



PARENT-STUDENT HANDBOOK

2 Locations

Grace Leadership Preparatory Institute
404 NW 7th Terrace
Fort Lauderdale, FL 33311
Phone: 954-470-9123

Grace Leadership Preparatory Institute
3520 NW 191 Street
Miami Gardens, FL 33056
Phone: 305-760-2666

It's Digital Learning @ Grace Leadership Preparatory Institute!

Grace Leadership Preparatory Institute

Welcome to the new school year at Grace Leadership Preparatory Institute (GLPI). We value the opportunity to develop your child's future. We assure you that we will do our best for all students and parents to ensure a progressive school year.

School Hours

Billing Office 8:00 a.m. – 5:00 p.m.
Kindergarten – 5th Grade 8:00 a.m. – 3:00 p.m.
6-12th Grade 8:00 a.m. – 3:15 p.m.
Before School Care 7:00 a.m. – 8:00 a.m.
After School Care 3:00 p.m. – 6:00 p.m.

Devotion

Starts promptly at 8:00 a.m.

Registered With:

Florida State Department of Education

Accredited By:

Florida Coalition of Christian Private Schools Accreditation
(FCCPSA)
AdvancED/SACS

Membership & Partnership:

The College Board
Florida High School Athletic Association (FHSAA)
Dual Enrollment with Miami Dade College (MDC)
Florida International University (FIU)
Saint Thomas University
Law Program (Justice Teaching)
SAT Mock Test (KAPLAN)
Aventura Marketing Council

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Purpose of Handbook

The purpose of this handbook is to inform parents and students of GLPI's policies and procedures, which will direct our relationship together throughout the 2018/19 school year. If any questions arise that are not in this handbook, the administration and faculty will determine the necessary course of action.

Grace Schools' History & Vision

Grace Schools, Inc. CEO/Founder, Chantale Milord, opened school doors in 2005, with Grace Academy International. Her vision was to reduce the gaps in educational, experiential, spiritual and psychological shortcomings of children, families and communities in need, between and the majority. Today, her vision has grown into two (2) campuses, Grace Leadership Preparatory Institute (GLPI), with more expansion expected.

GLPI was founded in 2015 to provide quality education and social services for children and families. GLPI is an Accredited K-12 College Preparatory Christian School with a Personalized Digital Learning Environment. GLPI is committed to delivering an educational setting that communicates and provides the necessary impact of Digital Learning for future applications and advancement. The curriculum includes the disciplines appropriate for each age group and grade level and fully utilizes strategies of digital instruction for students to learn and apply successfully in a competitive work world. This learning environment offers:

- Certified K-12 Curriculum via Online Apps
- One-on-One Learning via Chromebooks/iPad
- Project Based Technology Setting (Smart Board)
- Hands on Robotics & Coding for Gaming Software
- College Prep – SAT/ACT/PERT Prep/Dual Enrollment
- GLPI Arts Academy-Performing Arts, Music Theory and Still Art
- Leadership Principles Guided by Discipline & Character Development
- Teacher Led – After School Care with Study Hall & Homework Assistance
- Athletic Programs—Coeducational: Basketball, Track, Flag Football and Cheerleading as well as Club Enrichment & Extracurricular Activities

Vision Statement

Grace Leadership Preparatory Institute provides programs and resources to transform students through education, community service and personal development for college readiness and career cultivation to compete in the work world.

Mission Statement

The mission of Grace Leadership Preparatory Institute is to inspire students to take control of their lives and futures by becoming independent thinkers and responsible leaders through the pursuit of academic excellence and self-efficacy.

Our Philosophy

Grace Leadership recognizes that all students deserve the opportunity to develop their potential in order to become responsible citizens' in society. Therefore, we are cooperatively working to enhance our children's home environment, spiritual relationship and community engagement. We are committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement. By recognizing and allowing for individual differences and special needs, our school programs encourage and inspire students to think logically, creatively, and effectively for the benefit of themselves and society.

Admissions

GLPI admits students of any race, color, and national or ethnic origin.

Non-Discrimination Policy

GLPI does not discriminate on the basis of race, color, creed, sex, nationality or ethnic origin. It does, however, screen applicants on the basis of academic ability, deportment, and compatibility with the school's religious purpose, philosophy, and goals. All students, faculty and staff member must exemplify biblical standards in their classroom conduct and lifestyle.

Registration for First Time Students

A student is admitted to GLPI on the basis of former school records, interview, standardized test scores, and entrance examinations. Registration may occur at any time if there are openings.

Admission Procedures

Tours are given by appointment only. The application process will begin upon acceptance of your student into our program. All students Entering Grade K-12 will be tested. Parents will be contacted for a scheduled interview for review of test results and completion of the admission requirements and enrollment. Student placement is based on test results.

