prior records, teacher and pastoral recommendations, and an administrative interview. Open enrollment for new students runs through January 31 each year, pending grade availability. Attending GLA is a privilege, not a right, and proper Christian conduct is expected of students, faculty, and parents alike.

Re-Enrollment & Placement

Re-enrollment is offered to current families each year before public enrollment opens, and is conditional on student progress, behavior, and home/school cooperation — space is not guaranteed to families who miss the early window. The Principal makes final class-placement decisions, weighing teacher input, class size, academic levels, and personality dynamics; parent input is welcomed, though a specific teacher request cannot be guaranteed.

Withdrawals & Transfers

Withdrawal/transfer forms are available from the Admissions Office. A student who attends GLA any day of the month owes that full month's tuition. Finance and Administration clearances (including books) must be complete before a withdrawal form is signed. Prepayment discounts are forfeited on early withdrawal; scholarship assistance is prorated to the withdrawal date. Records and transcripts are held until all financial obligations are satisfied.

DRESS CODE



Our dress code establishes a professional, modest standard that promotes respect, equality, and focus, minimizing distractions so students can fully engage in learning and leadership development. Parents commit to supporting this policy in both attitude and action.

Uniform Guidelines

- Polos: Navy, black, or white (GLA-branded only), worn clean and properly fitted.
- 1/4-Zip Pullovers: Navy or black with the official GLA logo.
- Bottoms: Dark-wash jeans (no holes/distressing/cargo), or dress shorts in navy, khaki, or black. Shorts must be no more than 3" above the knee, loosely fit, flat-front or pleated (no cargo).

- Shoes: Closed-toe only — no crocs, sandals, slippers, platforms, clogs, or heels.
- Socks: Solid black, navy, or white; small logos (quarter-size or less) permitted.
- Outerwear: Only GLA-branded hoodies, sweatshirts, or jackets indoors or out; hoods must stay down inside. Hats are never permitted indoors.
- GLA T-shirts and Friday spirit wear (GLA, Grace Kids, or Ascend apparel) may be worn on Fridays and P.E. days.

Personal Appearance

- Earrings (studs only, ½" max) are permitted for both boys and girls.
- Only tiny nose studs are permitted — no hoops or rings. No other visible body piercings or tattoos.
- Cologne/fragrance must be light and non-overpowering.
- Hair must be clean, neat, and professional in appearance.

Cold Weather Gear

GLA-branded cold-weather apparel may be worn when temperatures are below 50°F and during the winter season (Dec 1 – Feb 28). A non-GLA coat must be removed upon entering the building and stored in the student's backpack. Official cold-weather apparel is available for purchase through the school office; a periodic Used Uniform Swap also offers gently-used uniforms at reduced cost.

Dress Code Infractions

Violation	Response
1st	Policy review; parent contacted via MySchool; student corrects/changes clothes
2nd	Parent contacted; student changes clothes; Level 1 write-up issued
3rd	Conference with Elementary Administration to build a plan of action

Proper attire is required at all school functions; students may be asked to leave an event if attire is deemed inappropriate.

DAILY LIFE AT GLA



Lunch

GLA does not provide a lunch program; students bring a complete lunch daily with their own microwave-safe containers, utensils, and napkins (no knives). Outside food/drink deliveries, including restaurant orders, will be turned away. Sodas, excessive sugar, and energy drinks are discouraged. Please notify the Administration of any food allergies or dietary needs.

- Keep talking to a reasonable volume; no shouting across tables.

- Walk (never run) in the cafeteria; stay seated unless given permission to get up.
- Leave the lunch area clean and tidy.

Recess

Daily recess and “brain breaks” help students decompress and return ready to learn. Recess is a privilege, not a guarantee — students practice leadership through self-control and respectful play, and may be temporarily removed from recess as a consequence of behavior. Playground rules include respecting equipment, no fence-climbing, and keeping hands and feet to oneself.

Field Trips

Field trips enrich classroom learning, and all students are strongly encouraged to attend; students who don't attend are counted absent. Participation is an earned privilege — a student on Attendance or Disciplinary Probation may be disqualified from a trip and will instead complete alternative work on campus that day. A signed Field Trip Authorization and Medical Release Form is due to the Main Office at least five (5) school days before the trip; verbal permission, notes, or late forms cannot be accepted, and a student without a form on file may not board. Parents who chaperone are welcome on a first-come, first-served basis (siblings may not come along), and any overnight trip requires a Level 2 background check (about \$90, valid 3–5 years) completed at least two weeks in advance through the Main Office.

