

GRACE LEADERSHIP ACADEMY

STUDENT & PARENT HANDBOOK

Middle & High School

Academic Year 2025–2026



HONOR • HUNGER • HUMILITY • HOLINESS • HEALTH

**Anchored in Faith, Growing in Wisdom,
and Leading with Excellence**

This handbook serves as the official guide
for all students, parents, and guardians.

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Foundational Governance & Spiritual Core

Mission & Vision Statements

- Mission: We build leaders.
- Theme: Anchored in Faith, Growing in Wisdom, and Leading with Excellence.
- Vision: To educate spirit-filled Christian leaders who excel in academics, embrace a biblical worldview, embody the founding principles of our nation, and engage in cultural reformation.
- Institutional Identity: Established as a presence-driven ministry of Grace World Outreach Church, GLA develops Christ-centered leaders equipped for lifelong kingdom impact under the pastoral oversight of Lead Pastors Daniel and Jenna Norris.

The Five Core Values

Our behavioral frameworks, academic goals, and campus interactions are anchored directly to five defining scriptural principles:

- **Honor:** Students demonstrate honor by submitting to institutional authority, respecting faculty and peers, and valuing school and church property (Romans 13:1–5).
- **Humility:** Students walk in humility by recognizing that every person carries inherent 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 & Accreditation

- Doctrinal Oversight: GLA operates under the doctrinal oversight of the Assemblies of God. We hold the Bible to be God's inspired, infallible Word. We affirm salvation through Jesus Christ, the baptism of the Holy Spirit, sanctification, and the literal return of Christ.
- Accreditation Status: GLA 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 absolute right to interpret, change, modify, or amend any policy, rule, or structural 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 shifts.



Tuition, Scholarships & Financial Contracts

Tuition Rates & Mandatory Fees

Tuition and structural fees cover core academic instruction, enrollment, textbooks, technology assets, and standardized testing packages.

- Middle School (Grades 6–8): \$8,300 annually.
- High School (Grades 9–12): \$8,500 annually.
- Application Fee (Non-Refundable): \$150 if submitted on/before May 31; \$200 after May 31. Additional children incur a \$25 fee per student.

Payment Terms & Late Penalties

- 10% Pay-In-Full Discount: Families who choose to settle their entire annual tuition balance up front are eligible for a 10% discount off the total base tuition. To qualify for this cost-reduction incentive, the annual tuition payment must be received in full by the Main Office or successfully processed through the billing portal on or before August 10th. This discount cannot be applied retroactively to accounts that transition to installment plans after this date.
- Payment Structures: Families may pay in full by August 10 to receive an early payment discount, or divide the balance into ten (10) equal monthly installments due on the 10th of each month (August 10 – May 10).
- Late Fees & Delinquencies: Payments received after the 10th of the month will incur a \$35 late fee. Returned payments or checks will generate a \$35 Non-Sufficient Funds (NSF) fee.
- 30-Day Delinquency Restricting Attendance: Grace Leadership Academy relies on timely tuition payments to maintain operations and educational excellence. If an account remains past due and unpaid for more than thirty (30) calendar days, the student will be placed on immediate Financial Suspension and will not be permitted to attend school or campus events until the outstanding balance, including accumulated late fees, is paid in full or a formal administrative payment plan is executed.

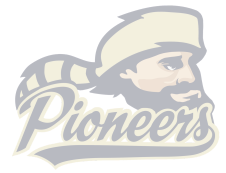
Florida State Scholarships

- Our Shared Policy: We are glad to accept all Florida School Choice Scholarships. We ask that families complete a Payment Plan Information Form to confirm their award status. Families remain responsible for any remaining tuition balances or program fees not fully covered by the state award.
- Initial Award Enrollment Deadline: To secure your child's spot and set up your initial scholarship funding, parents must officially accept the scholarship award in their designated Parent Portal on or before July 15th.
- Quarterly Funding Approval Mandate: To keep your child's educational funding seamless throughout the year, parents must log in and approve each quarterly scholarship payment within the Parent Portal as soon as Emma sends you an email notification. It is essential to approve these quarterly payments promptly so your account stays in good standing and your child's learning is uninterrupted.
- Pending Applications: If your application is still pending or has not been accepted in the portal by the first day of school, we ask that you pay standard monthly tuition rates out-of-pocket until your funding is verified, active, and received by our school.

Programmatic Withdrawal Policy

To withdraw a student, parents must complete a formal interview with the Principal and sign a Withdrawal Form. A \$200 withdrawal fee applies. Tuition is due in full for the entire calendar month of withdrawal. No student transcripts, report cards, or official records will be released or transferred to another institution until all outstanding financial accounts are settled in full.

Academic Policies & Rigor



Curriculum & Midweek Homework Policy

GLA utilizes rigorous Christian curricula from BJU Press and Abeka. Homework is assigned to reinforce learning and cultivate independent discipline. To honor our commitment to church involvement, teachers will not assign new homework on Wednesday evenings, ensuring families can prioritize midweek fellowship and rest.

Late Work Grading Caps

Assignments not submitted by the designated deadline are subject to immediate grading caps. No late work is accepted for credit after the caps expire:

- Grades 6–10: 1 day late = max 75% | 2 days late = max 50% | 3+ days late = 0%.
- Grades 11–12: 1 day late = max 50% | 2+ days late = 0%.

Make-up Work Policy (Excused Absences)

Students are expected to make up all academic assignments, quizzes, and tests missed during an excused absence. It is the student's responsibility to proactively coordinate with their teachers to secure missed materials.

- Time Allotment: Students are granted one (1) school day for every day of excused absence to submit missed work for full credit. For example, if a student is absent for two days, all missed work must be turned in by the start of the third school day following their return.
- Pre-Scheduled Assessments: If a test, quiz, or major project deadline was announced prior to the student's absence, the student is expected to take the assessment or submit the project on the day they return to campus.
- Extenuating Circumstances: In cases of prolonged illness, bereavement, or hospitalization, parents may request an extended academic restoration timeline through the Principal's office.
- Unexcused Absences: Work missed due to an unexcused absence is not eligible for the standard make-up timeline and will be subject to the immediate grading caps outlined in Section 3.2.