Admission documentation requirements are as follows:

- Birth Certificate
- Social Security Card
- Current Immunization Records (DH680)
- Current Physical (DH3040)
- Proof of Health Insurance
- Permanent Record Request Form
- Most Recent Report Card
- IEP (If applicable)
- Enrollment forms
- Code of Excellence

Acceptable Forms of Payment

Money Orders and credit card ONLY.

NO CASH!

Re-Enrollment for Returning Students

An annual student performance review will determine re-enrollment. The review will consider student's academic progress, disciplinary record and financial fulfillment.

Failing grades in the subjects of reading and/or math will prevent a promotion to the next grade. The student will receive notice and an opportunity to attend an intensive summer school session(s) to make up subject(s). This structured session will also include tutoring and testing. Upon successful completion of tutoring, testing and a satisfactory grade, the student will receive a promotion.

Re-Enrollment of a student is finalized when the following have been received:

- Re-Enrollment Application Form via Gradelink
(Miami Gardens): <https://secure.gradelink.com/1854/enrollment>
(Fort Lauderdale): <https://secure.gradelink.com/1855/enrollment>
- Annual Medical Examination
- Matriculation Fee, Tuition, and Book Fees
- Interview with Administrator - if necessary

Classroom Expectations

A child is expected to conduct him or herself according to Christian principles so as not to disturb the academic atmosphere of the classroom or school.

A student of Grace Leadership Preparatory Institute will:

- Be on time.
- Speak to the adult in the room.
- Upon entering the classroom, go directly and quietly to the assigned seat and prepare for work.
- Be courteous at all times.
- Share the responsibility for keeping the classroom clean.
- Enter in integrity at all times.

Curriculum

Our core curriculum is designed to integrate ample opportunities for the development of the critical skills necessary for college and career readiness. Our instruction, application and assessment process is determined to introduce our students to the highest level of intellectual rigor within the academic setting; to better align with national and international educational standards to improve student matriculation into competitive post-secondary and career opportunities. Prominence is placed on ensuring small class sizes are maintained, where students can be catered to academically. Using Florida State Standards we are able to make sure that our students not simply meet the standards locally and nationally, but exceed them. GLPI is committed to ensuring that our students are primed for success in the present as well as the future. So, the middle and high school curricula are contoured to focus on STEAM (Science Technology Engineering Arts and Math) aspects dominating society's current advancements. Likewise, a multi-disciplinary, literacy focused, project based learning approach allows and encourages students to easily apply content presented.

Extra-Curricular Activities

Classes

Robotics
Drama
Music

Grades

3rd—12th
K—12th
K—12th

Athletics

Basketball
Flag Football
Track & Field
Cheerleading
2018/19 Football

K—12th
K—12th
K—12th
K—12th
K—12th

Grading Policy

The administration and faculty are seeking to measure growth and eventually mastery of all standards assessed on class work, homework and assessments (formal and informal). Therefore, written grades will be given so as to keep students and parents aware of performance. Any concerns regarding grades must be addressed with the teacher first. School administrators may then be asked to check on parent requests. We are concerned that students do their best, insofar as they are able.

Grading Scale

A= 90-100	Mastery
B= 80-89	Proficient
C= 70-79	Emerging
D= 60- 69	Developing
F= 59- 0	Minimal Growth or Gains

I= Incomplete

NC= No credit

Assignments

NTI- Not Turned In

INC - Incomplete (Zero or Partial Credit Given)

Transferring Student Grade Requirements

Grace Leadership Preparatory does accept transfer of credits from other institutions, of below a "C". Such students will be required to retake and pass the course.

Grade Point Average

The cumulative GPA is calculated based on all semester grades starting in the 9th grade with an exception of college/Honors courses offered beginning in the 6th grade. Those students will receive high school credits. Semester grades are calculated as a weighted average of all four quarters. High school credits are awarded based on semester grades.

Standardized Testing

NWEA/MAP is administered 3 times a year in Grades K - 12, to assess students' academic growth and performance. The results of this examination will be made available and potential used for academic decisions. Middle School students are encouraged to take the PSAT. High school students are encouraged to take ACT, SAT, PSAT, AP and/or the PERT. Please note that a fee is required for all Cambridge tests and AP exams.

Failure Warning Notice

Failure Warning Notice is sent home in the middle of each grading period, as necessary. It is intended as an opportunity for the student to improve his/her work to avoid failure for the grading period. This report must be signed and returned with your child by the date designated.

Reporting Period

Report cards are sent home every nine (9) weeks. The report card issued at the end of the academic year (approximately 36 weeks) represents an average of all grades and determines the annual grade. Interim reports are sent home every four (4) weeks. Please make sure to check your child's book bag and Gradelink daily for important school correspondence and general assignments requiring your prompt attention. It is imperative that you discuss with your child all progress report information. In the event of a negative progress report, please contact the teacher immediately.

