

 Inspire Preparatory Academy

 Policy & Procedure

 Manuel

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 **Vision Statements**

 **INSPIRE PREPARATORY ACADEMY**

I

*“To develop academic excellence through proper education and integrity and the development of interpersonal skills.”*

*To educate students especially those in economic depressed areas with the ability to develop trades, attain a college education and function properly in a social environment integrated with Godly Principles.*

**PURPOSE**

*The purpose of the Academy is to extend the ministry and to help accomplish the purpose of Inspire Preparatory Academy, by providing care, quality education and development for each child enrolled to his/her greatest potential-spiritually, mentally, physically, emotionally, and socially.This is to be accomplished by providing developmentally appropriate activities and guidance by providing a program of ministry and outreach to the families of the children enrolled.*

CHURCH PHILOSOPHY

We believe at IWOF that every believer is unique in their gifting and anointing and has

something to offer the Body of Christ. Every believer should fulfill the great commission and

they should posses their spiritual inheritance.

 **Confidentiality Policy**

1. PURPOSE

2.0

*“He that keepeth his mouth keepeth his life: but he that openeth wide his lips shall have*

*destruction.”* ---Proverbs 13:3

Inspired Word of Faith /Inspire Preparatory Academy/ Process Women Empowerment Group is committed to a strict standard of confidentiality to protect the staff, faculty, students, and volunteers associated with the organization. Therefore, it is our policy that any direct or indirect use or dissemination of confidential information relating to the agency or its clients to outside third parties or co-workers, except as provided bylaw or organizational policies and procedures, is absolutely forbidden both during employment and after employment has terminated.

2.0 SCOPE

The staff, faculty, students, and volunteers of Inspired Word of Faith/Inspire Preparatory Academy are bound by ethical and legal codes and policies to protect the confidentiality of all information regarding the organization and those in which we serve. Confidential communications include.

conversations, reports, forms, correspondences and computer-generated communications with, about or involving in any way any staff, faculty, students and volunteer of IPA/IWOF/PWEG

**3.0 POLICY:**

3.1 Employment with IPA/IWOF /PWEG prohibits staff members from disclosing confidential information.

 3.1.1 Staff members have the individual responsibility to safeguard confidential information that has been obtained through their connection of work with any of the company’s entities.

 3.1.2 There should not be any unauthorized disclosure of other employees (past

or present) information, unless it is being discussed with an

supervisor, principal, CEO or Human Resources.

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 4.0 **STORAGE OF RECORDS**

 4.1 IPA/IWOF and its employees have an ethical and legal obligation to

 respect the privacy of the staff, faculty, volunteers, and students, and to

 protect and maintain the confidentiality of all information regarding all

 connected to the organization.

4.2. Records of the staff, teachers, volunteers and students are legally protected

 as confidential records and should be treated as such.

 4.2.1 This means that all records maintained by IPA/IWOF/PWEG must be kept in a locked file at all times except when being

 reviewed or updated.

 4.2.2 All files should always be maintained in the locked area and not

 easily accessible by unwarranted parties.

 4.2.3. It is unethical to discuss employee or student information with

 family or friends unless you are ordered to do so by a court order

 or otherwise required by law. If someone insists on obtaining

 information and the employee or the parent of a student has not

 authorized it, immediately notify the principal.

5.0 **AREAS OF CONFIDENTIALITY**

 5.1 Confidential communication include conversations,

 correspondence, forms, reports and computer generated

 communications with, about, or involving in any way any staff,

 teacher, student or volunteer of IWOF/IPA/PWEG

 5.2 Confidentiality will be broken only under the following conditions:

 5.2.1 When a member of the organization is a threat to others or self.

 5.2.1.1. By law, if there is a reason to suspect a child or adult is being

 abused, then you are required to report the situation to adult or

 Child Protection Services

 5.2.2 If member’s file is subpoenaed.

6.0 Enforcement Authority

6.1 The Principal of Inspire Preparatory Academy reserves the right to exercise

 appropriate action deemed necessary within federal, state and local guidelines

 for violation of this policy.

7.0 Violations and Disciplinary Action(s)

7.1 Access to confidential information does not imply authority to act as a

 spokesperson for the Academy concerning the information.

7.1.1 Anyone soliciting information about the Church, or the Academy should be

 directed to the principal.

7.2 Disclosure or discussion of any confidential information will result in

 disciplinary action, up to and including termination.

8.0 DEFINITIONS

 8.1 IWOF-Inspired Word of Faith

 8.2 IPA-Inspired Word of Faith

 8.3 PWEG- Process Women Empowerment Group

 8.4 Confidential Information – consist of, but not limited to company

 information and files, employee information and reference information.

 **ATTENDANCE POLICY**

1. PURPOSE

 The purpose of the Attendance policy is to express the rules and expected

 responsibility for each employee to maintain consistent attendance while

 employed with IWOF/IPA/PWEG.

2.0 SCOPE

 Employee attendance is extremely important to the success of the Company.

 We expect employees to strive for perfect attendance and to arrive for work

 on time. We recognize that, on occasion, reporting to work may be

 impossible or there may be a need for additional time to arrive at work.

 Sickness and other emergencies cannot always be anticipated and may

 require one to miss all or part of the workday.

3.0 **APPLICABLE DOCUMENTS/MATERIALS**

 Please see *Inspire Preparatory Academy Staff Handbook 2011-12,* pgs.15-17*.*

4.0 POLICY:

4.1 Working Hours:

4.1.1 Hourly employees can clock in up to five minutes early.

4.1.2 Exempt employees can clock in upon arrival of their scheduled work hour

4.1.2.1 There is only a five-minute grace period.

4.1.2.2 Employees will be marked ‘tardy’ at the fourth minute past their

 scheduled work time.

4.1.2.3 All non-exempt employees will only be paid for their scheduled hours

 worked.

4.1.2.4 Non-exempt employees must receive written approval prior to working

 any time exceeding their scheduled work hours.

4.1.2.5 Field trips and special events shall be considered volunteer time.

4.1.2.6 Salaried employees will abide with the same above-mentioned times.

 **Attendance:**

 4.2.1 Each employee has a responsibility to be on the job at the prescribed time

 everyday.

 4.2.2 Each employee has an important designated job to perform and

 unexpected absences disrupt the operation of uniform enforcement of a

 reasonable absence-control rule is not retaliatory discharge.

**Holiday Pay:**

 Salaried full-time employees will receive holiday pay for all major holidays

 providing employees work the day before as well as the day after.

4.2.3 Salaried employees pay will remain the same based on a five-day work

 schedule.

 Any days missing will be a deduction for that day or any missed.

 days thereafter.

 Missed days two weeks before of two weeks after you will loose holiday

 pay equal to the amount of days missed leading up to a major holiday.

 We will not pay for time you are not here when you have called out on days

 you should be here.

**Tardiness:**

4.3.1 Occurs when an employee is late arriving to work.

4.3.1.1 Failure to notify the supervisor within one 15 min after the start time is

 considered an unexcused absence.

4.3.1.2 If an employee is late five (5) times in 30-day period (1) month, the

 supervisor shall issue a written reprimand and enter it in the

 employee’s personnel file.

4.3.1.2.1 Three (3) written reprimands for tardiness in a 1-month period

 shall be cause for disciplinary action up to termination.

4.4 **Absences:**

 4.4. In the event that absence is necessary, please call 321-377-5945 prior

 to 6:00AM to report absence. Employee will have to present written

 doctors excuse, court etc. to return to work.