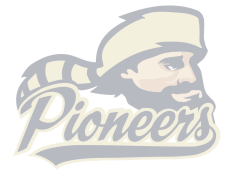
Academic Integrity & Plagiarism Framework

Academic dishonesty includes copying work, cheating on exams, plagiarizing text, or utilizing generative AI tools without authorization.

- First Offense: The student receives an initial grade of zero. To ensure academic mastery, the student must resubmit the assignment; however, the replacement grade is capped at 50% maximum. Parents are notified.
- Second Offense: Grade of zero with no opportunity for resubmission. Automatic parent–principal conference. Students are placed on Academic Probation and suspended from all sports, leadership positions, and extracurricular clubs for the remainder of the grading period.
- Third Offense: Mandatory Out-of-School Suspension (OSS) and immediate administrative review for programmatic dismissal.

Middle School Promotion Requirements (Grades 6–8)

To be promoted to the next grade level, middle school students must achieve a passing cumulative average of 60% (D) or higher in all four core subjects: English/Language Arts, Mathematics, Science, and Social Studies. Failing two or more core classes results in mandatory academic retention, unless an approved summer remediation program is completed at the family's expense.



Academic Policies & Rigor Cont..

High School Graduation Credits (Grades 9–12)

High school students must earn a minimum of 7 credits per year and maintain a minimum cumulative GPA of 2.0. Graduation requires the successful completion of 28 total credits:

- English: 4 Credits
- Mathematics: 4 Credits (including Algebra I, Geometry, Algebra II)
- Science: 4 Credits (including Biology with Lab and Chemistry with Lab)
- Social Studies: 4 Credits (including US History, World History, Government/Economics)
- Bible: 4 Credits (1 credit required for every year enrolled)
- World Language: 2 Credits (sequential, same language)
- Physical Education: 1 Credit
- Leadership Development: 1 Credit
- Electives: 4 Credits

Academic Progress Tracking, Report Cards, & Parent-Teacher Conferences

- Progress Reports: To maintain transparency and keep families well-informed of student performance, formal Progress Reports are published digitally mid-way through each grading period (approximately week 4.5 of each 9-week quarter). Parents are expected to regularly monitor student grades through the digital portal.
- Report Cards: Formal Report Cards are finalized and posted at the conclusion of each 9-week grading period, outlining cumulative academic grades, attendance marks, and conduct standings.
- Mandatory Q1 Conferences: Communication is the foundation of our Parent-School Alliance. At the release of the very first Progress Report of the school year (Quarter 1), a Parent-Teacher Conference is mandatory for all families. This initial meeting allows parents and teachers to sync early on student goals, baseline behaviors, and academic expectations.
- Subsequent Conferences: Following the mandatory Quarter 1 meeting, future parent-teacher conferences are scheduled on an as-needed basis. A meeting can be requested at any point during the remainder of the school year by either the parent or the teacher to address academic struggles, behavioral adjustments, or enrichment opportunities.

Extracurricular Activities & Off-Campus Athletic Eligibility

- Academic Standards for Eligibility: To participate in any extracurricular activities, clubs, leadership positions, or external athletic partnerships, a student must maintain a high academic standard. Students are required to maintain a minimum cumulative GPA of 2.5 and must have no failing grades ("F") in any subject during the active grading period. Academic standings are verified at each progress report and report card release. Failing to meet these standards results in immediate suspension from all activities.
- Off-Campus Athletic Participation: Because Grace Leadership Academy focuses on specialized leadership development and does not offer an internal sports program, students are permitted to play competitive sports for other local schools or leagues.
- Student Accountability & Make-up Work: If a student must miss class time for games, tournaments, or athletic travel, the student bears 100% of the responsibility for their academics. It is the student's personal responsibility to proactively communicate with teachers, gather materials, and submit all missed assignments according to the guidelines in the Make-up Work Policy. Teachers are not expected to track down students to hand them missed work.
- Mandatory Schedule Submission: Before a student is permitted to receive early release or miss any school hours for athletic commitments, parents and students must officially submit the complete game schedule and weekly practice schedule to the Main Administration Office. No early dismissals for off-campus sports will be authorized until these verified schedules are on file and approved by administration.

Academic Policies & Rigor Cont..

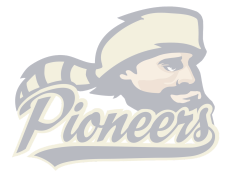


Instructional Materials & Textbook Stewardship

To foster the core value of Honor, students are expected to show high respect and care for all educational materials provided by Grace Leadership Academy.

- **Textbook Loan Policy:** All standard, hardback textbooks issued to students remain the property of Grace Leadership Academy and are provided strictly on a loan basis for the duration of the academic school year. These books must be returned in good condition at the end of the course.
- **Workbook Exception:** Consumable workbooks (materials designed for students to write, solve problems, or take notes directly inside) belong to the student and do not need to be returned at the end of the year.
- **Damage and Fines:** Any loss, excessive wear, or structural damage to a loaned textbook (including liquid damage, torn or missing pages, and writing/highlighting on non-consumable pages) will result in a mandatory replacement fine assessed to the family's financial account to cover the cost of a new book.

Attendance, Tardies & Logistics



Daily School Hours & Morning Arrival Protocol

To foster an environment of Honor and academic excellence, maintaining a consistent, punctual daily routine is vital.