Attendance & Absences

Regular attendance in school is necessary for a student to achieve the best possible education. Excessive absences and lateness can gravely affect a student's grade and place his/her promotion in jeopardy. All absences and/or lateness are unexcused. If a legitimate reason exists for the absence or lateness, the office must be informed. Students with more than 18 absences per school year will be in danger of retention. No absence shall be recorded as excused unless the student has been ill, or there has been a death in the immediate family. No makeup tests can be given for unexcused absences. Excessive absences and lateness may result in suspension and/or expulsion.

Tardiness/Late students must report to the school office accompanied by a parent or guardian for a late pass. No students will be admitted into the classroom without a parent/guardian notice and/or a late pass. Tardiness is entered into the computer and become part of the student's permanent record. Parents are not permitted to accompany students to class at this time. Three unexcused tardies equal one absence. Excessive lateness may result in disciplinary action up to suspension and or expulsion.

Communication

In addition to sending letters and notices home with students, GLPI has a system of distributing emails and text messages to parents—the content of which ranges from billing balances, to event updates and days off from school. It is vital that parents check their email and text messages regularly and keep the school office updated as to new email addresses and contact information.

Gradelink is our online grading/homework system where homework assignments are posted and progress reports are available. Parents are required to sign up during Open House events or by contacting the school office. In addition Class Dojo is used by teachers to communicate with parents regarding students' progress.

Arrival & Dismissal

Allowing children the freedom to think independently and become responsible for their own life process gives them a sense of pride and independence. Socially mature children can arrive at school, carrying all items, enter their classroom, and place the items where they belong without anyone's assistance. Please do not carry bags, lunches or your child to class (except in great need or at the very beginning during transition time). If you arrive after school has started, please do not enter or disturb the class.

Pick Up

Parents picking up students from school should keep their children with them at all times. Children should not play on equipment or wander around the school grounds at pick-up time. Use designated parking areas for drop off and pick up as directed by campus administration.

Drop Off

Parents dropping off students to school should use the designated entrances as directed by campus administration. Please be reminded to park ONLY in the areas designated for drop off.

Once a student arrives at school she/he is expected to remain in class throughout the day. If it is absolutely necessary to withdraw a student before the end of the day, the parent must report to the school office to sign the child out. Please do not disturb the routine of the class by going into the classroom. Students will not be signed out five to ten minutes prior to the end of the day. A disservice is done to the lesson when a child is removed early. Unless it is an emergency, please do not pick up your children before 3:00/3:15 p.m. Dismissal time is promptly at 3:00/3:15 p.m. PLEASE NOTE: The school cannot provide supervision for your children after 3:00 p.m. Consequently, students who are not registered in our aftercare program must be picked up by 3:00/3:15 p.m. A late fee of \$1.00 per minute will be assessed for any child/children not picked up by 3:00/3:15 p.m. This applies to child/children not picked up by 6:00 p.m. as well. Please note that the school is not liable for students who are not picked after 3:00 pm or 6:00 p.m. respectively.

Dress Code

Designated Girls and Boys Uniforms are mandatory each school day or Monday – Friday for daily wear and school field trips. No student will be allowed to attend school trips without a full uniform. All school wear must bear GLPI logo; sweaters, coats, and any other personal items with your student's name for identification purposes. GLPI Logo uniforms are available at S & B Fashion at the Lauderhill Mall (Fort Lauderdale) and Ibiley (Miami).

Please make sure that you purchase the correct uniform. Other styles, though the fabric may be similar, are not accepted. Children who come to school not in dress code or incorrect uniform without logo/emblems will be sent home.

When necessary, all sweaters or jackets worn over the school uniform MUST be navy, blue or black and bear the licensed school logo/emblem.

UNIFORM DETAILS

ELEMENTARY WEAR (School ID Worn @ All Times)

Girls and Boys Shirts

Teal or Orange polo shirt with school licensed logo/emblem

BOYS BOTTOMS

Black, Khaki or Navy blue;

Shorts or pants with black or brown leather belt (No Cargos);

All Black or all White shoes;

GIRLS BOTTOMS

Shorts, skorts or pants with black or brown leather belt (No Cargo);

Black, Navy Blue or Khaki Jumper with School Licensed LOGO

All Black or all White Shoes;

Navy Blue or Black Jacket with School Licensed LOGO – NO HOODIES!

MIDDLE/HIGH SCHOOL (School ID Worn @ All Times)

MONDAY – TUESDAY

BUSINESS ATTIRE

White oxford shirt, with Navy Blue Sweater Vest with School Licensed LOGO

Orange, Teal, Blue or Black Tie (Boys and Girls)

BOYS BOTTOMS

Black, Navy Blue or Khaki Dress Pants with Proper Belt & Black Dress Socks

Dress Shoes – All Black, Brown or Navy Blue Dress Shoes

GIRLS BOTTOMS

Black, Navy Blue or Khaki Dress Pants or Skirt with Stockings When Wearing Skirts

Dress Shoes – All Black, Brown or Navy Blue Dress Shoes

WEDNESDAY- FRIDAY

Shirts - Orange or Teal Polo Shirt Bearing the School Licensed Logo

BOYS BOTTOMS

Black, Khaki or Navy Blue Pants

Shorts (No Cargo) or Pants with Leather Belt

GIRLS BOTTOMS

Shorts, Skirts or Pants with Black or Brown Leather Belt (No Cargo);

Black or Navy Blue Jacket with School LOGO – NO HOODIES!