 4.4.1.1 For teacher, this is especially important so that replacements can be

 secured

 1 4.4.2 There are four types of absences-

 4.4.2.1 **Executive Absences:**

 4.4.2.1.1 In the absence of the CEO or designated management,

 the other administrator(s) accomplish the

 responsibilities of the missing management.

4.4.2.2 **Excused Absences:**

4.4.2.2.1. An absence will be considered excused only when the employee

 employee notifies his/her immediate supervisor prior to the absents

 and receives approval for the absence.

4.4.2.2.2. Employees must submit a Time-Off Request form tohis/hers

 supervisor reporting the actual hours he/she is absent and/or

 requesting sick, vacation or personal

 leave.

4.4.2.2.3 After the supervisor has approved the absence and entered the leave

 in the payroll system, these forms are to be forward to the Human

 Resources Department for permanent record.

 4.4.2.2.4 Supervisors are responsible for maintaining accurate.

 and current records of all leaves taken by employment under his/hers

 supervision.

4.4.2.2.5 Failure to submit accurately documented Time-Off request forms for

 absences and/or claiming sick or emergency leave under false or

 misleading pretenses is falsification of employee time records.

 4.4.2.2.5.1 It is the goal of our company to accurately maintain all

 employee attendance records.

4.4.2.2.5.2 Chronic excused and unpaid absences affect the work environment

 and may result in disciplinary action.

4.4.2.3 **Unexcused Absences:**

4.4.2.3.1 Except in an emergency, an unexcused absence occurs when an

 employee fails to notify the supervisor of an absents prior to the

 scheduled starting time, and/or permission is not granted by the

 supervisor.

4.4.2.3.1.1 Three (3) unexcused absences in a 12-month period will result in

 disciplinary action.

4.4.2.3.1.2 Failure to provide notification of absence from work for three (3)

 workdays, except in an emergency, shall be considered a voluntary

 termination of employment.

4.4.2.4 **Coordinator Absences**

4.4.2.4.1 It is the policy of Inspire Preparatory Academy/Inspired Word of Faith

 that a coordinator who is absent will establish a chain of command

 during absent days and times.

4.4.2.4.1.1 This chain of command should be documented and posted to gradelink

 in case emergencies arise.

5.**0 Enforcement Authority**

 The principal reserves the rights to enforce this policy. All employees are

 held responsible for ensuring that the above state guidelines are followed.

 6.0 **Violations and Disciplinary Action(s)**

 6.1 Absence without notice or excuses:

 6.1.1 Immediate termination

 6.2 Excessive absenteeism:

 6.2.1 1st offense Written warning.

 6.2.2 2nd offense One day suspension

 6.2.3 3rd offense Dismissal

6.3. Tardiness with or without notice or excuses:

 6.3.1 1st offense Oral warning

 6.3.2 2nd offense Written warning.

 6.3.3 3rd offense Dismissal (after 3 offenses in 1month).

 **Requesting Substitute Teacher**

1. **Policy**
	1. Substitute teachers are called in when a teacher has an excused absence.
	2. The Assistant Principal is responsible for securing a substitute in the event of a teacher’s absence.

1.3 Substitute teachers are required to have the *Ethics in Education* Training & SCS Fingerprinting.

 1.3.1 Substitutes must have these completed prior to going into the class.

 1.4 IPA does not hire any person with a felony conviction.

 1.5 Teacher must ensure that the following are left for the substitute teacher prior to his/her arrival:

 1.5.1 Class roster

 1.5.2 Seating chart

 1.5.3 Class schedule

 1.5.4 Lesson plan

 1.5.5 Morning devotion guideline

 **DRESS CODE POLICY**

**1.0 PURPOSE**

 **“The Inspired Look”** is a classic look that is clean, natural, polished and professional, and avoids "cutting edge" trends or extreme styles. It is designed with our students and parents in mind. Regardless of the position you hold with us, when you take pride in your appearance, you become a role model for those around you, and you convey the attitude of excellence.

2.0 **POLICY**

 The Inspired Look includes but is not limited to, the following requirements:

 2.1 **Male and Female:**

 2.1.1 **Body Alteration**

 2.1.1.1 Intentional body alteration or modification for the purpose of

 achieving a visible, physical effect that disfigures, deforms or

 similarly detracts from a professional image is prohibited.

2.1.1.1.1 Examples include, but are not limited to:

 2.1.1.1.1.1 Visible tattoos,

 2.1.1.1.1.2 Brands,

 2.1.1.1.1.3 Body piercing (other than traditional ear

 piercing for women),

 2.1.1.1.1.4 Tongue piercing or splitting,

 2.1.1.1.1.5 Tooth filing,

 2.1.1.1.1.6 Earlobe expansion and disfiguring skin implants.

 2.1.1.1.1.7 Tattoos must be discreetly and completely covered at all times.

1.1.1.2 Jewelry, spacers, retainers, or plugs are not permitted in any

 body piercing, including non-visible piercings, while working.

2.1.2 **Eye Wear:**

2.1.2.1 The frames and lenses of both prescription eyeglasses and

 sunglasses should be a conservative color and style free.

2.2 **Male**

2.2.1 Hair:

2.2.1.1 Hair must be neatly cut on the back and sides, forming a smooth,

 symmetrical appearance.

2.2.1.2 The overall style must be neat, natural and balanced proportionally.

2.2.1.3 A shaved head is permitted, as well as a very short military-style cut.

2.2.1.4 Dred locks are permitted however, they are to be neat and well groomed. Dying of locks are also permitted as long as it’s one color.

2.2.1.5 Conservative braided hairstyles for men are permitted. However,

 gang-related cuts **are not** permitted.

2.2.1.5.1 They must be styled above the ears and cut above the

 collar and be neatly braided close to the scalp in straight rows.

2.2.1.6 Tucking hair behind the ears, or pinning or tucking it under a hat to

 conceal an unacceptable hairstyle will not be permitted.

2.2.1.7 Extreme or bi-level styles are permitted.

2.2.1.8.1 Hair products may be used to create a soft, natural hairstyle within these

 guidelines.

2.2.1.9 Artificial hair is permitted if it looks natural and meets all of the above

 requirements.

2.2.1.10 The Inspired Look does permit dyeing of hair. We encourage you to neatly express yourself.

2.2.1.9.11 If the hair color is changed, it must be natural looking and well

 maintained.

2.2.1.9.12 Subtle highlighting or frosting is permitted, as long as it creates a

 uniform look over the whole head and meets all of the previously listed

 guidelines.

2.2.1.9.13 Locks are permissible. However, they are to stay neat and clean and well

 maintained.

2.2.2 **Face:**

2.2.2.1 For all male, a fully grown in, well-maintained mustache, beard, or

 goatee is permitted, unless otherwise restricted by regulatory codes and

 standards.

2.2.2.2 Facial hair must be neatly trimmed and may not present an unkept

 appearance.

2.2.2.2.1 Extreme styles are prohibited.

2.2.2.3 All facial hair (beards, goatees and mustaches) must create an overall neat, polished and professional look.

2.2.2.4 All facial hair must be fully grown in, neatly groomed and well maintained at no longer than a quarter of an inch in length.

2.2.2.5 Mustaches may extend below the corners of the mouth to meet with the facial beard.

2.2.2.6 Shaping the mustache or beard to a particular style is not permitted.

2.2.2.6.1 Mustaches (without lower facial hair) must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the

corners.

2.2.2.7 Males students with a mustache, beard, or goatee are expected to

be clean-shaven every day.

2.2.2.8 For clarification on whether a mustache, beard or goatee is acceptable, please consult the HR Administrator or the Principal.