Food, Gum & Classroom Care

Students may not eat or drink (other than sealed water) in class or hallways without teacher permission; birthday treats are celebrated in the cafeteria during lunch. Gum is not allowed anywhere on campus.

Lost & Found

Unclaimed lost-and-found items are discarded at the start of each semester, so please label your child's belongings, especially uniform pieces. Lunch containers left with food inside will be disposed of. GLA is not responsible for personal items that are lost, stolen, or damaged on campus.

Visiting & Volunteering

Parents are always welcome — please give 24 hours' notice, and enter only through the Main Office to receive a visitor's pass. Prospective-student visitors need 24 hours' advance Administration approval and must also check in at the Main Office. All volunteers require a Level 1 background check (Level 2 for overnight trips or one-on-one student interaction) and may not bring siblings while volunteering.

Weather & School Closures

Grace Leadership Academy will generally follow the closure decisions executed by the Hernando County Public School District, though as a ministry campus we also weigh our own safety and operational needs and may occasionally differ from the county's call. Official confirmation of closures, safety updates, and re-openings is broadcast to families through our automated text alert system, email, our parent communication app, and official Facebook/Instagram pages — please keep an active, updated mobile number on file so you receive these critical alerts.

Emergency Drills

Students are introduced to fire safety, tornado, and crisis management procedures at the beginning of the school year. Fire drills are conducted monthly, and other drills — including hurricane preparedness and intruder-alert procedures — are practiced in phases throughout the year. These procedures are reviewed and updated as needed.

STUDENT CONDUCT & DISCIPLINE



At GLA, discipline is an essential part of leadership development — a chance for students to build self-control, accountability, and wise decision-making, always aimed at restoring and redirecting them toward their God-given purpose.

Elementary Expectations

- ★ Honor — Show respect to everyone, including teachers, classmates, and staff.
- ★ Humility — Obey directions with a teachable spirit.
- ★ Hunger — Choose kind words and actions that build up others.
- ★ Holiness — Act with integrity and purity in behavior and attitude.
- ★ Health — Practice safety and self-control in every setting.

Code of Conduct Highlights

On and off campus, students are expected to: maintain Christian courtesy and honesty; show respect to teachers, staff, and administration; use language that reflects self-control; abstain from alcohol, drugs, tobacco, and sexual immorality; demonstrate good sportsmanship; resolve conflict respectfully; and follow the dress code at school and school-related events. Physical displays of affection (hugging, hand-holding, kissing) are not permitted at school or any school activity; GLA asks students to maintain a six-inch distance from one another.

Write-Up Documentation

As standard practice, a formal write-up issued by a teacher or administrator includes a brief written reason describing the behavior observed and the consequence assigned, recorded in the student's file in MySchoolWorx and shared with the parent. This keeps families informed of what happened and what the resulting consequence is. GLA administration retains full authority over the discipline process, and a discipline decision remains valid and enforceable even if documentation is incomplete or delayed.

Level Escalation Standard

Consistent with common K-12 discipline practice, three (3) documented write-ups at the same Level within a single quarter generally escalate the next infraction to the following Level, regardless of the specific behavior involved. For example, a student's third Level 1 write-up in a quarter is typically

handled as a Level 2 offense, and a third Level 2 write-up as a Level 3 offense. This gives teachers and administration a clear, predictable standard for when a student's discipline moves to the next tier. Administration retains full discretion to adjust the level or consequence assigned based on the severity, frequency, age of the student, and context of the behavior — this standard is a guideline, not a rigid formula that limits the school's judgment in any individual case.

Level 1 (–1 pt) — Not in Accordance with Classroom Rules	Response
Disobeying instructions, dress code infractions, excessive talking, class disruption, minor device misuse, low-risk horseplay	Teacher's classroom management plan: parent notification, loss of privileges, restorative practice. A 3rd Level 1 write-up in a quarter is generally handled as a Level 2 offense.

Level 2 (–3 pts) — Repeated or Escalated Behavior	Response
Repeated Level 1s, disrespect, continual disruption, physical contact (incl. spitting), profanity, lying/cheating/plagiarism, leaving a supervised area, unauthorized device use, misuse of property, repeated dress code issues, hitting/pushing/tripping	Detention (recess or after school), restorative practice/assignments, In-School Suspension (ISS), possible withdrawal depending on the action

Level 3 (–5 pts) — Serious Misconduct	Response
Repeated Level 2s, defacing property, fighting, threats of physical harm, biting, bullying, inappropriate exposure/touching, injury-causing horseplay	In-School Suspension, 1–2 or 3–5 day suspension, administrative review with possible immediate withdrawal