Additional Uniforms

PE-Orange GLPI PE shirt, black shorts, black or white sneakers;

Freedom Friday attire (K-12) \$1

GLPI Spirit T-shirt, Blue or Black Jeans and Any Color Shoes.

Appearance & Grooming Policy

BOYS

Hair Cut Neatly and Evenly; Low Brush Cuts Only; (No Designs)

GIRLS

Hair (Neatly Kept) - No Two (2) Tone Hair Coloring; Only Natural Hair Color; No Shaved Hair Designs, No Mohawk, **NO DREAD LOCKS** or Other Trendy Haircuts. No Long Earrings or Big Hoops for Girls and NO Earrings Whatsoever for Boys. No Jewels or Lights on Clothing or Shoes. No Beads in Hair. No Nail Polish.

Disciplinary Policy

Our scholars are responsible leaders who value their personal integrity, academic achievement and civic involvement. Students are expected to make well-informed deliberate decision so that they lead socially responsible and productive lives. The ultimate goal to ensure a good social and educational environment, students and parents must understand adherence to school handbook and policies are expected. Disciplinary action is enforced when an individual's actions interfere with the learning atmosphere. The law prohibits the disturbance of school environment.

The following lists unacceptable behavior and the consequences of such behavior:

1. Insubordination to a teacher, administrator, or staff member. (3 pts. Expulsion thereafter)
2. Use of profane/obscene language. (1 pt.)
3. Destroying or defacing school property. (2 pts.)
4. Play fighting, wrestling, hitting, spitting, and fighting among students including acts of bullying. (3 pts.)
5. Committing any act that degrades or disgraces another person. (3 pts.)
6. Improper approach to the opposite sex. (3 pts.)
7. Possession of obscene materials. (3 pts.)
8. Possession of matches, knives, weapons, or any dangerous instruments. (Expulsion)
9. Possession of prescription/non-prescription drugs without permission. (3 pts.)
10. Improper attire (i.e. not wearing uniform, school Id) during school hours. (1 pt.)
11. Possession of another student's property. (1pt)
12. Any act that goes beyond the basic moral values or society. (3 pts.)
13. Leaving the premises with permission. (3 pts.)
14. Two Tardies (1pt.)
15. Cheating during a test. (3pts.) Note: Test will be disqualified

Additionally, the following lists the consequences related to the point system:

- | | |
|--------------|--|
| 1-2 point(s) | Students will be counseled for unacceptable behaviors and parents/or guardian will be contacted. |
| 3-5 points | 1- Day Suspension |
| 6 points | 2- Day Suspension |
| 9 points | 1- Week Suspension |
| 9-11 points | Expulsion |

Please be advised that any form of **“Threats or causing bodily harm will result in automatic suspension and or expulsion with possible charges”**.

Disciplinary Policy (cont.)

Any faculty member has the right to correct unacceptable behaviors; no parent is allowed to correct any student other than his/her own. Conflict should be reported to the teacher or Dean of Student. An Incident Report will document negative activity and is available for review at the time of re-enrollment.

Please keep in mind that we will take the necessary measures to address all issues pertaining to our students and formulate a plan to accommodate them. All behavior issues will include conference with his/her teachers and parents to support all efforts to correct the problem before resorting to a mandatory dismissal.

Code of Conduct

The primary objective of requiring appropriate student behavior and self-discipline is to produce a safe structured learning atmosphere to assure no classroom interruption for the school community and teaching/learning environment. Each student will assume personal responsibility for his/her behavior and actions; maintain appropriate self-control; exhibit self-discipline; and accept the responsibility and consequences for any inappropriate behavior. This objective requires a cooperative effort from students, staff, and parents.

All students shall:

- Respect the educational process through the display of appropriate language, attitude, and physical behavior.
- Respect and honor the rights of the other students to learn in an environment free of intimidation or harassment.
- Maintain satisfactory attendance.
- Report to classes on time.
- Comply with the dress code.

Consequences for non-compliance with the above expectations shall include, but not be limited to the following list. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

Point System – Suspension

Community or School Service

Denial of Privileges

Intervention by Professional School Staff

Parent Contact or Conference

Referral to School's Administrative Panel

Referral to Law Enforcement or Other Governmental Agency

School Probation

Warnings

Expulsion

Students, parents, teachers, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been developed to address these problems. These laws, rules apply to everyone; and they work only when everyone knows what they are.