2.2.3 **Fingernails:**

2.2.3.1 Clean, presentable fingernails are a must.

2.2.3.2 Fingernails should not extend more than 2 inches above the tip of

the finger.

2.3 **Female:**

 2.3.1 **Hair**

2.3.1.1 Hair should be neatly combed and arranged in a classic, easy-to-maintain style.

2.3.1.1.1 Extreme styles are not permitted.

2.3.1.2 Hair below shoulder length should be confined if it falls forward over the

 face while working.

2.3.1.3 Conservative braided hairstyles without beads or ornamentation are

 permitted.

2.3.1.4 Hair products may be used to create a soft, natural hairstyle within these

 guidelines.

3.1.5 Shaving of the head or any portion of the head or eyebrows is not permitted.

2.3.1.6 Artificial hair is permitted if it looks natural and meets all of the

 above requirements.

2.3.1.7 The Victory Look does not permit extremes in dyeing, bleaching or

 coloring.

2.3.1.8.2 If the hair color is changed, it must be natural looking and well-

Subtle highlighting or frosting is permitted, as long as it creates a uniform look

maintained over the whole head and meets all of the previously listed guidelines.

2.3.2 **Make-up:**

2.3.2.1 If makeup is worn, it should be applied in a blended manner and in

 appropriate, neutral colors.

2.3.3 **Fingernails:**

2.3.3.1 Fingernails should be clean.

2.3.3.1.1 If polish is used, it should be an appropriate color.

2.3.3.1.2 This includes deeper, richer shades of polish.

2.3.3.1.2.1 Polishes that are not permitted include: black, gold, silver, and

 multicolored or neon.

2.3.3.1.2.2 Charms or decals on fingernails are not permitted.

2.3.3.1.3 Fingernails should not exceed two (2) inches beyond the fingertip.

2.4 **Attire:**

2.4.1 As a representative of our company, you are responsible for presenting a

professional appearance.

2.4.1.1 Therefore, good grooming and neatness are always necessary.

2.4.1.2 Staff and admin wear uniforms which includes an IPA uniform shirt and slacks. Tuesday and Thursday are professional attire or you could wear school uniform in addition to adhering to the code outlined below: Fridays, jeans are permitted with IPA uniform shirt.

 2.4.1.2.1 Moderation should be exercised.

 2.4.1.2.2 Clothing should be clean.

 2.4.1.2.3 Skirts and dresses must be below the tips of middle finger.

 No short skirts or short dresses are allowed.

2.4.1.2.5 No tight-fitting pants.

2.4.1.2.6 Clothing that reveals too much cleavage, your back, your chest, your

 stomach or your underwear is not appropriate.

2.4.1.2.7 We should not be able to see through your clothing or see your

 undergarments.

2.4.1.2.8 Revealing or provocative clothing is prohibited.

2.4.1.2.9 Jeans/Jean skirts are allowed only if worn in a business professional

 manner. Which includes a blazer. T-shirts worn with jeans are prohibited.

2.4.1.2.10No shorts of any type are allowed (including Bermuda shorts).

2.4.1.2.11 Shoes must be business professional and always worn while at work.

2.4.1.2.12 No flip flops, slide or slip in shoes.

 **Paycheck Distributions**

 **POLICY**

1. Pay Days

1.1 Employees will be paid semi-monthly, the15th and the 30th of each month.

1.2 Employees will receive their pay checks on scheduled pay dates regardless to

 the day of the week.

1.2.1 If pay day falls on Saturday, you will be paid on that Friday before.

1.2.2 If pay day falls on Sunday, you will be paid that Friday before.

1.3 Actual paychecks are available for distribution by 2:00pm of the pay day.

1.3. Direct deposit is the preferred method of check distribution. However, if you

 prefer live checks please contact admin.

1.4 Any and all questions, concerns or requests regarding payroll, employee loans,

 releasing paychecks early, or any other finance related matter should be

 directed to the bookkeeper only

**Direct Deposit**

 1.5 If you desire direct deposit, please submit your credentials to HR.

**Equipment, Electronic, Communication & Social Networking Policy**

**1.0 PURPOSE**

This policy makes each employee aware of the appropriate and inappropriate use of technological equipment.

**2.0 SCOPE**

With the advancement of technology and issues regarding contamination of said

equipment by viruses and malware, careful usage of a company’s equipment is

imperative. For this reason, rules and restrictions must be enforced to protect the

consistent flow of company business with regards to the modes of communication

available for use.

**3.0 POLICY**

3.1 Electronic Communications Policies

 3.1.1.1 Personal use of computer, projector or NEOs is not allowed.

 3.1.1.2 Printing for personal reasons is prohibited.

 3.1.1.3 All lesson plans or individual printing must be submitted to the

 designated administrative assistant.

3.1.1.4 In order to track and monitor cost, all printing will be approved based

 based upon the current copy/printing policy (listed in the teacher manual).

3.1.2 Email/Internet Usage

3.1.2.1 Internet access should solely be used for company business and as

 well as communication with clients or customers and vendors by

 email.

3.1.2.2 All work-related emails MUST be sent from the work email

 address.

1.2.3 Social networking sites are not allowed to be accessed from the

 Inspire Preparatory Academy network.

3.1.2.3.1 Any email that a staff member receives or sends is the

 property of the Administration.

3.1.2.3.2 Personal emails are not to be monitored during work hours.

 3.1.2.4 Employees should not be informal when dealing with customers

 or clients through email.

 3.1.2.4.1 The same professionalism with a formal business letter

 should be followed.

 3.1.2.5 Any business account registrations that require an email address

 should be linked to the s.livingston@inspirecad.org or

 ipa@inspirecad.com email addresses.

 3.1.2.6 Any new password for any business-related accounts must be

 submitted to Pastor Sabrina Livingston with three days.

 3.1.2.7 Linking any accounts to a personal email address or non

 IWOF/IPA business email address is prohibited.

**3.1.3 Social Networking**

3.1.3.1 Social networking websites are considered personal activities.

3.1.3.2 There is no access allowed to any social networking website at any

time from the Inspired Word of Faith/ Inspire Preparatory Academy network.

3.1.3.2.1 Social networking websites include but are not limited to:

3.1.3.2.1.1 Facebook,

3.1.3.2.1.2 Instagram

3.1.3.2.1.3 Twitter

3.1.3.2.1.4 Personal email.

 Employees of Inspire Preparatory Academy are not allowed to identify themselves as representatives from the company on personal social networking sites. By identifying oneself as an employee of Agape Ministries International, a social networker becomes, to some extent, a representative of our company.

Everything he/she posts has the potential to reflect on the company and its image.

**4.0 Enforcement Authority**

4.1

The principal and Assistant principal is the primary enforcer of all policy. If an Information Technology liaison is identified that person will be responsible for reported violations/violators to the principal use.

**1.0 PURPOSE**

The use of school media and technology equipment (projectors, laptops, televisions and DVD players, etc.) is necessary for use by the faculty and staff in a school educational setting. The proper care and usage of said equipment is important and requires policy and procedures to be in place to ensure it is in proper working order and available for use at IWOF by all.

2.0 SCOPE This policy applies to staff, faculty and students who use the media and technology equipment that is the property of Inspired Word of Faith/ Inspire Preparatory Academy.

**3.0 APPLICABLE DOCUMENTS/MATERIALS**

3.1 *Equipment Request* Form

3.2 *Policy Receipt Acknowledgement for Use of School Equipment* form.

**4.0 POLICY:**

4.1 The use of school media and technology equipment cannot be last minute and must be pre-approved on the lesson plan

4.2 Only one projector and screen can be out at any given time

 4.3. The equipment should be in use during the hours specified and returned to the

library at the end of the day.