Level 4 (–10 pts) — Severe Violations	Response
Repeated Level 3s, possession/misuse of drugs, possession of an illegal substance or weapon, moral misconduct	3–5 day suspension pending discipline committee review; student may be expelled or asked to withdraw

The 100-Point Conduct Baseline

Every student begins each grading period with a baseline of 100 Conduct Points. Every formal write-up carries an automatic point deduction and, at minimum, a lunch detention. Level 1 infractions cost 1 point, Level 2 cost 3, Level 3 cost 5, and Level 4 cost 10 (repeated offenses may cost more); an In-School Suspension carries an additional 25-point deduction and an Out-of-School Suspension a 35-point deduction. Students may also earn back points (up to +3 at a time) for actively embodying our core values — awarding these merits is always at a teacher's discretion, never a requirement.

Point Standing	Status & Consequence
100 – 81 (Good Standing)	Full eligibility for school events and activities

Point Standing	Status & Consequence
80 (Behavioral Probation)	Loss of eligibility for extracurricular activities and clubs; mandatory parent-administration meeting
70 or below (Administrative Review)	Immediate administrative review; may result in Out-of-School Suspension or a recommendation for withdrawal
★ <i>This system reflects our biblical perspective of grace and restorative practice, helping students grow into Christian leaders. While this structure provides guidance, administration may adjust consequences based on the specific circumstances of a situation.</i>	

Suspensions

In-School Suspension (ISS) keeps a student in the building under supervision — a positive alternative to sending them home — and carries an incidental cost of \$25 (half day, 8:00–11:30 a.m.) or \$50 (full day, 8:00 a.m.–3:00 p.m.), billed to the family. Out-of-School Suspension removes a student from campus and all extracurricular participation for its duration; academic work missed must still be completed for credit, though the absence itself is unexcused. Suspended students must be picked up within an hour of a request.

Conduct Probation & Investigations

Repeated referrals, multiple suspensions, or an ongoing pattern of misconduct may result in disciplinary probation — a one-quarter period with a parent meeting at the start and a follow-up review at the end. Students on probation may lose privileges, cannot participate in some activities, and must have a chaperone on field trips. Administration may investigate discipline matters by speaking with students individually or in groups without requiring parental presence, in order to resolve situations promptly.

Serious Violations

Weapons, drugs/alcohol/tobacco possession or use (on or off campus), and threats to use a weapon result in immediate suspension pending investigation and may lead to immediate expulsion. Inappropriate physical contact, voluntary exposure, or behavior that could constitute sexual harassment (unwelcome jokes, comments, images, or unwanted touching) is treated with the utmost seriousness and may result in immediate suspension, expulsion, or a request to withdraw.

Bullying & Harassment

Bullying is any continual or habitual physical, social, verbal, or written aggression, intimidation, or harassment involving an imbalance of power and intentional, repeated behavior — including cyberbullying that happens off campus but affects our school community. Isolated arguments, a single unkind remark, or ordinary social-media choices (like not following someone back) are not bullying, though they're still addressed seriously. Any student is encouraged to report bullying to a teacher or administrator; reports are investigated under Florida Statute 1006.147, and responses range from suspension to social probation to counseling, depending on severity.

Expulsion, Restoration & Readmission

Attending GLA is a privilege. A student whose conduct violates the Code of Conduct or reflects a spirit of continual disobedience may be required to withdraw immediately. A student seeking readmission after expulsion or withdrawal must wait a full calendar year, demonstrate genuine repentance, complete a school-designed restoration program (including church/youth-group involvement and counseling), and continue academics elsewhere during that year; readmission is not guaranteed, and returning students are on disciplinary probation for one year.

Searches & Physical Restraint

School property and personal belongings (backpacks, jackets, pockets, shoes) may be searched when there is reasonable suspicion of a prohibited item; strip searches are never permitted. Surveillance cameras record common areas as part of campus safety, and footage is treated as a protected student record under FERPA. A trained employee may use reasonable, limited physical restraint only to prevent imminent harm to a student, others, or serious property damage — never as punishment. GLA does not administer corporal punishment; students are never spanked or paddled.

TECHNOLOGY & CELL PHONE POLICY



Technology is a valuable part of the GLA learning environment, and using it well is a matter of responsibility, not just permission. Our full Acceptable Use Policy — covering school-issued devices, email, internet use, and digital citizenship — is available from the school office and signed at enrollment; the school Administrator may monitor all school-related accounts and devices, and there is no expectation of privacy on school-owned technology.