Code of Conduct (cont.)

This booklet lists the rules for students at GLPI. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transportation of students. Please read them. Parents, students, school faculty and staff need to know the rules. Parents or guardians can be held responsible for the actions of their children. It is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) which may affect their child's ability to learn, attend school regularly or take part in school activities. Parents should take special notice of the Attendance and Tardiness sections of this code as well as the Suspension and Expulsion provisions.

The school must have proof that every student and every parent/guardian has had a chance either to read this **Code of Student Conduct** or hear it read aloud. The Handbook **Receipt/Code of Conduct Agreement** form will be attached to this handbook. Please sign this page and send it back to the school. Signed forms must be part of every student's record. Your signature does not mean that you agree or disagree with the rules, but rather that you have reviewed the rules.

Bullying

It is the policy of GLPI that all of its students and school employees are provided an educational setting that is safe, secure, and free from harassment and bullying of any kind. GLPI does not tolerate bullying and harassment of any type. This includes physical, verbal, and cyber bullying. Incidents of bullying will result in appropriate disciplinary actions determined by the school administrator.

Bullying means systematically and continually inflicting physical pain or emotional pain on someone. It is also defined as unwanted and repeated written, verbal, or physical behavior, including any threatening and insulting gestures, by a student or adult that is severe enough to create a hostile educational environment.

Bullying may involve but is not limited to the following:

- Teasing
- Social Exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

Bullying and harassment also includes retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Bullying (cont.)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo electric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person.

GLPI expects students to conduct themselves appropriately. Since students learn by example, administrators, faculty, staff, and volunteers of GLPI demonstrate appropriate behavior; treat others with respect, and refuse to tolerate bullying. GLPI upholds that bullying or harassment of any student or school employee is prohibited:

- During any education program or activity conducted by GLPI;
- During any school-related or school-sponsored program or activity;
- On a school bus;
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of GLPI
- At GLPI, the administration or designee is responsible for receiving complaints alleging violations of this policy.
- Bullying and or cyber-bullying are intolerable. Just as GLPI is a smoke free school, it is to be a No Bully School. The person or persons bullying will be subject to disciplinary action ranging from warnings and detention to, but not limited to, suspension or expulsion.

Dating and Public Display of Affection

The Christian school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as: dating, kissing or embracing which display more than simple friendship, are not permitted in school, school dances, or any school event. Those who violate these rules are subject to disciplinary action, up to and including expulsion. The Directors reserve the right to determine what is or is not appropriate behavior in a Christian school.

Academic Scholar Policy

Honor Roll Policy

GLPI has always awarded Honor Roll to students who are eligible. The criterion for receiving such an award is determined by the following:

- Academic excellence throughout the year.
- Character
- Attendance
- Good citizenship
- SAT scores
- Students should have received no points or have had any behavioral problems for the school year.
- Valedictorians and salutatorians must be honor roll students receiving no infractions for the year.
- Students who have acquired academic excellence throughout the year will receive a Certificate of Academic Excellence.

Field Trips

A Field Trip is designed as a school-sponsored activity supervised by school personnel and/or adult volunteers, which occurs off campus. A Field Trip is a privilege extended to each student. However, if Administration or Teacher determines a child should not attend the trip due to improper behavior, missing assignments, failing grades, etc. the student will remain in school.

Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip by parental choice will remain at home with the parent and will be marked absent for the day. **All monies collected for the field trip are non-refundable.**

Each student participating in a field trip must have a Permission Slip signed by his/her parent or legal guardian. A telephone call or fax in lieu of the written signed permission form is NOT acceptable. A student is expected to wear full dress uniform on field trips unless otherwise told. Chaperones are not to use cell phones on field trips except in case of emergency.

Field trip permission Consent are submitted with the Admission Packet; field trip forms and announcements are also sent home with the student. A signed permission form by parent/guardian and returned to the school by the due date noted on the form, along with any applicable fees. Forms and/or money received after the due date will not be accepted by the administrative office. All field trips will be adequately supervised by official chaperones. Parents may also volunteer as chaperones. Chaperones are not permitted to take pictures with their cell phones of students who are not their own and put them on a social media site. Each child has a publicity form on file in the main office which is maintained by the administration. Posting another student’s picture on a personal social media site violates the publicity agreement and could potentially endanger the child and/or family. Only designated photographers and/or school employees under the direction of the administration are permitted to take photographs during a school sanctioned field trip.

Persons volunteering to drive for a Field Trip must furnish the school with the following information:

- **A valid driver’s license.**
- **A valid registration for the vehicle.**
- **Proof of insurance for the vehicle for at least \$100,000 per person/ \$300,000 per occurrence.**
- **Have not been involved in any car related accidents or citations for reckless driving in the past 3 years.**
- **Must have been cleared and properly background screened by the Approved VECHS Provider.**

Drivers for a Field Trip are responsible to see that each student being transported is wearing a seatbelt. They must follow the preferred route to and from the designated field trip (no stopping except where the destination is or better known as “frolic and play”). They are responsible to see that they all have all of the information necessary on the student assigned to his/her car. Drivers must also have their vehicles fueled/filled prior to departure from school grounds.