 4.4 All equipment, with the exception of the projectors, must be kept locked in the

 library area at all times when not in use.

4.5 All projectors will remain locked in the principal’s office.

The requesting party must obtain permission to use above mentioned equipment.

must come from explicit consent of the principal.

4.6 The requesting party must obtain permission to use above mentioned equipment must come from explicit consent of the principal.

All equipment, with the exception of the projectors, must be kept locked in the

library area at all times when not in use.

 4.6.1 *Please see procedure below on how to go about requesting the equipment.*

4.7. If the equipment is returned broken or inoperable, the requesting party is

responsible for the full purchase price of the item.

75.0 4.8 The Operations Coordinator is responsible to check the equipment once returned to ensure proper working order.

4.8.1 Otherwise, she is responsible to replace equipment if broken or inoperable.

 PROCEDURE FOR USE OF SCHOOL MEDIA AND TECHNOLOGY

 EQUIPMENT

***(Instructor)*:**

5.1.1 A requesting party who wishes to use school equipment must complete an

 “Equipment Request Form”.

 5.1.2 Teachers are to complete the form then attach it to the lesson plan. They

must include in the narrative of the lesson plan the following:

5.1.6 5.1.7

 5.1.2.1 *“Equipment Use form attached requesting use of media and/or*

*technology equipment. Request date for equipment is (input date).*

 5.1.3 The lesson plan and form are then given to the Senior Class Coordinator.

5.1.4 Upon reviewing the lesson plans, the SCC will turn in the request form to

the principal.

 5.1.5 After approval granted from the principal, she will give the forms to the

Front Desk Coordinator, who will in turn, give a copy to the operations.

Coordinator.

5.1.6. The operations coordinator will put the teacher’s name and the equipment.

request on a calendar.

5.1.6.1. This will prevent double booking equipment.

5.1.7. Before releasing the equipment, the OC must perform the following:

5.1.7.1 Check to ensure equipment is not requested by another teacher.

5.1.7.2 Inspect the equipment to ensure it is in good working condition.

5.1.7.3 Assign the equipment to the teacher who will, in turn, sign the

 “Sign Out Sheet”.

5.1.7.4 Ensure that the equipment is returned in the same working.

 Condition.

6.0 **PROCEDURE FOR USE OF SCHOOL MEDIA AND TECHNOLOGY EQUIPMENT**

*(Non-Instructor):*

6.1 A requesting party who wishes to use school equipment must complete an

 “Equipment Request Form” then turn it in to the operations coordinator who

 will in turn, seek permission for usage from the principal.

6.1.1 After approval granted from the principal, the operations coordinator will

 put the requester’s name and the equipment request on a calendar (same

 calendar used for instructors).

6.1.1.1 This will prevent double booking equipment.

6.1.2 After approval granted from the principal, the operations coordinator.

 perform the following:

6.1.2.1 Check to ensure equipment is not requested by another teacher.

6.1.2.2. Inspect the equipment to ensure it is in good working condition.

6.1.2.3 Assign the equipment to the teacher who will, in turn, sign the

 “Sign Out Sheet”.

6.1.2.4 Ensure that the equipment is returned in the same working conditions.

  **Enforcement Authority**

6.2.1 The Senior Class Coordinator is the person designated by the principal to

 receive the Equipment usage forms for the teacher of the

 IPA /IWOF Equipment and Mobile Devices policy

 6.2.2 The Operations Coordinator is responsible for receiving the Equipment.

 Usage form for Staff, as well as for checks and balances to ensure the

 equipment is functioning properly before and after its use.

6.2.3 The Principal reserves the right to approve or deny use of school media.

 and technology equipment,

6.3 Violations and Disciplinary Action(s): The following will be the rankings

 given to any faculty or staff who violate this policy.

6.3.1 1st Violation - Verbal Warning

6.3.2 2nd Violation - Written Warning

6.3.3 3rd Violation – Suspension

6.3.4 4th Violation – Termination

6.3.5 Employees, volunteers or students of IPA/IWOF who willfully

 or knowingly violate or otherwise abuse the provisions of this policy may

 be subject to:

6.3.5.1 Disciplinary actions as outlined in this policy and the Inspire Preparatory Academy Staff Handbook.

6.3.5.2 Criminal prosecution.

 **Fire Drills, Severe Weather Drills & Lock Down Drill Policy**

1. **PURPOSE**

Once a month, office and school staff of Victory Prep Christian Academy will

participate in a Fire Drill.

**2.0 POLICY**

2.1 Children and teachers must be in single file line when exiting the classroom. 2.1.1 They must make sure to follow the posted evacuation route that is on each

classroom door.

**2.2 Fire Drill Procedure-**

2.2.1 Procedure to follow:

2.2.1.1 Classroom door is open.

2.2.1.2 Exit out quickly and quietly.

2.2.1.3 Follow fire drill procedures as outlined.

2.2.1.4 Complete Fire Drill Evaluation Reports.

**2.3 Severe Weather Drill-**

2.3.1 Procedure to follow:

2.3.1.1 Close each door.

2.3.1.2 Sit flat on the floor.

2.3.1.3 Remain quiet until further notice.

**2.4 Lock Down Drill**-

2.4.1 Procedure to follow:

2.4.1.1 All entrances into the classroom must be closed.

2.4.1.2 All entrances into the building must be closed and locked.

2.4.1.3 All students will remain quiet until notice is given that the school

is safe.

 2.4.1.4 Parents should call (321) 377-5945 to get information on school

 closings due to bad weather conditions. Also, parents should like and follow our Facebook for real time updates as well as make sure contact information is current for updates on grade link.

2.4.1.5 We will NOT follow the public school system for bad weather.

**2.5 Weather Conditions**-

2.5.1 In case of threatening weather such as heavy thunderstorms, hurricane or

 tornado warnings, children should be assembled inside the main classroom.

2.5.2 In order to keep the students preoccupied, teachers should be read to,

 allowed to play quiet games or sung to.

2.5.2. The teacher’s primary responsibility is to her class.

2.5.3 In case of a hurricane, the parents are required to call (407)920-2934.

2.5.4 If a decision is made to close the school after 7:00 A.M, the Administrator

 and/or designated person will be available at the school until all parents

 have been notified.

2.6 Major Medical and Emergency Procedures-

2.6.1. Most situations requiring medical attention require only tender loving

 care, cleaning of the wound or application of cool water.

2.6.1.1 The majority of these can be taken care of in the classroom.

2.6.1.1 Students will get bandages from the front desk.

2.6.1.1.2 Other basic first –aid kit located in the lock box in the

 classroom and in the Director’s office.

2.6.2 In Case of serious emergency involving broken bones, convulsions,

 fainting, unconsciousness or other serious bodily injury-

2.6.2.1 Follow these procedures:

 Keep calm and keep children and injured child as calm as possible.

 DO NOT remove injured child.

 Speak calmly, reassuring the child.

 Send co-worker for help. If no other adult is present, send a responsible

 child for the nearest adult.

2.6.2.1.5 Stay with injured child.

2.6.2.1.6 A co-worker should notify the Administrator or person

 in charge and get the emergency resolved.

2.6.2.1.7 The Administrator or acting person in charge will call the emergency

 number and give information and discuss directions as needed.

2.6.2.1.8 As soon as Administrator is notified, the co-worker should return to help

 in removing other children in the class from the area.

2.6.2.1.9 The Administrator or Secretary will notify the parent and advise on the

 condition of the child and procedure suggested by medical personnel.