No Cell Phone Policy

Student cell phones stay off and stored away (backpack, locker, or designated area) throughout the school day, including during class, passing periods, and lunch, unless a teacher gives specific permission for academic use. Headphones/earbuds require teacher approval. Bringing a phone to school is a privilege, and GLA is not responsible for lost, stolen, or damaged devices.

Offense	Consequence
1st Offense	Warning; phone returned at end of day
2nd Offense	Phone held in office; \$10 fee to return
3rd Offense	Phone held in office; \$15 fee to return
4th+ Offense	\$20 fee; phone turned in each morning for the rest of the term

A disciplinary referral accompanies every offense, and content that violates the Handbook or Acceptable Use Policy brings additional consequences.

Devices, Social Media & Digital Citizenship

- Non-academic gaming, social media (Instagram, TikTok, Snapchat, etc.), and streaming are not permitted during school hours without specific teacher approval.
- Recording audio, photo, or video requires teacher permission and the consent of everyone involved.
- Students may not access another person's account or device without permission, and must never share passwords or personal information (name, address, phone number) with unknown contacts.
- Attempts to bypass school network filters, install unauthorized software, or use copyrighted material without a valid license are prohibited.
- Students who encounter inappropriate content online must report it to a staff member immediately.

Violations are addressed through the discipline policy and may include loss of device privileges, disciplinary action, or — for illegal activity — a report to the appropriate authorities.

HEALTH & MEDICAL POLICIES



Students may return to school once free of fever, vomiting, diarrhea, excessive coughing, and nasal drainage for 24 hours without medication, and lice-free (no nits) in the case of head lice.

Medical Emergencies

In the event of an injury or sudden medical emergency on campus or during a school-sponsored trip, staff will make every reasonable effort to contact the parent/guardian immediately. If a parent cannot be reached, GLA reserves the right to authorize emergency medical treatment or transport by certified medical professionals in order to protect the student's health and safety. All costs associated with emergency medical care remain the responsibility of the family.

Medication

Students may not carry, store, or self-administer any medication on campus — this includes prescription drugs as well as over-the-counter medications like Tylenol or allergy pills. All medication must be brought to the Main Office by a parent in its original, labeled container, along with a completed Medication Authorization Form detailing dosage, timing, and parental consent; no medication will be given without this form on file. The one exception is a student with a severe, life-threatening condition (such as a serious allergy or asthma) who may self-carry an EpiPen or rescue inhaler if a physician-signed emergency care plan is on file with the Administration at the start of the year.

Keep Your Child Home If, in the Past 24 Hours, They've Had:

- A fever of 100.0°F or above, vomiting, or diarrhea
- Excessive coughing or nasal drainage
- Flu, strep throat, chicken pox, head lice, or a skin/eye infection

During the School Day

Parents are notified by phone for any injury with significant bleeding, swelling, deformity, or pain; head injuries; vomiting/diarrhea; fever of 100°F+; a suspicious rash; or any communicable illness. Students must be picked up within 30 minutes of notification (an alternate approved adult may be sent if a parent is unavailable).

Lice & Communicable Disease

GLA maintains a no-nit policy — students with lice or nits are sent home and must be cleared by the school nurse before returning; siblings and close contacts are also checked, and affected families are notified. A student diagnosed with a communicable disease may not attend until a physician provides written verification that the disease is no longer present.

All students must have an up-to-date immunization record, physical, and birth certificate on file before attending.

COMMUNICATION & CONFLICT RESOLUTION



At GLA, our communication is intentionally designed to mirror our scriptural foundation. To preserve trust and practice a biblical model of conflict resolution (Matthew 18:15–18), we route concerns through a value-aligned pathway rather than jumping straight to senior leadership.

Tier 1: Teacher First

Walking in Honor means any initial question, grading concern, or classroom matter goes directly to your child's teacher first, giving them the opportunity to listen and respond. MySchoolWorx is our primary system of record for grades, attendance, discipline notes, homework, and announcements — parents are expected to check it regularly. To protect our teachers' personal time, staff do not share personal phone numbers or personal email/social media; all digital communication happens through MySchoolWorx messaging or official school email.

Tier 2: Front Office Administration

If you haven't heard back from a teacher after a few school days, please reach out to the Front Office rather than escalating straight to leadership. The Front Office will help bridge the gap and coordinate with the teacher to get you a response.

Tier 3: Principal Review

If a concern remains unresolved after good-faith communication with the teacher and Front Office, the Front Office will brief the Principal, and a formal parent-teacher-principal conference will be scheduled as needed. If a concern is still unresolved after working through these tiers, parents honor the Parent Statement of Cooperation signed at enrollment, which includes the commitment to seek a school in better alignment with their convictions if resolution cannot be reached. We believe working through conflict with humility and respect is itself part of raising Christ-centered leaders.