Parents/guardians who are not “official” chaperones (identified by the school) may not drive their car to a field trip destination with the intent of accompanying the class on the field trip.

Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

Emergencies

Please immediately inform us of any changes to the student’s telephone number and/or address. In case of an emergency every attempt will be made to call the family first. It is imperative to keep your child’s records updated on all emergency contacts, including yourself.

Fire Drills

Fire drills are held monthly during the school year to ensure that each student is aware of the fire exits and alternative exits. Exit routes are posted in each room and students are instructed in proper procedures so that they can leave the building in a quiet and orderly manner. Additional emergency drills are conducted throughout the year (i.e. lockdown procedure drills, earthquake drills, tornado drills).

Contacting Teachers

We encourage communication with your child’s teachers. In fact, when either you or your child has a classroom-related issue, we ask that you contact the teacher(s) directly involved first. Please make every effort, however, to reach teachers at school during school hours. If a teacher is in class, please leave a message and your call will be returned as soon as possible. Please allow for an appropriate amount of time for a return call or email as teachers have limited availability between 7:30 am and 3:00 pm during the school day.

Lost & Found

Please be sure your child’s name is on all personal possessions, such as wallets, purses, sweaters, lunch boxes, raincoats, backpacks, etc. Lost articles may be claimed in the school office if properly labeled.

Textbooks

All soft cover textbooks and workbooks must have a clear contact paper cover with the child’s name written clearly across the front of the book.

The soft cover textbook/workbooks are kept to the end of the year.

Textbooks are on loan from the school at a minimal cost. Textbooks and library books are furnished to your child by the school on a loaner basis. Parents and students will acknowledge the loaned property as borrowed property. Students must pay for the loss or abuse of books. Please work with us to ensure that all books are returned in a timely manner and in excellent condition. If you have any suggestions for library book titles for inclusion in our media center, please notify us.

We will also gladly accept any donations.

All hardcover textbooks need covers in brown paper or book covers with the child’s name written clearly inside the front cover. Students must return hardcover textbooks at the end of the school year in good condition. A fee will be levied for any damage or unreturned hardcover textbook. This fee will be added to your general school account.

Folders/Planners

Each student has a folder or planner (depending on their grade level) which is taken home every day. It contains academic work for student; also additional announcements of current events. Parents are asked to sign the form verifying that they have read the contents and then, return the folder to the teacher each day.

Lunch Program

Lunch is available to all students who wish to be a part of the lunch program. Students may also bring their own lunch to school. To enroll in the lunch program please obtain an application from the office with detail instruction on procedure.

- Lunches are pre-ordered and prepaid for the following week.
- Pay your child's lunch monthly.
- In the interest of promoting good nutrition we ask that you do not send soda or sugary snacks.
- If students do not have lunch on a given day, then, we will provide lunch. The cost is charged to your general account.
- Please do not get in the habit of bringing your child's lunch to school later in the day. Allow children to learn habits of responsibility by allowing them to help prepare and remembering to bring their lunch.
- Please note that we do not use microwaves and will not be able to warm up food for students. Please utilize flasks or thermoses if you are sending hot lunches with your children.

After-School Program

GLPI after-school program is a creative and stimulating academic enrichment program that provides a means of social and intellectual support. The program operates Monday through Friday, beginning at 3:00 p.m. and ending at 6:00 p.m. sharp. Pick-up is no later than 6:00 p.m. Special consideration will be given to siblings. Late Pick-up Fees are: Fifteen dollars (\$15.00) for each fifteen (15) minutes after 6:00 p.m. Payment is due upon pickup. All students must be registered and a payment plan chosen in order to receive after-care services. Please call the administrative office if you are interested in enrolling your child.

Illness

If a child is sick, he/she should not attend school. If a student has a temperature, diarrhea, or vomiting, his/her parents will be contacted to take the student home. Parents must make certain student is free of fever and symptoms before returning to school. Contagious diseases require a medical note before returning to school.

Medication

Teachers are not allowed to administer medication to any student - it is against the law. If it becomes necessary for a student to take medicine during school hours, then only the office administrator can handle it. All medication for school management must have its original prescription bottle with the student's name, name of medication, amount to be administered, and the frequency of delivery. In order for school approved medication dispensing, parents must complete the Medication Authorization form.

Transportation

It is the parent's responsibility to provide regular transportation for a student. For students who are not picked up after school hours, emergency contact will be made to the nearest relative, or as a last resort, HRS will be contacted. For emergencies, the school will call 911 to assess the situation and provide transportation, if needed. Bus service is provided for students at an additional cost.

