**Grace Leadership Preparatory InstituteCode of Excellence**

We believe that a safe and orderly environment is of primary importance. When students behave in a respectful, responsibleand safe manner, they learn more and develop into responsible adults whose “character counts”. Grace Leadership Preparatory Institute Code of Excellence expects students to be honest, kind, respectful, patient, proud, and courteous.

Grace Leadership Preparatory Institute Code of Excellence is a school-wide plan that clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking the code. As a Christian institution, GAIestablishes and implements biblical standards design to educate and empower students to be accountable and responsible for their actions which will yield outcomes. In order to ensure a safe and orderly learning environment, Grace Leadership Preparatory Institute is enforcing stricter standards for its students.

Each parent must take an active role in supporting this plan. We want our children to learn to be responsiblecitizens. It is in the children’s best interest that parents and staff work together to ensure a happy, safe and productive learning experience.

**Satisfactory Academic Progress:** Students need to have a minimum Grade Point Average (GPA) of **2.0** to enter Grace Leadership Preparatory Institute. Also this is the minimum requirement for participation in sports and activities. However, students are expected to maintain a 3.0 GPA to remain in good academic standing.**Any student failing to achieve this minimum requirement at the end of any nine week period will be placed in Academic Probation and the parents will be required to attend an Academic Improvement Plan (AIP) conference. Parents are responsible for the implementation of all aspects of the plan. If there is proof of non compliance with the requirements of the AIP, it will be considered a breach of contract between Grace Leadership Preparatory Institute and the Parents.**

**If a student does not follow our “Code of Excellence”, the consequences are as follows:**

**Classroom Consequences:**

**1st Consequence** - VERBAL WARNING/ PARENT CONTACT

**2nd Consequence** - CLASSROOM EXCLUSION AND/ OR DETENTION

**3rd Consequence** - REFERRED TO THE ADMINISTRATION

**Administrative Consequences:**

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**1st Consequence** - Student is sent to the principal’s office with a referral notice and the parent is notified. Dependent on the incident –Detention and/or Outdoor Suspension-will be considered as acceptable forms of punishment.

**2nd Consequence** – Outdoor Suspension Increased

**3rd Consequence** – Placed on a Behavioral Contract with notice of possible expulsion

**4th Consequence** –Students receiving three referrals will be required to have a parental/ guardian meeting with the schools administrative staff for possible expulsion from school.

**A severe clause can be enacted automatically when the student performs one of the violations listed below.**

Severe Clause Violations - Fighting, Drugs, Weapons, Profanity, Defiance of School Personnel, Assault upon a Staff Member, Bullying, Ranking, Continuous Disruptive Behavior, Damage to School Property, Theft, and etc. The Parent/guardian will be called to pick up the student. Any infraction within the Severe Clause will result in immediate suspension and possible expulsion from Grace Leadership Preparatory Institute.

# ****Parent Contract (\_\_\_/\_\_\_/\_\_\_\_)****

Enrollment in Grace Leadership Preparatory Institute signifies acceptance of our school’s parent contract and other policies; copies of which follow:

* **\_\_\_\_\_ I understand and will assure compliance** of the Grace Leadership Preparatory Institute Student Code of Excellence, which has been given to me at the time of registration. Any infraction will result in a referral form, which will be placed in my child’s permanent record.
* **\_\_\_\_\_ I understand that attendance is mandatory**. After an absence, the parent must send a handwritten note explaining the reason for their child's absence. Be aware that more than 5 or more unexcused absences within a semester course or 10 or more within an annual course will result in the withholding of a student’s grade.
* **\_\_\_\_\_ Arrival time is from 7:10 a.m. to 7:50 a.m**. The doors open at 7:10 a.m. Students must be in their seat by 8:00 a.m. Any student arriving after 8:05 a.m. will be issued a late pass in the cafeteria. Excessive tardiness will result in detentions, referrals and/or low academic performance.
* **Dismissal Time is 3:00 p.m.**
**NOTE: THESE TIMES WILL BE STRICTLY ENFORCED FOR INSURANCE REASONS. WE ARE NOT RESPONSIBLE FOR STUDENTS ARRIVING AT SCHOOL BEFORE 7:10 am OR DEPARTING AFTER 3:00 p.m. (AS OUR INSURANCE COVERAGE ENDS AT THIS TIME). THE SCHOOL RESERVES THE RIGHT TO APPLY SANCTIONS TO STUDENTS WHO ARE ON CAMPUS AFTER 3:00 p.m. AND WHO DO NOT PARTICIPATE IN THE AFTER SCHOOL CARE PROGRAM, CLASSES, OR ARE PARTICIPATING IN A SCHOOL SPONSORED CLUB OR SPORT ACTIVITY.**
* **\_\_\_\_\_** Parents who wish to pick up their child early (on a regular school day) need to provide proof of medical/dental appointment. **After 2:00 p.m., parents will not be permitted to pick up their children for early dismissal.**
* **\_\_\_\_\_ Students are not allowed to bring any pets, animals, games, toys, or electronic devices from home into the classroom**. **No pets or animals of any kind.** The teacher will confiscate any unauthorized items that a child may bring into the school. The teacher or administration may keep such items until the end of the school year. While the school will take every effort to protect such confiscated items, **we cannot be responsible for lost or damaged items**; we strongly recommend that parents ensure students do not bring such items to school.
* **\_\_\_\_\_ Uniforms must be worn everyday as stated in the uniform poli**cy.
**Please Note:** Students who are not wearing the correct uniform will be sent homeuntil they are in compliance with the policy. Repeat offenders may be suspended.
* **\_\_\_\_\_ Satisfactory Academic Progress:** Students need to have a minimum Grade Point Average (GPA) of 2.0 to graduate from high school in the State of Florida. Also, this is the minimum requirement for participation in sports and activities. As part of our Code of Excellence GAI will enforce stricter rules (GPA of 3.0). Any student failing to achieve this minimum requirement at the end of any nine week period will be placed on a Progress Monitoring Plan (PMP). If there is no improvement at the end of the semester, the AIP will be reviewed. Parents are responsible for the implementation of all aspects of the plan.
* **\_\_\_\_\_ Each family is required to complete 30 volunteer hours or the equivalent prior to the last day of school.** Failure to complete the 30 hours by the designated date will result in the non-registration of the student for the following school year.

**\_\_\_\_\_ Grace Leadership Preparatory Institute Cell Phone Policy**

In addition to the schools standard electronic devices policy, Grace Leadership Preparatory Institute has the following policy regarding cell phones.

Cell phones may not be turned on inside of the school building at any time. Cell phones must be switched off, and left in the students’ book bag. **Turning the cell phone to “silent” or “vibrate” is not acceptable.** Cell phones may only be used outside of school buildings and only outside of school hours. During inclement weather only, students will be permitted to use their phones to contact parents from the front office areas only.

**Any student who is found to be in violation of this policy will have their cell phone confiscated.** Cell phones will only be returned to parents after 3:00 p.m. the following day. At this time a parent/student conference will be required. Repeat violations of this policy will result in further sanctions. Any phones not claimed by the beginning of the following school year will be disposed of.

Any student found to be using any phone or other device to take photographic images, record sound, or to communicate with other students within the building without prior permission from the administration will be subject to full administrative proceedings.

# \_\_\_\_\_ Grace Leadership Preparatory Institute Internet and Media Use Policy

In addition to the school’s internet and computer use policy, the school requires the following of its staff, students and parents:

No recording, either photographic or audio/visual in nature may be made on school property without the express permission of the administration.

No document or media that exists or is produced in reference to the school, its staff or students including photographs, letters, yearbooks and other material may be published where it is accessible to the public without the express permission of the schools’ administration.

Additionally, no staff member, student or parent may use Grace Leadership Preparatory Institute name or any of its logos for identification purposes in any public forum or media. The term “public forum or media” also includes but is not limited to publicly accessible websites and web forums.

Any member of the school who is found to be in violation of this policy will also be found to be in breach of contract with the school. Additionally, any criminal infractions will be reported to the appropriate authorities and may lead to prosecution.

**\_\_\_\_\_ Grace Leadership Preparatory Institute Uniform Policy**

The appearance of the members of Grace Leadership Preparatory Institute family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success.

The following is the uniform policy that is endorsed by the school. Students are required to follow this policy, and failure to do so will result in administrative action being taken against the student.

**Please Note: Students who are not wearing the correct uniform will be sent home until they are in compliance with the following code. Repeat violators may be subject to suspension(s).**

**All Students**

1) All students are required to wear straight cut, full length Khaki, Navy Blue or Black pants. These pants may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. **Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code.**

2) Belts must be worn at all times; the belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. **Loose or low pants (sagging) will not be tolerated.**

3) **Monday & Tuesday (Secondary Students) —** oxfordshirts must be white with Navy Blue sweater vest, bearing Grace Leadership Preparatory Institute logo. **Wednesday-Friday (Secondary Students)**orange or turquoise polo shirt may be worn, bearing the school logo in the correct upper left front location. No other shirt colors or styles are permitted. **All shirts must be correctly tucked into pants at all times and secured in place with the belt. Shirts must be long enough to be tucked in. A maximum of one (1) button may be left unfastened at the top of any shirt.Female Students** – Shirts must be long enough to cover the belt.