2.6.2.1.10 The Administrator/Secretary will refer to the child’s record for

 information on preferred hospital and doctor.

2.6.2.1.11 In case the child is transported to the hospital, the

 Administrator or person in charge will accompany the child.

2.6.2.1.12 As soon as possible, the teacher needs to return to her

 class to see that they are calm and reassured.

2.6.2.1.13 Procedure suggested by medical personnel and name of

 hospital to which the child is transported should be in

 writing by the teacher as soon as possible.

2.7 Accident Involving Teachers:

2.7.1 Workmen’s Compensation Laws require that an employee report any

 accident or injury to their employer within 24 hours.

2.7.1.1 Keep in mind that non-profit organizations are not required to

 purchase workmen’s compensation nor unemployment taxes.

2.7.2 In case of Emergency (n shock, unconsciousness or life-threatening injury)

2.7.2.1 Call 911 or transport to nearest Emergency Care Unit.

2.7.2.2 Be sure your supervisor or the Personnel Office is notified.

 **2.7.3 If Not an Emergency, notify the Administration.**

 **Employment Separation Policy and Procedure**

**1.0 POLICY**

1.0.1 Employees whose employment ends either voluntarily or involuntarily will be

 terminated in a respectful manner and in a manner consistent with state and

 federal law.

1.0.2 Each department is responsible for the return of all IPA/IWOF/PWEG controlled.

 property and equipment issued to an employee prior to the separating employees.

 last day of work.

1.0.2.1 If an employee fails to return issued property, equipment, keys, etc. or

 accounts are not cleared the department shall initiate appropriate action,

 including but not limited to, attempts to offset any outstanding obligations.

 from final salary payments due the employee.

1.0.3. Employee resignations, as an “employee at will “once the employee has given notice

 the IPA/IWOF/PWEG may decide it is not necessary for them to work out the

 entire duration of the notice.

1.0.4. IPA and IWOF reserves the right to offset any salary payments due the

 employee to compensate for unreturned property or equipment or unsettled

 accounts prior to release of final payments to the employee.

 2.0 PROCEDURE:

**2.0.1 Phase I – Initial Release of Employment**

2.0.1.1 ***Resignation-***

2.0.1.1.1 Employee submits resignation to Department Coordinator.

2.0.1.1.2 Department Coordinator meets with employee to discuss

 decision and go over any outstanding issues or concerns.

2.0.1.1.3 Department Coordinator discusses resignation with principal.

2.0.1.1.4 Schedule exit interview on last day of work.

*2*.0.1.1.5 ***Teacher Resignations –***

2.0.1.1.5.1 Teacher must submit final grades, review lesson plans, and go over any outstanding work not graded with Department Coordinator.

2.0.1.1.6 ***Prepare Exit Inventory form to be signed on last day.***

2.0.1.1.6.1 On last day of work, the following must be completed:

2.0.1.1.6.2 Employee Exit Form

2.0.1.1.6.3 Employee Exit Inventory Form

2.0.1.1.6.4 Exit questionnaire completed

2.0.1.1.6.5 Collect all company equipment, keys, etc.

2.0.1.1.6.6 Meeting with HR to review: arrange the final paycheck.

HR will also discuss the cessation or transfer of benefits (health insurance, life

insurance, , retirement, etc.) with the employee.

2.0.1.1.7 ***Escort ex-employee off premises.***

2.0.1.2 ***Termination***

2.0.1.2.1 Department Coordinator schedules meeting with Principal to discuss

 employee termination.

2.0.1.2.2 Determine date of termination.

2.0.1.2.3 Prepare a ‘Release of Employment’ letter.

2.0.1.2.3.1 Template available, should not include any reason for release.

2.0.1.2.3.2 Only information in letter is the employment dates and that as of that

 day they are no longer employed with ‘IPA or IWOF’.

2.0.1.2.4 Prepare an Employee Exit Inventory form.

2.0.1.2.5 Schedule meeting with employee in the Human Resource room with a

 representative of Human Resources in the room.

2.0.1.2.6 At scheduled time, inform employee of termination and present them

 ‘Release of Employment’ letter.

2.0.1.2.7 Escort employee to workstation or classroom to collect personal

 belongings.

2.0.1.2.8 In the event a teacher is terminated he/she should submit all current

 grades, inform the Education Coordinator where lesson plans are and

 outstanding non-graded papers are located.

**2.0.2 2.0.3**.0.1.2.10

2.0.1.2.9 2 Collect any keys or company equipment.

2.0.1.2.10 Arrange for the return of any offsite equipment

2.0.1.3 ***Office Employee Termination:***

2.0.1.3.1 Immediately disable the terminated employee’s network access or

 passwords.

2.0.1.3.2 Inform the employee that Human Resources will be

 contacting them to arrange the final paycheck.

2.0.1.3.2.1 HR will also discuss the cessation or transfer

 of benefits (health insurance, life insurance,

 retirement, etc.) with the employee.

2.0.1.3.3 Escort the ex-employee off the premises.

2.0.1.3.4 Complete ‘Employee Exit Form’ and submit to Human

 Resources.

**Phase II – Updating Employee Records**

2.0.2.1 Prepare Termination Report .

2.0.2.2 Submit termination report to Financial Coordinator for Payroll processing.

2.0.2.3 Update ‘Employee’ database with termination date and move to ‘Inactive’.

2.0.2.4 Update ‘Time Clock’ status from Active to Inactive.

2.0.2.5 Move employee folder to inactive employee files.

2.0.2.6 Move employee ‘File 2’ from active files to inactive files.

2.0.2.7 Inform Aflac or any other benefit carriers that the employee is now

inactive.

**Phase III – Removing Employee Access**

2.0.3.1 Gradelink – If the employee was enrolled in Basecamp, remove access to

projects.

2.0.3.2 Gradelink– Remove employee name from Contact listing.

2.0.3.3 Hypermart – Disable email account.

2.0.3.4 PC – Disable user account, move files to ‘Share’ drive on ADMIN-PC.

Remove profile completely.

2.0.3.5 Dept of Education – Password should be changed by Principal.

 **Students Attendance Policy & Procedure**

**1.0 PURPOSE**

 Students are expected to attend all assigned classes each day.

**2.0 POLICY**

 2.1 Teachers shall keep a record of absence and tardiness each day for each class.

 2.1.1 *Refer to below to determine whether or not an absence is excused or*

 *unexcused.*

 2.1.2 The excuse note must accompany the attendance sheet.

 2.2 Teachers should turn in attendance daily to Mr. Long.

 2.2.1 Excuses should go in the day the student returns with the note with the

 dates clear as to when the absence occurred.

2.3. The Assistant Principal must turn in the absences monthly (first of each month) to the Front Desk Coordinator who is responsible for report cards.

2.3.1 Assistant Principal should also provide the principal with a weekly report.

2.3.2 The Front Desk Coordinator will file the attendance sheets by month.

2.3.2.1 The absence should be determined by excused or unexcused based on the attachment.

**2.4 Excused Absences:**

2.4.1 The following are valid excuses for absences and tardiness:

2.4.1.1 Assignments and/or activities not completed because of an excused

 absence or tardiness may be made up in the manner provided by the

 teacher.

2.4.2. Participation in school-approved activity-

2.4.2.1 To be excused this absence must be authorized by a staff member

 and the affected teacher must be notified prior to the absence

 unless it is clearly impossible to do so.

2.4.3.1 Absence due health condition, family emergency or religious purposes:

2.4.3.1 When possible, the parent is expected to notify the school office on

the morning of the absence and send a signed note of explanation with the student

upon his/her return to school.