School Bus Rules

- Seat belts are worn at all times while on the bus and when provided.
- Obey the bus driver.
- Walk as you get on and off the bus; absolutely no running
- No jumping on or over the seats.
- Keep the isles clear of legs, books and bags
- No eating or drinking on the bus.
- Talk quietly.
- No yelling or screaming on the bus.
- Keep hands and feet to yourself.
- Always stay in your own seat.
- Keep your head and hands inside of the bus.
- No hitting or fighting on the bus. (Automatic Suspension).
- Cross streets carefully, looking both ways when you get off the bus.
- Absolutely NO chewing of gum on the bus or at school.
- Please be courteous to each other i.e.: (Use words such as Please, Thank You, Excuse Me and Sorry).

Consequences: You will receive 3 warnings, if a fourth incident occurs, you will receive a point. If a student accumulates three points, a suspension will result. Excessive misbehaving may result in loss of transportation privilege.

School Searches

Protect the property and ensure the safety of all students, staff members, parents, and the school, the school reserves the right to conduct personal searches consistent with state law, along with inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school's property.

In addition, the school reserves the right to search any student's desk, files, lockers, equipment or any other area or article on our premises. In this regard, please note that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of GLPI students only during their enrollment. Inspections conducted at the discretion of the school can happen any time. Students entering or leaving the premises who refuse to cooperate in an inspection, as well as students who after the inspection are believed to possess stolen property or illegal substances, will be subject to disciplinary action, up to and including expulsion, if upon investigation they are found in violation of the school's security procedures or any other school rules and regulations. GLPI reserves the right to not permit visitor to enter the premises.

Graduation

Graduation is held in May of each year. Graduating Kindergarten, 5th, 8th and 12th grade students are encouraged to take entrance examinations for placement in specialized programs. Please note that fees are associated with graduation activities.

Release of Records

No report cards, transcripts, or academic records will be released at the end of any semester if a balance remains on a student's account.

General Rules

1. No gum chewing is permitted in school or during school trips.
2. No littering. All waste is disposed of in garbage cans.
3. No loitering. Any student found in the building outside of class without permission is escorted to the office for counsel.
4. No personal items are brought to school.
5. All textbooks and notebooks must be kept in decent order. At least three sharpened pencils and required schools supplies are brought to school on each day.
(Not having textbooks, notebooks, sharpened pencils or needed supplies for class will affect the student's performance.)
6. No trips without written parental consent and uniform.
7. No running or unruly behavior in the hallways for any reason.
8. Good personal hygiene is a must. We expect students to come to school clean and in uniform, and to keep themselves neat in school and on school trips.
9. Student inspections will happen daily for uniform and grooming compliance. Students not in uniform will be sent home.
10. No leaving the premises. Students will not be permitted to leave the building for any reason except dismissal. Going to the store, going out for lunch unsupervised, and waiting for bus drivers off premises is not permitted. Any student found leaving the premises without permission will face disciplinary action.

***** Please be advised that some infractions of the general rules are also subject to our "Disciplinary Policy" and the point system.**

Visitors

All visitors and parents need to report to the office for a pass before coming to the classrooms during the hours of 8:00 a.m. – 3:00 pm. All Visitors must adhere to our appropriate dress policy when visiting our building. Please use designated parking areas around the building.

Personal Property

Students are not permitted to bring personal items that have no bearing on, or use in the educational process. Radios, game systems, jewelry, hair beads, portable players, cell phones, etc. are not for school use. Students should leave these items at home. If students bring such items to school, then these items are taken away for a period of time. Any items that are permitted in school should have fully labeled identification in the event they are misplaced.

Withdrawals

All withdrawals from school are handled by the school office. A written note from the parents will initiate the withdrawal process. All financial obligations must have a zero balance before any information is released. If the child is withdrawn, the parent is responsible for all payments due as specified in the contract. Please notify us as soon as you decide to withdraw.

Staff Credentials

All workers at GLPI are fingerprinted and are screened through criminal background checks, and child abuse registry, and are cleared by city and state agencies. It is a requirement that all workers submit valid medical forms biannually. Our teaching staff consists of well-qualified individuals who have not only the training, but the caring attitude necessary to impart a detailed curriculum such as ours. GLPI educational staff all has many years of experience as well as B.A., M.A., Ed.D and/or qualifications in specialized areas necessary for managing the educational program. These highly qualified staff backgrounds and dedication are the reason that our students consistently excel.

Fundraising

GLPI has always been concern with keeping tuition costs affordable. This has become increasingly difficult. To subsidize our program without astronomical fee increases, we conduct two fundraising drives each year. Our outdoor equipment, computer lab, science lab and many other wonderful features in our facility are the result of wholehearted fundraising on the part of our parents, students, and staff. We expect and encourage all parents and family members of students in our school to make an effort to assist us during these drives by fully participating in our fundraising events. Families that cannot participate will be required to make a \$100.00 payment toward the fundraising program. These contributions will be added to the general student account.