Parent-Teacher Conferences

Scheduled conferences take place during the first semester; a conference is required for any student receiving a D or F on the first-quarter report card, and probation status brings mandatory follow-up meetings each subsequent quarter. Parents may always request an additional appointment through the teacher or office.

Contacting Your Student

To reach your child during the school day, call the office rather than their personal phone — office staff will bring your student to take the call, and emergency messages are relayed as quickly as possible.

Change of Information

Please notify the school office promptly, in writing or by email, of any change to contact information, and provide any legal documents affecting your student (custody orders, restraining orders, etc.).

Non-Discriminatory Policy

Grace Leadership Academy admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities, and does not discriminate on that basis in any educational policy, scholarship, or program.

Pledges & Shared Campus

To encourage good citizenship, GLA staff and students honor those who have served our country by standing for the Pledge of Allegiance, the Pledge to the Christian Flag, the Holy Bible, and the National Anthem. Because GLA shares its campus with Grace World Outreach Church, the school schedule may occasionally adjust to accommodate shared ministry spaces like the NextGen Chapel and Family Life Center.

PARENT STATEMENT OF COOPERATION



A strong partnership between home and school is essential to your child's spiritual, academic, and character development. Please read each statement carefully. If there's an item you can't personally support, initial it and schedule a conversation with the Administration — an inability to affirm every item doesn't automatically prevent enrollment, but a shared understanding of GLA's foundational beliefs and culture of cooperation is important to us.

1. We have read and understood GLA's Statement of Faith and are willing to have our child educated in accordance with it.
2. We will regularly and earnestly pray for GLA, its leadership, staff, and students, and will worship regularly as a family at a Bible-believing church.
3. We understand that attendance at GLA is a privilege, not a right, and that the school may dismiss any student who does not reflect its spiritual, academic, and behavioral expectations.

4. We will support the educational mission of GLA and do our part at home to make Christian education effective in our child's life, including encouraging participation in chapel, Bible class, Scripture memorization, and prayer.
5. We agree to meet our financial obligations in full and on time, understanding that report cards, records, and transcripts will not be released while a balance is outstanding, and that an account 30+ days overdue may result in dismissal.
6. We grant permission for GLA to create a school G Suite for Education account for our student for internal school use.
7. We will volunteer for school-related responsibilities as we're able, and will faithfully attend parent meetings, student performances, school events, and fundraisers to the best of our ability.
8. We understand the school reserves the right to place our child in the appropriate grade level and class, and to assign teachers as needed for their success.
9. We agree to the school's use of biblical discipline (Proverbs 3:11-12, 23:13-14, 29:15), understanding this may include detentions or other consequences, and we accept the school's authority in these matters.
10. We understand that failure to disclose relevant academic or disciplinary history may result in application or enrollment revocation, and that all new GLA students begin with a one-year probationary period.
11. We understand that school communication is directed to the custodial (enrolling) parent, and we agree to provide any relevant custody documentation and keep the school updated on changes affecting our child's safety and care.
12. We accept responsibility for any damage to school or personal property caused by our child and will cover reasonable repair or replacement costs.
13. We give permission for counselors from Grace World Outreach Church or Journey's End Counseling Center to share information relevant to our child's well-being with GLA administration.
14. We permit our child's photo or video to be taken while under GLA's care, for internal displays, newsletters, promotional materials, the school website, or social media, understanding we may revoke this permission in writing at any time.

As our child's legal parents/guardians, we covenant to support Grace Leadership Academy in its efforts at Christian education, striving diligently toward this Statement of Cooperation as God enables us. If we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our convictions. As a school and as parents, we pledge to submit our lives to one another and to the final authority of the Word of God.

Both parents/guardians must sign:

Parent/Guardian Signature: _____ Name: _____
 Date: _____

Parent/Guardian Signature: _____ Name: _____
Date: _____

HANDBOOK ACKNOWLEDGMENT



Please complete and return this page to your child's teacher.

I, _____, parent/guardian of
_____, acknowledge that I have received a copy of the
2026–2027 Grace Leadership Academy Elementary Student/Parent Handbook. I understand its policies
and procedures and agree to follow them as written. We look forward to partnering with GLA, and we
understand these guidelines exist to support a healthy, safe, and productive school environment.

Student Name: _____ Student Signature:

Parent/Guardian Name: _____ Signature:

Parent/Guardian Email: _____ Date: _____