- Official School Hours: The academic day runs from 8:00 AM to 3:00 PM, Monday through Friday. Core instructional blocks begin precisely at 8:00 AM.
- Designated Arrival Window: Students are expected to arrive on campus at 7:45 AM. Arriving at 7:45 AM ensures students have the necessary 15-minute window to visit their lockers, organize their materials, and be seated ready to learn before the 8:00 AM tardy bell.
- Supervision & Security Constraint: Campus doors open and staff supervision begins exactly at 7:45 AM. For safety and liability reasons, students may not be dropped off prior to this time.

Attendance Limits & Probation

Regular class attendance is vital for academic continuity. For an absence to be excused, written parental documentation specifying an approved reason (illness, bereavement, legal obligation) must be received by the Main Office within two (2) days of the student's return.

Excused Absences

Excused absences are unexpected but legitimate disruptions to a student's ability to attend school.

- Approved Reasons: Personal student illness, medical/dental appointments that cannot be scheduled outside school hours, family bereavement, or mandatory legal/court obligations.
- Documentation Requirement: A written parental note or medical excuse specifying the approved reason must be received by the Main Office within two (2) school days of the student's return. Failure to submit documentation within this window permanently reclassifies the absence as Unexcused.
- Academic Impact: Students receive full access to the Make-up Work Policy and can earn 100% potential credit for missed assignments.

Pre-Approved Absences (Planned Absences)

Pre-Approved absences are planned, non-emergency events that require a student to miss school.

- Approved Reasons: Pre-planned family trips, college visits (upperclassmen), or church-sponsored ministry/mission trips.
- Documentation Requirement: A Pre-Approved Absence Request Form must be submitted to the Principal's office at least five (5) school days prior to the scheduled absence. Approval is granted at the discretion of the administration and may be denied if the student is currently on Academic or Attendance Probation.
- Academic Impact: If approved, students are expected to gather their academic assignments before leaving. All work is generally due immediately upon the student's return to campus.

Unexcused Absences

Unexcused absences are tracking gaps where the reason for missing school does not meet biblical or institutional standards of accountability, or where the family failed to provide documentation.

- Examples Include: Truancy, oversleeping, missing the bus, unapproved family vacations, shopping trips, or any absence where written documentation was not submitted within the 2-day grace period.
- Academic Impact: Work missed due to an unexcused absence is subject to the strict Late Work Grading Caps outlined in Section 3.2 (e.g., immediate grading caps or zero credit). Teachers are not obligated to provide specialized remedial instruction for unexcused missed time.

Attendance, Tardies & Logistics Cont..



Attendance Probation Thresholds

All absences (Excused, Unexcused, and Pre-Approved) count toward a student's total semester tracking limits:

- 5 Absences per Semester: Written warning issued to the parent/guardian.
- 7 Absences per Semester: Mandatory parent–principal conference to execute a formal attendance plan.
- 10 Absences per Semester: Immediate placement on Attendance Probation. The student loses eligibility for sports, field trips, clubs, and all extracurricular activities.

Unexcused Tardiness Policy

Punctual arrival reinforces the value of Honor. Tardies are tracked per class and reset completely at the end of each academic quarter.

- Tardies 1–4: Documented verbal warnings.
- Tardies 5–9: Automatic assignment to Lunch Detention.
- 10+ Tardies: Mandatory In-School Suspension (ISS), an immediate parent conference, and placement on a restrictive behavioral contract.

Dismissal Window & Late Pick-Up Fees

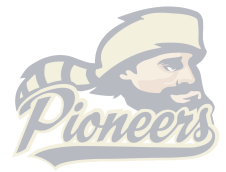
- Standard Dismissal Procedures: Standard school dismissal begins promptly at 3:00 p.m. and concludes at 3:20 p.m. To ensure student safety and a chaotic-free campus traffic flow, parents must follow the designated vehicle pickup lanes or check-in procedures outlined by campus security.
- Early Checkout Constraints: Early checkouts must occur through the Main Office and must be completed before 2:30 p.m. Early checkouts are strictly prohibited during the final 30 minutes of the school day (after 2:30 p.m.) to prevent severe campus safety hazards, classroom disruptions, and traffic gridlock during final dismissal preparations.
- Late Pick-Up Fee Structure: Students remaining on campus after the dismissal window closes at 3:20 p.m. will be placed in emergency supervision. A base late pick-up fee of \$25.00 will be charged immediately for the first 15 minutes, with an additional \$5.00 assessed for every subsequent 15-minute increment.

Medical Emergency Protocol

In the event of a student injury or sudden medical emergency on campus or during a school-sponsored trip, school personnel will make every immediate effort to contact the parent/guardian. If parent contact cannot be established, the school administration reserves the right to authorize emergency medical treatment, transport, or first-aid care by certified medical professionals. All associated medical costs remain the sole responsibility of the family.

Inclement Weather & Campus Closures

- In the event of severe weather, hurricanes, or local emergencies, Grace Leadership Academy will generally follow the closure decisions executed by the Hernando County Public School District.
- Official confirmation regarding campus closures, immediate safety updates, and campus re-openings will be broadcast directly to families via our automated school text alert system, alongside updates sent through email, our parent communication app, and our official social media channels. Parents are expected to maintain an active, updated mobile number on file to ensure they receive these critical text broadcasts.



Attendance, Tardies & Logistics Cont..

Field Trips & Off-Campus Institutional Travel

Educational and ministry field trips are planned throughout the academic year to enrich learning, cultivate student leadership, and engage with our community. Because off-campus travel represents Grace Leadership Academy to the public, the following strict guidelines apply:

A. Academic & Behavioral Eligibility

Participation in off-campus field trips is an earned privilege, not an automatic right.

- **Conduct Point Requirement:** A student must maintain a stable conduct standing to participate. Any student who has been placed on Attendance Probation or Disciplinary Probation (dropping below the mandatory point thresholds outlined in Section 5.1.1) is automatically disqualified from attending.
- **Academic Standing:** Students must not have an active "F" in any core class at the time of the trip's roster finalization.
- **Alternative Campus Placement:** Disqualified students are still required to attend school on field trip days; they will be assigned to a supervised academic isolation room on campus to complete alternative curriculum modules for full daily attendance credit.