Parent Participation

Parents are encouraged to become active participants in the school, as homeroom parents, directly working with the teacher on projects for students, or in support of PTO sponsored events. The school appreciates the time, talent and treasures contributed by our busy parents. GLPI has an active Parent-Teacher Organization (P.T.O.), and with our open door policy, parents are welcome to come in at any time. We want parents to volunteer, actively assisting us in educating their children. There are mandatory Parent-Teacher Conferences held each year directly after grading periods. We expect all parents to attend. During these conferences, the teacher will discuss each student's progress with the student's parents to assist them in helping us to reach their child's full potential. Families are assessed \$20.00 per year as their contribution to the P.T.O. Fund which helps the teachers with their classes.

Grievance Policy

It is our desire that any concerns regarding students, teachers, staff or policies to be addressed in a professional and courteous manner.

If a parent has a concern regarding the classroom or school event, they should discuss the area of concern with the student's teacher.

Grievance Policy (cont.)

The parent is not satisfied with the outcome of this conference; an appointment to discuss the matter should be made with the Director to resolve the situation.

If a parent attacks a member of the staff verbally or physically, the same will result in termination of service.

Telephone Policy

The telephone is not for student use. Students are not allowed to make or receive calls without the permission of the administrator.

Cell Phone Usage

There is to be absolutely **NO CELL PHONE USE AT ANYTIME WHILE AT SCHOOL.**

Cell Phones are to be turned off and kept out of sight especially during school hours and as follows:

- During school hours, including during any additional time students are in school for detention, extended learning opportunities, during lunch, in hallways, in the restrooms, etc.
- On single-day field trips in the absence of a safety-to-life issue.
- On multiple-day field trips except before and after the planned activities (generally evenings and early mornings).
- On school buses in the absence of a safety-to-life issue.

Consequences for Cell Phone Violations:

1st	Offense	Cell phone will be confiscated until the end of the school day and returned to student
2nd	Offense	Cell phone will be confiscated and returned to parent
3rd	Offense	Cell phone will be confiscated and kept until the end of the school year.

Acceptable Use Policy

GLPI is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration, a vital skill for our 21st century learners. Students at GLPI utilize laptop computers and iPads on a wireless network. Laptops and campus computers are strictly for educational use consistent with the educational goals of GLPI, so, this opportunity requires responsibility.

This Acceptable Use Policy is designed to give students and their families' clear and concise guidelines regarding the appropriate use of laptops as well as other computers on the GLPI campus. The underlying premise of this policy is that all members of the GLPI community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior.

We expect our students to exercise good judgment and utilize the following technology with integrity.

Email

The use of email during class is prohibited unless authorized by faculty or administration. Students should always use appropriate language in their email messages.

- ❖ Email services provided by the school are to be used only for the exchange of appropriate information.
- ❖ No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to disciplinary response.
- ❖ Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- ❖ Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.
- ❖ Email etiquette is paramount. In general, only appropriate messages that one would communicate to the recipient in person are acceptable.
- ❖ Only approved mail programs are used for student mail.
- ❖ No school email addresses are available for any websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- ❖ Only school-related attachments may be sent on the school email system.

Chatting and Blogging

Instant messaging is prohibited on campus except as a part of an assigned, in-class activity that is supervised by faculty or administration.

Blogging is utilized on campus for academic purposes only.

Participation in chat rooms during school hours is prohibited, except as part of an assigned, in-class activity.

Audio and Video

Audio on computers are turned off unless required for the activity being conducted.

Listening to music with earphones is only permitted on campus with teacher permission for a school-related activity.



PARENT AND STUDENT HANDBOOK ACKNOWLEDGMENT FORM Grace Leadership Preparatory

Student's Name: _____ Grade: _____ Teacher: _____

Parents: Please acknowledge you have read the following information contain in this handbook by electronically signing and submitting this form.

My signature below is acknowledgment that I have received a copy of the Grace Leadership Preparatory Institute School Handbook, outlining the school Internet policy, dress code, electronic devices, attendance, and bus regulations and detailing the overall discipline plan, including the guidelines for suspension/expulsion of students for possession of any firearm or other prohibited weapon.

I have been INFORMED that I have the option to purchase student accident insurance.

- Yes
- No

My child has permission to attend events away from school, which require travel by School, Church, or Charter Bus.

- Yes
- No

I grant permission to Grace Leadership Preparatory to display and/or edit a photo/video clip of my child on their website and promotional materials(s).

- Yes
- No

I grant permission to Grace Leadership Preparatory to display my child's name in conjunction with parent's name on our website.

- Yes
- No

I will abide by the policies/rules as directed by the teacher/administrator.

- Yes
- No

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____