2.4.3.2 Adult students (those over eighteen) and emancipated students

 (those over sixteen who have been emancipated by court action)

 shall notify the school office of their absences with a signed note

 of explanation.

2.4.3.2.1 A student shall be allowed one makeup day for each

 day of absence.

2.4.4 Absence for parental approved activities:

2.4.4.1 This category of absence shall be counted as excused for purposes

 agreed to by the principal and the parent in advance.

2.4.4.1.1 An absence may not be approved if it causes a serious

 adverse effect on the student's educational progress.

2.4.4.1.1.1 In participation-type classes (e.g., certain music

 and physical education classes), the student may

 not be able to achieve the objectives of the unit

 of instruction as a result of absence from class.

2.4.4.1.1.2 In such a case, a parent-approved absence would

 have an adverse effect on the student's

 educational progress which would ultimately be

 reflected in the grade for such a course.

2.4.4.1.2 A student, upon the request of his/her parent, may be

 excused for a portion of a school day to participate in

 religious instruction provided such is not conducted on

 school property or otherwise involves the school to any

 degree.

2.4.4.1.2.1 However, it must be pre-approved by Principal.

 Absence resulting from disciplinary actions — or short-term suspension:

2.4.5.1 As required by law, students who are removed from a class or

 classes as a disciplinary measure or students who have been placed

 on short-term suspension shall have the right to make up

 assignments or exams missed during the time they were denied

 entry to the classroom, if the effect of the missed assignments shall

 be a substantial lowering of the course grade.

**Extended illness or chronic health condition**:

2.4.6.1 If a student is confined to home or hospital for an extended period,

 the school shall arrange for the accomplishment of assignments at

 the place of confinement whenever practical.

2.4.6.2 If the student is unable to do his/her schoolwork, or if there are

 major requirements of a particular course which cannot be

 accomplished outside of class, the student may be required to take

 an incomplete or withdraw from the class without penalty.

2.4.6.3 Students with a chronic health condition which interrupts regular

 attendance may qualify for placement in a limited attendance and

 participation program.

2.4.6.3.1 The student and his/her parent shall apply to the

 principal or counselor, and a limited program shall be

 written following the advice and recommendations the

 student's medical advisor.

2.4.6.3.1.1 The recommended limited program shall be

 approved by the principal.

2.4.6.3.1.2 Staff shall be informed of the student's needs,

though the confidentiality of medical

 information shall be respected at the parent’s request.

**2.5 Unexcused Absences**

2.5.1 Fall into two categories:

2.5.1.1. Submitting a signed excuse which does not constitute an excused

 absence as defined previously; or

2.5.1.2 Failing to submit any type of excuse statement signed by the

 parent, guardian or adult student.

2.5.1.2.1 Each unexcused absence shall be followed by a warning

 call to the parent of the student.

2.5.1.2.1.1 This call shall be documented on the Unexcused

 Absence List along with the details of the call.

2.5.1.2.2. After three unexcused absences within any month,

 Conference shall be held between the parent, student and Principal.

2.5.1.2.2.1 At such a conference the principal, student and parent shall consider:

2.5.1.2.2.1.1 That the student is in danger of a letter grade drop.

2.5.1.2.2.1.2 Assisting the student to obtain supplementary services

 that might eliminate the causes of absence; or,

2.5.1.2.2.1.3 Imposing other corrective actions that are deemed to be appropriate.

2.5.1.3 Not later than the student’s fifth unexcused absence in a grading

 period, the school shall enter into an agreement with the student

 and parents that establishes school attendance requirements.

12.5.1.3.1 Student will be referred to a community truancy board or file a petition

 and affidavit with the juvenile court alleging a violation of the law.

2.5.1.3.2 2.5.1.3.3 If the above action fails to correct the attendance

 problem, the student shall be declared a habitual absentee.

 The principal shall interview the student and his/her family and prescribe

 corrective action which may include suspension for the current semester and

 expulsion.

2.5.1.4 No later than the sixth unexcused absence within any grading

 period during the current school year or upon the tenth unexcused

 absence during the current school year the school will issue a letter

 grade drop.

2.5.1.5 A petition must be filed if the student has seven or more unexcused

 absences within any month during the current school year or ten or

 more unexcused absences in the current school year.

2.5.1.5.1 A petition may be filed earlier.

2.5.1.5.2 Unexcused absences accumulated in another school or

 school district shall be counted for all purposes in this procedure.

2.5.1.5.2.1 Actions taken by the school that have not been

 successful in substantially reducing the student’s absences from school; and

2.5.1.5.2.2 Court intervention and supervision are

 necessary to assist the school district to reduce

 the student’s absences from school.

2.5.1.5.3 Additionally, the petition shall include the student’s

 name, date of birth, school, address, gender, race and

 ethnicity; and the names and addresses of the student’s

 parents.

2.5.1.5.4 The petition must include facts that support the

 allegations made in the petition, must generally request

 relief available under the statute, and must describe

 what the court might order.

2.5.1.5.5 Petitions may be served by certified mail, return receipt requested, but if

 such service is unsuccessful, personal service is required.

2.5.1.5.5.1 At the district’s choice, it may be represented by

 a person who is not an attorney at hearings related to truancy petitions.

2.5.1.5.6 A student who has been expelled for attendance violations may petition

 the school for reinstatement.

2.5.1.5.6.1 Such petition may be granted upon presentation

 of a firm and unequivocal commitment to

 maintain regular attendance.

2.5.2 Any student who presents false evidence, with or without the consent of

 his/her parent, in order to wrongfully qualify for an excused absence shall

 be subject to the same corrective action that would have occurred had the

 false excuse not been used.

2.5.3 Students six or seven years of age, who have been enrolled in the school,

 are required to attend school and their parents are responsible for ensuring

 that they attend.

2.5.3.1 Parents who wish to withdraw their children before the children are

 eight years old and against whom no truancy petition has been

 filed, may withdraw the students from school.

2.5.3.2 When a six- or seven-year-old student has unexcused absences, the

 school shall do the following:

2.5.3.2.1 Notify the parent or guardian in writing or by telephone

 after four unexcused absences in any grading period.

2.5.3.2.1.1 Request a conference with the parent or

 guardian and child to analyze the causes of the student’s absences after

 two unexcused absences in any month (a regularly scheduled teacher-

 parent conference held within thirty days may substitute).

2.5.3.2.1.2 Take steps to eliminate or reduce the student’s absences, including:

2.5.3.2.1.2.1 Adjusting the school program, school, course assignment;

2.5.3.2.1.2.2 Providing more individualized or remedial instruction;

2.5.3.2.1.2.3 Offering enrollment in alternative schools or programs; or

2.5.3.2.1.2.4. Assisting in obtaining supplementary services.

2.5.3.2.2 After seven unexcused absences in a month, or ten in a

 school year, the district shall file a truancy petition

**2.6 Tardiness**

2.6.1 Students are expected to be in class on time.

2.6.2 When a student's tardiness becomes frequent or disruptive, the student

 shall be referred to the assistant principal or counselor.

2.6.2.1 If counseling, parent conferencing or disciplinary action is

 ineffective in changing the student's attendance behavior, he/she

 may be suspended from the class.

2.7 All sanctions imposed for failure to comply with the attendance policies and

 procedures shall be implemented in conformance with state and district

 regulations regarding corrective action or punishment.

 **Student Cell Phone Policy**

**1.0 PURPOSE**

Cell phone usage during school hours is not allowed. If you need to contact your student please contact the school office at 321-377-5945 and a message will be relayed to the student’s classroom teacher.