Mandatory Permission Slips & Deadlines

- **The Firm Cut-Off Window:** For liability and safety tracking, an official Field Trip Authorization and Medical Release Form must be signed by a parent/guardian and returned to the Main Office no later than five (5) school days prior to the event.
- **No Exception Policy:** Verbal permissions, handwritten notes, text messages, or late forms will not be accepted under any circumstances. If the deadline passes without an official signed form on file, the student will not be permitted to board the transport vehicle.

Off-Campus Dress Code Compliance

- **Standard Field Trip Uniform:** Unless explicitly stated otherwise in writing by the administration, students are required to wear their **Standard GLA Uniform Tops** (monogrammed polo shirts) and clean, rip-free bottoms during all off-campus trips.
- **Enforcement:** Students who arrive at staging out of uniform will be pulled from the boarding line immediately. Parents will be called to pick them up or deliver compliant clothing, and the trip departure will not be delayed.

Chaperone & Volunteer Mandates

- **Background Clearance Requirement:** To protect our student body and maintain campus safety standards, **all parents wishing to serve as field trip chaperones must undergo and pass an official background check and fingerprint screening** processed through the school administration.
- **Submission Window:** Background screening applications must be submitted and paid for at least two (2) weeks prior to the scheduled trip.
- **Operational Guidelines:** Chaperones are models of our core values (**Honor and Holiness**) and are expected to enforce school rules, manage assigned small groups, and strictly follow the dress code and cell phone policies while on duty. Siblings or children not enrolled in the specific class participating are not permitted to attend.

4.7 Student Health, Medical, & Medication Policies

To protect the physical **Health** and safety of our student body, Grace Leadership Academy operates under strict medical and liability guidelines. The school does not employ a full-time medical nurse; therefore, the front office handles basic first aid and emergency situations.



Attendance, Tardies & Logistics Cont..

Medication Dispensing Rules

- **The No-Self-Carry Mandate:** Students are **strictly prohibited** from carrying, storing in their lockers, or distributing any type of medication on campus. This includes prescription drugs as well as over-the-counter (OTC) medications such as Tylenol, Advil, allergy pills, or cough drops.
- **Mandatory Office Storage:** All medications must be brought to the Main Office by a parent or guardian in the original, labeled manufacturer container or prescription bottle.
- **Authorization Form:** No medication will be administered to a student without a signed Medication Authorization Form on file in the front office, detailing the exact dosage, timing, and parental consent.

Illness & Fever Guidelines

To keep our classrooms healthy, students must stay home if they show symptoms of a contagious illness.

- **The 24-Hour Rule:** Students must be entirely **fever-free for a full 24 hours** without the use of fever-reducing medication before returning to campus.
- **Symptom Thresholds:** Students who experience active vomiting or diarrhea at school will be isolated immediately, and parents will be called for prompt pickup. The student must remain home for 24 hours after symptoms stop.

Medical Emergencies & Epipens/Inhalers

- **Life-Saving Device Exception:** Students with severe, life-threatening medical conditions (e.g., severe nut allergies or asthma) are permitted to self-carry an EpiPen or rescue inhaler only if a physician-signed emergency care plan is submitted to the administration at the start of the school year.
- **Emergency Protocol:** In the event of a severe medical crisis, school staff will immediately call 911 to dispatch emergency medical services, followed instantly by a phone call to the parents/guardians.

Student Driver & Campus Parking Regulations

Operating a motorized vehicle on campus is a privilege, not a right. To ensure the safety of our student body and maintain an environment of Honor and safety, all student drivers must strictly adhere to the following regulations:

Registration & Documentation

- **Mandatory Parking Permit:** Any student driving to school must register their vehicle with the Main Office and display an official GLA parking permit in their front windshield.
- **Obtaining the Permit:** Students must pick up the official Vehicle Registration Form directly from the front office, fill it out completely with parental signatures, and submit it before they are permitted to drive or park on campus.
- **Required Documentation:** Along with the completed form, students must provide a physical copy of a valid driver's license, up-to-date vehicle registration, and proof of active auto insurance.

On-Campus Vehicle Rules

- **The Closed-Campus Mandate:** Once a student driver arrives on campus, they must park immediately, exit the vehicle, and enter the building. Students are strictly prohibited from loitering in the parking lot or returning to their vehicles during school hours (including during lunch or transitions) without explicit written permission from the administration.
- **Driving Conduct:** The campus speed limit is strictly enforced at 5 MPH. Reckless driving, squealing tires, speeding, or loud music will result in the immediate and permanent revocation of all on-campus driving and parking privileges.
- **Passenger Restriction:** To protect student safety, student drivers are not permitted to transport other GLA students during school hours or for school-sponsored trips unless written, signed consent from both families is on file in the Main Office.

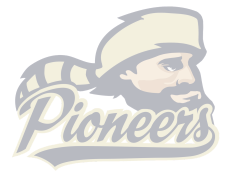
Attendance, Tardies & Logistics Cont..



Search & Liability

- Consent to Search: All vehicles parked on Grace Leadership Academy property are subject to search by school administration at any time if there is reasonable suspicion of a handbook or safety violation.
- Liability Disclaimer: Grace Leadership Academy assumes zero liability for any damage, theft, or vandalism that occurs to vehicles while parked on school property. Students park on campus at their own risk.

Comprehensive Discipline System



Grace Leadership Academy utilizes a structured behavioral framework to guide students toward restoration, accountability, and the integration of our core values (Honor, Humility, Hunger, Holiness, Health).

The 100-Point Conduct Baseline & Matrix

Every student begins each grading period with a baseline of 100 Conduct Points. Demerits and administrative actions result in a deduction from this score.