4) During cooler weather, a plain **white or black** long sleeved t-shirt may be worn underneath polo shirts. Additionally, Navy or Black classic cardigans, jackets, and sweaters may be worn bearing the school logo in the correct upper left front location..**Hooded sweatshirts and other hooded tops are not permitted.**

5) **Dress shoes are required during business attire. All shoes must be closed toed, solid black shoes. Students are allowed to wear sneakers (all white or all black) for non-business days. Matching laces must be worn and fastened tightly at all times. No other colors or stripes/logos may be on the shoes.**

6) Socks must be plain white, or black.

7) Jewelry is limited to one (1) watch, one (1) ring, and one (1) small chain. Chains must be worn inside of shirts and are not to be visible except at the back of the neck. Males are not allowed to wear earrings. Females are allowed to wear one pair of earrings.

8) All uniform must be clean and pressed at all times; good grooming of hair, skin and fingernails is expected at all times.

9) Hair must not be dyed with unnatural colors, worn unusually, or maintained in unacceptable condition. **Male Students**-Must maintain a low brush cut and no Braids**Dreadlocks “Mohawks”, “Frohawks”, or Designs of any kind are not permitted. The administration will send students home whose hair is unacceptable in condition or length.**

 **All facial hair must be properly groomed and kept neatly.** It is up to the Administration’s discretion what is deemed appropriate.

10) **All headgear (hats, scarves, bandanas etc.) is forbidden on school property.**

11) No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.

12) **Student ID cards must be worn at all times**. These ID cards will be placed on Grace Leadership Preparatory Institute lanyards. ID cards are considered part of the uniform and therefore to be worn throughout the duration of the school day. The replacement of any ID will cost $10.00.

Boys Uniform

In addition to the above, boys **may not:**

* Wear earrings (real or clip-on) or have any other visible body piercing or tattoos
* Wear any additional jewelry or clothing except as specified above.
* Wear gold or platinum tooth or pull outs

Girls Uniform

In addition to the above, girls **may not:**

* Wear make-up other than clear lip gloss and light powder. Make up that is found to be in students’ possession in school will be confiscated.
* Wear dark nail polish – only light pastel colors are acceptable
* Wear more than one (1) pair of earrings. Earrings must be plain stud type, or small hoops (total size must be smaller than a Nickel). No other visible body piercing or tattoos are allowed.
* Wear headscarves (see item 11). Hair should be maintained with clips, bobbles or soft hair bands only. Hair ribbons must be school colors.

High School grades (9-12)

The high school students **may wear:**

* White oxford dress shirts with navy blue vest bearing school logo (must still comply with item 1)
* Navy blue, black and khaki pants.
* Black dress shoes
* Black or Brown Belt

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| **STUDENT COVENANT (REQUIRED FOR STUDENTS GRADES 6-12 ONLY):** |

I understand that I am still accountable to the terms of my signed Student Covenant\* and I agree to conduct myself, in behavior and attitude, in a positive and appropriate manner. I confirm it is my continuing desire to attend Grace Leadership Preparatory Institute., I further understands that I am accountable to the expectations listed in the Student Handbook and Code of Excellent.

\* Document available to view at [www.graceleadershipprep@gmail.com](http://www.graceleadershipprep@gmail.com)

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By signing below I state that I have read and understand the following documents (provided at www.graceacademyfl.org) and agree to adhere to and abide by the policies, procedures and expectations listed therein. I further, understand that all GAI policies and activities are governed by the GAI Policy Manual and that my student(s) are accountable to the expectations listed in the Student Handbook. I understand that Grace Leadership Preparatory Institute is guided by an evangelical Christian worldview and agree that GAI is free to instruct my child in the truth of these tenants and encourage him/her to accept them as guiding principles for his/her life. I further confirm that it is my students’ desire to attend Grace Leadership Preparatory Institute.

• GLPI Mission & Vision Statement • GLPI Foundational Beliefs • GLPI Admissions Agreement

• Code of Excellent • GLPI Financial Policy •Parent Involvement Commitment Policy

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