Phones are also located in each classroom. If a student needs to contact a parent, they could use the phone in the classrooms.

**2.0 POLICY**

2.1 2.2 Cell phones that are brought to school will be at the parent’s/student’s own risk. If brought to school, the cell phone must be confiscated and stored with admin until the end of the day.

2.2.1 failure to turn in cell phones and they are seen will be confiscated and the student will automatically have a two-day suspension.

**3.0 VIOLATIONS AND DISCIPLINARY ACTION(S):**

3.1 The first time the policy is violated, the phone will be returned to parents with a warning to the student to keep it in his/her book bags or purse during school hours.

3.2 The second time, the phone will be returned to your parents and the student will lose the privilege of bringing it to school.

**1.0 PURPOSE**

The educational interests of the student and of society require the collection, retention and use of information about individual pupils and groups of pupils. The welfare and progress of students is directly related to the proper maintenance of a thorough and efficient system of the school.

**2.0 SCOPE**

It is important to protect the rights of each school member against an unwanted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the student. It is the responsibility of the faculty and staff to exercise this policy in order to ensure proper and effective record keeping of students’ records.

**3.0 APPLICABLE DOCUMENTS/MATERIALS**

Please refer to *Inspire Preparatory Academy Staff Handbook – Confidentiality Policy.*

**4.0 POLICY**

4.1 Due to student records having been misplaced and or lost, **no one** will have access to student record at all ***except*** the Front Desk Coordinator (FDC) and the Senior Class Coordinator (SCC).

4.2 Direct access to student record for any other staff or faculty must be obtained from the principal.

*4*.3 Enforcement Authority: The Principal is the only authorizing personnel to give a staff or faculty member access to student records.

5.0 PROCEDURE

5.1 Interested authorized individual who need access to a file must be granted permission from the principal.

5.2 Upon permission granted, said individual will see the Front Desk Coordinator or the Senior Class Coordinator.

5.3 The Front Desk Coordinator/Senior Class Coordinator will request the key from the operations Coordinator.

5.3.1 The FDC/SCC will have the individual requesting access to a student's

record to sign out the file.

5.3.2 Upon completion of use of the file, it must be signed back in to the

FDC/SCC.

**6.0 VIOLATIONS AND DISCIPLINARY ACTION(S)**

6.1 If permission not granted by the principal, an employee will be in direct violation of this new policy.

**7.0 DEFINITIONS**

7.1 Record – any information maintained in any way, including, but not limited to:

7.1.1 Handwriting

7.1.2 Print

7.1.3 Film

7.1.4 Computer media

7.1.5 Video or audio tape

7.1.6 Microfilm or microfiche

7.2 Student – any individual with respect to whom AWC/VPCA maintains education records.

**Parent/Non-Parent School Visitation/Communication Policy & Procedure**

**1.0 PURPOSE**

The goal of this policy is to discuss the various aspects and instances regarding parents/non-parents’ visitation and communication with students during normal school

hours.

2.0 SCOPE

**This policy combines the following policies and procedures:**

Policy and Procedure for Parent Calls

Procedure for Parents Having Lunch with Students

Procedure for Non-Parent/Guardian Visit

**3.0 POLICY**

3.1 **Policy and Procedure for Parent Calls:**

3.1.1 If a parent calls VPCA, document the call in Basecamp for tracking purposes.

3.1.1.1 Procedures for logging calls into Basecamp:

3.1.1.1.1 Click on ***Add an item*** under the list ***Parent Calls*.**

3.1.1.1.2 Write down the date and time stamp then add the

 message.

3.1.1.1.3 Include a good phone number where the person can be reached.

3.1.1.1.3.1 Example: *03/04/10 10:00AM - John Doe called about, they would like a*

 *call back... phone number is: 123-456- 7898*

3.1.1.2 Assign them To Do to the School Coordinator.

3.1.1.3 Assign the due date as the current days date.

**4.0** 3.1.2 If the parent calls require follow up on something that the

 Administrative team can assist with, follow this procedure:

3.1.2.1 In Grade link under the project IPA, click on ***Work Request*** list.

3.1.2.2 Click on ***Add an Item***.

3.1.2.3 Add the necessary information requested then assign it too the

 Administrative Coordinator.

3.1.2.3.1 The Administrative Coordinator will be responsible for re-

 assigning the request to a member of the team for follow up.

 **Policy and Procedure for parents having lunch with students:**

4.1 Policy-

4.1.1 4.1.2 Parent can only meet during students scheduled lunch time.

 Procedure for parent having lunch with student:

4.1.2.1 Parent must call and schedule a time ahead with the Front Desk

 Coordinator.

4.1.2.2 Teacher should be notified.

4.1.2.3 Approval must be obtained from Vice Principal & Teacher.

4.1.2.4 Upon approval, parent and student can proceed to the cafeteria.

 during scheduled lunch time.

4.1.2.5 Parent must leave campus after lunchtime has expired.

4.1.2.6 Parent must try to meet with teacher during time.

4.2 **Procedures for Non-Parent/Guardian Student Visitation**

**(Specialist/Counselors):**

4.2.1 Ask the person if he/she has Authorization paperwork/form to visit with

 student.

4.2.1.1 Request from visitor a business card or contact information.

4.2.1.2 Copy the Authorization form, if provided.

4.2.1.3 Alert the Assistant Principal.

4.2.1.3.1 Do not give any information or documentation let the

 Assistant Principal request the information.

4.2.1.4 Principal gets the student.

5.0 ENFORCEMENT AUTHORITY:

5.1 In all instances of this policy, Front Desk Coordinator is responsible for

 ensuring that the above guidelines are carried out.

6.0 VIOLATIONS AND DISCIPLINARY ACTION(S)

6.1 The Vice-Principal and Principal will carry out disciplinary actions if procedures are not followed

 **No Tackle Policy**

**1.0 PURPOSE**

 In order to ensure the safety of our students and integrity of our school it is the

 policy of Inspire Preparatory Academy that we implement a ‘No Tackle’ policy.

2.0 POLICY

2.1 2.2 Students attending Inspire Preparatory Academy may not engage in any

 form of ‘tackle’ athletics while on campus grounds. Any student violating

 this policy is subject to expulsion at the discretion of the school

 administration.

2.3 Any teacher not enforcing this policy is subject to termination at the discretion

 of the school administration

**1.0 PURPOSE:**

 Students must maintain a certain appearance as a student here at Inspire Preparatory

 Academy. Their attire and grooming must be within the guidelines of the school policy

 and must not deviate from the set guidelines stating what is appropriate and what is not.

2.0 APPLICABLE DOCUMENTS/MATERIALS: *The Inspire Preparatory Academy Student Handbook*

**3.0 POLICY**

|  |  |
| --- | --- |
|  **Acceptable Hair** | **Unacceptable Hair** |
| **Shaved Hair** | **Other colors including pink, white, blue, green etc. color-tipped hair**  |
| **Uneven length hairstyles** | **Shaved patterns in hair (such as mohawk, etc.**  |
| **Natural looking Hair** | **Shaved eyebrows** |
| **Subtle highlights** | **Any highlights including colors mentioned above** |

 **Gradelink Procedure**

1. **PURPOSE**

1.1 To detail the necessary steps to the use and company requirements for using

Gradelink

**2.0 PROCEDURE:**

2.1. Every morning review what due dates tasks are coming up.

2.2 Work on the high priority ones first, and then complete all tasks for the day.

2.3 At the end of the day, double check your tasks. Mark off any that are

 completed.