Critical Threshold: Accumulating infractions that lower a student's score to 0 points (a loss of 100 or more points total) will result in an immediate review for Programmatic Expulsion.

- Merits (Earning Points for Culture-Building): Students can earn positive points (+1 to +3) back for actively embodying school values (e.g., unexpected acts of honor, peer tutoring, or voluntary campus service).
- Teacher Autonomy Mandate: To maintain a grace-filled campus culture, teachers are not structurally required to issue merits. Earning merits is a privilege, and points are awarded solely at the discretion of individual faculty members if they choose to do so.

The Behavioral Points Scale & Consequences

Every student starts each 9-week quarter with 100 Conduct Points. Points are deducted automatically when a student receives a formal write-up.

The Automatic Write-Up Rule: Every single formal disciplinary write-up issued by a teacher or administrator carries an automatic consequence of at least one (1) day of Lunch Detention, alongside the corresponding deduction of conduct points.

This scale determines a student's standing and privileges:

- 100 to 81 Points (Good Standing): The student is fully eligible for all school events and extracurricular activities.
- 80 Points (Behavioral Probation & Sports Suspension): If a student hits 80 points, they are placed on Behavioral Probation. They immediately lose their eligibility to play sports for external schools or participate in any extracurricular clubs. A mandatory parent-administration meeting will be scheduled.
- 70 Points (Administrative Review): If a student drops to 70 points or below, they will face an immediate administrative review, resulting in an automatic Out-of-School Suspension (OSS) or a recommendation for immediate expulsion from the academy.

The 4-Level Value-Based Discipline Structure

Infractions are classified into four distinct levels based on which core value has been compromised. Each write-up carries a mandatory point deduction from the student's 100-point baseline.

LEVEL 1: Minor Classroom Distractions (-1 pts)

Level 1 infractions represent minor behavioral gaps that interrupt the educational or spiritual environment, displaying a temporary lapse in Honor and Hunger for learning. These are handled directly by the classroom teacher.

Infractions Include:

- Dress code violations / uniform non-compliance.
- Unexcused tardiness to a specific class.
- Minor classroom disruptions, talking out of turn, or off-task behavior.
- Chewing gum or consuming food/drink outside designated areas.
- Possessing unapproved items in the classroom (e.g., toys, non-academic items).

Comprehensive Discipline System Cont..

**Consequences:**

- First occurrence: Verbal correction or write up, 1 day lunch detention, and grounding in Core Values.
- Second occurrence: Teacher-issued classroom consequence, Lunch Detention and 1 Demerit.
- Third occurrence: Direct parental contact by the teacher, Lunch Detention and 2 Demerits.

LEVEL 2: Disrespect, Defiance, and Repeated Level 1 Offenses (-3 pts)

Level 2 behaviors demonstrate a direct breach of **Honor** (submitting to authority) and **Humility** (respecting others).

Infractions Include:

- Documented repetition of any Level 1 behavior.
- Direct disrespect or backtalk directed at any staff member, volunteer, or chapel speaker.
- Public Displays of Affection (PDA) – See Section 5.3 for specific definitions.
- Unauthorized electronic device or cell phone use during the academic day.
- Minor misuse of school technology networks or property.
- Found in unauthorized areas of the building without a hall pass.

Consequences:

- Immediate referral to the Dean of Students or Principal.
- Issuance of 3–5 Demerits.
- Mandatory assignment to Lunch Detention.
- Required written reflection connecting behavior to scriptural core values.

LEVEL 3: Major Misconduct and Safety Gaps (-5 pts)

Level 3 infractions represent serious breaches of **Holiness** (pure language and actions) and institutional safety boundaries

Infractions Include:

- Aggressive verbal behavior, profanity, vulgarity, or coarse joking.
- Academic dishonesty, cheating, or plagiarism (subject to the caps in Section 3.3).
- Bypassing school network security filters or committing technological vandalism.
- Leaving school grounds without official, documented administrative checkout.
- Lying to or deliberately misleading a school official during an investigation.
- Hazing, targeted harassment, or cyberbullying directed at another student.

Consequences:

- Immediate parent notification and mandatory administrative conference.
- Issuance of 6–9 Demerits.
- Multiple days of Lunch Detention or 1 to 3 days of In-School Suspension (ISS) / Out-of-School Suspension (OSS).
- Total suspension from all extracurricular activities and sports for the remainder of the quarter.
- Placement on a mandatory Disciplinary Probation Contract.

LEVEL 4: Zero-Tolerance Infractions & Expulsion Review (-10 pts)

Level 4 infractions completely compromise the physical, spiritual, or legal safety of the campus, showcasing a total disregard for the covenant of GLA and a failure in personal **Health** and integrity

Comprehensive Discipline System Cont..

**Infractions Include:**

- Possession, distribution, or use of tobacco, vapes, alcohol, narcotics, or illegal substances on campus or at school events.
- Possession of weapons, firearms, knives, or dangerous items on school property.
- Physical assault, fighting, or clear threats of violence against students or staff.
- Severe vandalism, theft, or deliberate destruction of school or church property.
- Accessing, possessing, or distributing pornographic or sexually explicit material.
- Arrest or criminal charges filed by law enforcement.

Consequences:

- Immediate removal from campus by parents or law enforcement.
- Minimum 5 to 10-day Out-of-School Suspension (OSS) pending investigation.
- Comprehensive administrative board review for Programmatic Expulsion.
- Permanent forfeiture of tuition paid for the active month; student records flags applied.

Administrative Suspensions: ISS & OSS

When a student's behavior requires removal from the standard classroom environment, senior administration will issue either an In-School Suspension (ISS) or an Out-of-School Suspension (OSS). Because these actions represent severe breakdowns in school culture, they carry heavy, immediate point penalties.

In-School Suspension (ISS) (-25 pts)

- Protocol: The student is removed from the general student body for the entire school day. They must report to a designated, supervised isolation room where they will complete their daily academic assignments under strict administrative oversight.
- Restrictions: Students in ISS are not permitted to attend lunch with their peers, chapel services, or any standard school-day activities.
- Penalty: Issuance of an ISS results in an automatic deduction of 25 points from the student's conduct baseline.

Out-of-School Suspension (OSS) (-35 pts)

- Protocol: The student is legally banned from entering the school campus, church property, or any school-sponsored off-campus event for the duration of the suspension.
- Academic Impact: The student is responsible for keeping up with assignments via their online student portal, but they cannot participate in classroom instructions.
- Penalty: Issuance of an OSS results in an automatic deduction of 35 points from the student's conduct baseline and triggers an immediate probationary review.

Public Displays of Affection (PDA) Policy

To maintain a professional, academic environment and pursue Holiness, students must maintain a high standard of personal boundary control.

- **Prohibited Behavior:** Hand-holding, hugging, kissing, leaning against one another, or any other forms of romantic physical contact are strictly prohibited on school grounds, inside vehicles on campus, or during school-sponsored off-campus trips.
- **Enforcement:** Violations will be handled under Level 2 discipline. Repeated offenses will be viewed as open defiance and escalated to Level 3.

Comprehensive Discipline System Cont..



Antibullying & Sexual Harassment Zero-Tolerance Policy

Grace Leadership Academy is dedicated to providing a safe, scripturally sound environment that reflects the Holiness and love of Christ. We maintain an absolute zero-tolerance policy for any form of bullying, cyberbullying, or sexual harassment.

Bullying and Cyberbullying

- **Definition:** Bullying is defined as any unwanted, aggressive, or repeated behavior (verbal, written, physical, or electronic) intended to intimidate, humiliate, exclude, or isolate another student.
- **Digital Boundary (Cyberbullying):** This policy extends to off-campus digital spaces. Any student who uses social media, group chats, or text messaging to target, mock, or harass a classmate will be held fully accountable under school discipline.
- **Consequence:** Confirmed instances of bullying bypass standard warnings. The infraction will result in immediate suspension (ISS/OSS), a mandatory parent-directive conference, and a potential recommendation for expulsion.

Sexual Harassment & Moral Purity

- **Definition:** In alignment with our commitment to moral purity, sexual harassment includes any unwelcome sexual advances, inappropriate physical contact, suggestive comments, crude jokes, or the unauthorized sharing of explicit messages, images, or rumors.
- **Reporting:** Students are expected to walk in Honor by immediately reporting any uncomfortable or inappropriate interactions to a trusted teacher or administrator. All reports will be investigated discreetly and thoroughly.
- **Consequence:** Sexual harassment is treated as a severe breach of institutional safety. A single confirmed offense will result in an immediate Out-of-School Suspension (OSS), formal disciplinary probation, and an administrative review to determine whether to impose immediate withdrawal or expulsion from the academy.



Our Absolute Zero-Tolerance Cell Phone & Smartwatch Policy

- **We Are a Strictly No-Device School:** To protect our students' academic focus, mental health, and social community, Grace Leadership Academy maintains an absolute zero-tolerance environment for personal digital devices.
- **Mandatory Morning Check-In Procedure:** Every student must hand in their personal cell phone and smartwatches (including Apple Watches) to their designated grade container immediately upon entering the building in the morning. All student devices will be securely locked inside the main administrative office for the entirety of the academic day and will be returned to students at the final dismissal bell.
- **Possession Infraction and Consequences:** If a student fails to submit their device during morning check-in and is discovered holding, wearing, or carrying a cell phone or smartwatch anywhere on campus during the school day, the device will be immediately confiscated. Because this constitutes a severe violation of campus safety and honor, the following strict penalties apply:
 - **Immediate Disciplinary Action:** The student will be placed in an immediate 1 to 3-day In-School Suspension (ISS).
 - **Administrative Fine:** A mandatory \$50.00 fine will be billed directly to the family's account.
 - **Device Release:** The confiscated phone or watch will be placed in the administrative vault and will only be released directly to a parent or legal guardian in person.

Locker Standards & Campus Search Rights

- **Ownership & Care:** All lockers and built-in spaces are the explicit property of our academy and remain under our strict care and institutional control. Students are assigned a specific locker for the year and are responsible for keeping both the interior and exterior clean. Stickers, writing, or permanent modifications on school property are strictly forbidden.
- **Mandatory Lock Requirement:** To ensure the safety of student belongings, all students are required to place a combination lock on their assigned locker. Please note that the school will not provide this lock; families must purchase a standard combination lock independently.
- **Orientation Combination Registration Mandate:** To ensure administrative access and campus accountability, the combinations for all locker locks must be officially submitted to the administration during student orientation. The school must maintain a secure, active record of every locker combination before the first day of classes.
- **Enforcement & Cut-Off Action:** Any lock that is attached to a locker that has not been approved or has not had its combination submitted to the office during orientation will be cut off immediately by administration without warning, and the school bears no responsibility for replacing or reimbursing the cost of the lock.
- **Search & Seizure:** Lockers do not carry an expectation of privacy. To safeguard our entire student body and protect our campus environment, our leadership team reserves the right to inspect lockers, combinations, backpacks, and vehicles parked on campus if there is reasonable suspicion of contraband, safety hazards, or policy violations.

Mandatory Uniform Guidelines (Monday-Thursday)

- **Standard Tops:** Only official, monogrammed GLA polo shirts are permitted. Approved colors include navy, white, black, tan, and gray.
- **Undergarment / Long-Sleeve Shirt Exception:** Students are permitted to wear long-sleeved shirts underneath their official GLA polo shirt only if the long-sleeved shirt is a solid color. Approved undergarment colors are limited strictly to white, black, navy blue, and gray. There must be absolutely no text, writing, logos, or graphic patterns visible on the sleeves.



- **Upperclassman Privilege (Grade 11):** As an earned privilege tied to advanced leadership expectations, students enrolled in the highest active grade level on campus who remain in good academic and behavioral standing are permitted to wear official GLA spirit wear, approved leadership shirts, or ministry apparel every Wednesday and Friday of the week (Monday-Friday) instead of standard polo uniform tops. They are also approved to wear GLA Hoodies all week.
- **Bottoms & Skorts:** Jeans (free of rips, fraying, or holes) or standard dress pants/shorts in khaki, navy, or black are required. Skorts are fully permitted for female students; however, skorts must be modest, and the hemline must extend below the student's fingertips when arms are relaxed naturally at their sides. Any skort shorter than fingertip length is strictly forbidden.
- **Outerwear:** Non-GLA coats and jackets may be worn to school but must be stored inside lockers immediately upon entering the building. Approved outerwear: GLA ¼ zip, GLA Sweater (no hoodie), GLA Embroidered zip-up sweater.
- **Approved Footwear:** To ensure student safety during daily transitions, physical activities, and emergency drills, students must wear practical, clean, safe footwear. Permitted footwear includes sneakers, Hey Dudes, or any closed-toe shoe that completely wraps around and covers the heel.
- **Prohibited Footwear:** Crocs, sandals, slides, flip-flops, and any backless shoes are strictly prohibited on campus at all times.
- **Grooming:** Hair must be clean, styled away from the eyes, and maintained in naturally occurring human shades. Facial hair must be clean-shaven or neatly trimmed.
- **Spirit Wear Regulations (Fridays Only)** On designated Dress Down Fridays, students may wear official GLA spirit gear, Grace World Outreach Church apparel (e.g., Ascend or Grace Kids), or standard tops displaying positive Christian messages. Jeans must still comply with the clean, rip-free policy.

Young Men's Specific Standards

- **Pants & Shorts:** Jeans (free of rips, fraying, or holes) or standard dress pants/shorts in khaki, navy, or black are required. Pants must fit properly at the natural waistline; sagging or oversized clothing is not permitted.
- **Belts:** If needed but not required
- **Grooming & Hair:** Hair must be clean, styled away from the eyes, and maintained in naturally occurring human shades. Hair length must not extend past the top of a standard shirt collar.
- **Facial Hair:** Young men must be clean-shaven at all times, or have facial hair that is neatly trimmed, closely cropped, and meticulously maintained. Unkempt or patchy facial hair is prohibited.
- **Jewelry:** Young men can wear earrings on campus or at school-sponsored events but need to be a small stud only. Only facial piercing allowed is a small stud nose ring. All other visible body piercings and visible tattoos are strictly prohibited.

Young Ladies' Specific Standards

- **Pants & Denim:** Jeans (free of rips, fraying, or holes) or standard dress pants in khaki, navy, or black are required. Pants must fit modestly and must not be excessively tight or form-fitting.
- **Skorts & Length Requirements:** Skorts are permitted for female students in approved solid colors (khaki, navy, black) or school-approved plaid patterns. Skorts must be modest, and the bottom hemline must extend below the student's fingertips when arms are relaxed naturally at their sides. Any skort shorter than fingertip length is strictly out of uniform.
- **Grooming & Hair:** Hair must be clean, styled away from the eyes, and maintained in naturally occurring human shades. Extreme hair styling or unnatural coloring is prohibited.
- **Modesty & Cosmetics:** Makeup, cosmetics, and nail lacquer must be subtle, modest, and applied in natural tones. Dramatic or excessive makeup is not permitted.
- **Jewelry:** Young ladies may wear modest earrings in the earlobes only. Only facial piercing allowed is a small stud nose ring. All other visible body piercings and visible tattoos are strictly prohibited.



Progressive Uniform Violation Enforcement Track

- To maintain a high standard of Honor and campus-wide excellence, dress code compliance will be monitored daily. If a student arrives out of uniform, the school will bypass the standard Level 1 disciplinary process and enforce this dedicated, progressive track:
- 1st Offense (Warning): The student will receive a documented formal verbal warning. A phone call will be made to the parent/guardian to notify them of the infraction and request that the correct uniform items be brought to campus.
- 2nd Offense (Lunch Detention & Write-Up): The student will receive a formal write-up (-1 Conduct Point applied to their baseline) and be automatically assigned to 1 day of Lunch Detention. A phone call will be placed to parents, who are required to come to campus and bring the correct clothing for their student.
- 3rd Offense (Extended Detention & Write-Up): The student will receive a formal write-up (-1 Conduct Point) and be automatically assigned to 2 consecutive days of Lunch Detention. A phone call will be made home, and parents must deliver a change of clothes immediately.
- 4th and Subsequent Offenses (ISS & Administrative Fine): Any further uniform non-compliance is viewed as open defiance. The student will receive a formal write-up (-25 Conduct Points) and will be placed in an immediate In-School Suspension (ISS) for the remainder of the day. Additionally, a mandatory \$50.00 uniform fine will be billed directly to the family's financial account, and parents will be called to deliver a change of clothes.

Campus Food & Beverage Policies

- To maintain excellent stewardship of our campus facilities, protect school and church property, and foster a focused learning environment, students must adhere to strict boundaries regarding food:
- Designated Eating Areas: Food, snacks, and flavored beverages may only be consumed in designated campus areas, such as the cafeteria, courtyard, or during approved school-wide events.
- Classroom: There is an absolute ban on all food, snacks, candy, chewing gum, and colored/flavored drinks inside the classrooms.
- Water Bottle Exception: Students are permitted to carry a transparent water bottle containing clear water only throughout the academic day to stay hydrated.

School Lunch Policy & Cafeteria Stewardship

- To ensure our midday dining block is safe, orderly, and highly efficient for our growing student body, all families must strictly adhere to the following operations:
- A. Beverage Restrictions & Nutritional Guidelines
- Absolute Caffeine & Soda Ban: In alignment with our core value of Health, sodas, energy drinks, and any beverage containing caffeine are strictly prohibited on campus.
- Approved Hydration: Students may bring water, 100% fruit juice, or milk with their lunch. As a reminder, only clear water in transparent containers is permitted outside the dining hall and inside classrooms.

Microwave Usage Regulations & Constraints

Because we have a large student body and a compressed lunch period, efficiency is mandatory to ensure every student has time to eat.

- The 3-Minute Heating Limit: Students are permitted to use campus microwaves to heat their meals; however, no meal may require a heating time longer than three (3) minutes. Meals requiring extensive cooking (e.g., raw frozen entrees or multi-step cooking instructions) are not permitted. Parents must pre-cook or pack meals accordingly.
- Upperclassman Microwave Privilege: To honor our student leadership tier, a designated Upperclassman Microwave is reserved exclusively for the use of 10th and 11th-grade students. Underclassmen (Grades 6–9) who access this machine will be subject to a Level 1 write-up for violating campus boundaries.

Campus Operation & Life Cont..



Mandatory Lunch Duty & Environmental Stewardship

Walking in Humility means taking personal responsibility for our shared space. Every student is required to clean up after themselves immediately upon finishing their meal.

- **Weekly Rotating Lunch Duty:** To foster a collaborative, servant-hearted culture, administration will publish a weekly roster assigning specific groups of students to Mandatory Lunch Duty.
- **Service Requirements:** The assigned group will be responsible for sanitizing tables, sweeping floors, and ensuring microwave interiors are clean at the conclusion of the lunch block for that entire week. Failure to execute assigned duty will result in a loss of Conduct Points.

Abandoned Property: The 2-Week Lunchbox Rule

- **Disposal Policy:** Leftover or forgotten lunchboxes represent a distinct health and sanitation hazard. Any lunchbox left behind on campus will be placed in the school's designated lost-and-found bin. If a lunchbox remains unclaimed for two (2) weeks, it will be thrown away immediately. The school assumes no financial responsibility for lost containers or thermal bags.

Acceptable Use Technology Policy



Network Accountability & Filtering

GLA provides filtered network access exclusively for academic research and instruction. The network employs strict content filters; however, students are expected to exercise biblical discernment and Holiness online.

- Prohibited Network Actions: Accessing, generating, or transmitting profane, sexually explicit, defamatory, or harassing material; cyberbullying; utilizing proxies to bypass web filtering; or using school networks for private commercial gain.
- Reporting Mandate: Students have a spiritual and behavioral responsibility to immediately report any identified network security flaws or incoming inappropriate material to a faculty member. Bypassing security or exploiting network settings will result in the permanent revocation of technology privileges and immediate suspension.

PARENT-SCHOOL ALLIANCE & COMMUNICATION FLOW



The Value-Based Communication Flow

At Grace Leadership Academy, our communications are intentionally designed to mirror our scriptural foundation. To preserve an atmosphere of mutual trust, maintain administrative order, and practice a biblical model of conflict resolution (Matthew 18), we route all institutional dialogue through a value-aligned pathway.

A direct line to the Principal or Executive Leadership bypasses this relational model and is not how communication flows at our academy. Families are expected to lean into our core values by respecting and executing the structured tiers below:

Tier 1: Direct Parent-to-Teacher Communication

- **Walking in Honor (Matthew 18:15):** In alignment with the value of Honor, any initial question, grading concern, or classroom adjustment must be brought directly to the specific teacher responsible for that classroom first. Honoring our staff means giving them the first opportunity to listen, understand, and speak into a situation.
- **MySchoolWorx Digital Platform:** MySchoolWorx is the absolute operational life-line of Grace Leadership Academy. Driven by our collective Hunger for excellence and clear transparency, this portal serves as our primary system of record for all grades, official discipline tracking, homework, and announcements. Parents are expected to check this platform daily.
- **Faculty Boundaries & Relational Health:** To protect the personal peace, family time, and ministerial Health of our faculty, teachers are strictly prohibited from distributing personal phone numbers, personal email addresses, or social media handles to any parent or student. To maintain structural Holiness and security, all digital dialogue must occur exclusively within the secure MySchoolWorx messaging module or via official school email addresses.

Tier 2: Escalation via Front Office Administration

- **Practicing Humility in Gaps:** If a parent has reached out to a teacher via MySchoolWorx multiple times and has not received a response within a standard 24–48 business-hour window, we ask for Humility and patience as we bridge the tracking gap.
- **Administrative Support:** Parents should not bypass the teacher to contact senior leadership directly. Instead, contact our Front Office Administrator. The administrator will humbly step in, log the communication gap, and internally coordinate with the teacher to ensure your message is answered promptly.

Tier 3: Formally Scheduled Principal Review & Meeting

- **The Final Alignment Tier:** If a critical matter remains unresolved after multiple documented, good-faith communications between the parent and teacher, the Front Office Administrator will fully brief the Principal on the situation.
- **Ordered Resolution:** If deemed necessary by administration, a formal parent-teacher-principal conference will be scheduled. To maintain a Healthy, focused, and secure school environment, drop-in meetings or unannounced office visits regarding classroom disputes will not be accommodated; all leadership reviews must flow through this formal scheduling pipeline.

Parent & Student Acknowledgment



By signing below, we acknowledge that we have read, understood, and agree to abide by all policies, procedures, and expectations outlined in the Grace Leadership Academy Student & Parent Handbook for the 2025–2026 academic year.

We understand that:

- GLA reserves the right to amend policies with written notice to families.
- Continued enrollment is contingent upon compliance with all handbook policies.
- This agreement covers academic, behavioral, financial, and technology policies.
- Violations may result in disciplinary action up to and including expulsion.

We commit to partnering with Grace Leadership Academy in the spiritual, academic, and personal development of our student, upholding the values of Honor, Hunger, Humility, Holiness, and Health.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Grade Entering (2025–2026): _____