2.4 If a task is not completed and you need more time, then add a comment with

 the reason why more time is necessary and what you will do to meet that

 deadline.

2.5 Wait for a response on the extension of the deadline.

2.6 Gradelink deadlines will be reviewed to ensure that deadlines are not being

 missed. The following is the disciplinary action for missing deadlines:

2.6.1 The first missed deadline is an oral warning.

2.6.2 The second missed deadline is a written warning.

2.6.3 The third missed deadline is a one day suspension with the possibility of

 termination.

  **Collecting Funds Procedure**

**1.0 PURPOSE**

The financial transaction of any kind is very vital and must be performed correctly,

according to the guidelines as detailed below, as it related to Inspired Word of Faith (IWOF), Inspire Preparatory Academy (IPA).

**2.0 SCOPE**

All employees and staff of AWC, VPCA and NTDC must follow the procedure outlined below when collecting funds from students, parents or other staff members.

**3.0 PROCEDURE FOR COLLECTING FUNDS**

3.1 When a student or parent brings in a payment for anything (including field trips

 and special events), the payment should be placed in the appropriate envelops

 at the front desk.

3.1.1 The payment should be logged into the QuickBooks program by the **Front**

**Desk Coordinator.**

3.1.1.1 The FDC must initial the envelop confirming the amount written

 on the envelope is actually enclosed.

3.1.2 The envelope should be placed in the mailbox outside the finance office.

3.1.2.1 There should never be cash in the box.

3.1.2.2 It must be verified that the payment reported and the deposited funds

 match.

3.1.2.3The report must accompany the QuickBooks report.

3.1.2.3.1 Financial Dept is responsible to turn this report in on Friday of each

 week.

 3.1.2.3.2 In the event that the Financial Dept is absent on a

 Friday the Front Desk Coordinator is responsible to provide this report.

**4.0 Enforcement Authority:**

 **Financial Office Procedures**

4.1 The procedures listed above are to be carried out by the Front Desk.

 Coordinator, as well as the Financial Department

4.2 The Principal has rights to the process as deemed necessary.

**1.0 PURPOSE**

To explain the proper procedure of interact with the financial office.

**2.0 PROCEDURE**

2.1 2.2 The financial office will always remain locked.

2.1.1 Financial personnel/Bookkeeper should not answer door unless visitor has

 pre-approved permission to enter.

2.1.2 Do not knock on the financial door as first means of communication.

 To gain access to the financial office, follow the following procedures:

2.2.1 Instant Message the Finance personnel/Bookkeeper and wait for a reply.

2.2.1.1 If there is no reply on the instant message, then contact on phone.

2.2.1.2 If/when there is a respond, permission will be granted, if

 necessary to enter the financial office.

3.0 Enforcement Authority

3.1 The Financial Personnel/Bookkeeper is responsible for ensure that this policy

 is enforced.

 **Accounts Payable Procedures**

**1.0 PURPOSE:**

 To explain the process of financial payable accountability of the Bookkeeper.

2.0 PROCEDURE:

 2.1 Bills are presented to the Bookkeeper.

 2.2 Bookkeeper enters bills into QuickBooks.

 2.3 Bill are then imported into a spreadsheet and presented to Principal.

 2.4 Principal will indicate bills to be paid.

 2.5 Write checks or call-in payments.

 2.6 Present the Accounts Payable Update report with weekly report.

 2.7 Reports are due Friday of each week.

**1.0 PURPOSE**

 To outline the proper procedure the Bookkeeper must follow regarding payroll.

**2.0 PROCEDURE**

2.1 Make sure that pay period is correct.

2.2 Print time Sheets.

2.3. Have employee sign their time sheets indicating time is accurate.

2.4 Make sure to adjust time to start time and complete times.

2.5 Make sure that correct employees are checked and time is correct. 2.5.1Any salary employees will already be checked just confirm and add time

 for hourly employees.

2.5.2 If any vacation hours taken, make sure to add.

2.6 Give the time sheet to the principal to sign. No paychecks can be processed

 without this signature.

2.7 Adjust with time off request sheets.

2.8 Process paychecks.

2.9 Print checks.

2.10 Confirm totals.

2.11 Make sure there is check for Withholdings (such an employee tithe to Agape

 Word Church and or fees requested to be held from check).

2.12 Print a Payroll Report from QuickBooks.

2.13 Give completed checks to Principal for Signature.

2.14 Principal will in return give the check back to bookkeeper for distributing.

2.15 Give check to employee.

2.16 Payroll should be completed, and checks printed one day prior to payday.

 **Time Off Procedures**

1. **PURPOSE**
2. To explain the procedure for Time-Off Requests.

**2.0 PROCEDURE**

2.1 When an employee desire to take a day off from work they must submit a Time-off Request Sheet.

2.1.1. That sheet should be turned in to their immediate supervisor.

2.1.2 The supervisor must approve the time off and then the request is submitted

 to the principal to approve the time off.

 2.1.3 No time off is valid without the signature of the principal.

2.1.4 Once approval, a copy will be placed in the employee file.

2.2 The Supervisor must log into Basecamp and note the employee absence.

2.3 The Financial Dept must create a log that indicates the employee vacation

 time for the year, how much time has been used and how many days out for

 other reasons.

 **Teacher Curriculum Evaluation Policy & Procedure**

**1.0 POLICY**

It is the policy of Inspire Preparatory Academy to ensure that every student is learning and is being challenged in their thinking. In order to continue pursuing excellence in education teachers will be evaluated through observation in the classroom. Observations will be carried out by the Assistant Principal or the School Administrator.

**2.0 PROCEDURE**

2.1 Schedule 2 hour blocks for evaluations of teachers and post schedule to

Gradelink.

2.2 During scheduled evaluation time the observer will pull:

2.2.1 The teacher’s lesson plan.

2.2.2 Student evaluation form

2.2.3 An assessment of the material that the teacher is currently covering

 according to the lesson plan.

2.3 During scheduled observation time go into teacher’s classroom. (Plan to be in

 classroom for at least two hours).

2.4 Distribute student observations. Allow students at least 20 minutes to complete

 observations.

2.5 Collect student evaluations

2.6 2.7 Observe the classroom and complete the ‘Teacher Curriculum Evaluation

 Form’. At the end of the observation, issue the assessment to the students;

 allow 20 to 30 min for completion. At the end collect and grade the

 assessment

2.8 2.9 Assistant Principal arranges a meeting with the parent.

 Turn in all forms, evaluations, and assessments to Principal for reviewing.

 **Making Copies**

**1.0 PURPOSE:**

 Outline the steps to follow when needing copies made.

**2.0 PROCEDURE:**

2.1 Teachers submit a request form at least two weeks in advance.

2.2 Office Assistant will make the copies and place in the teacher’s mailbox.

2.2.1 If office assistant is not available then the office administrative clerk will

 be responsible for making copies.

**3.0 ENFORCEMENT AUTHORITY:**

3.1 As prescribed by the principal, the primary enforcing authority, the following

 individuals are responsible for following this policy:

3.1.1 Teacher

3.1.2 Office Assistant

3.1.3 Office Administrative Clerk

 **Phone Calls to Operations Department**

**1.0 PURPOSE**

 To explain the steps to relaying telephone messages to the Operations Department.

**2.0 PROCEDURE**

2.1 2.1.1 Determine if the Operations Coordinator is currently available.

 If so, inform him/her of the call to determine he/she is available to take the

 call.

2.1.2 If not, proceed to take a detailed message.

2.1.2.1 If a message has been taken, drop message into the door pocket of

 the Operations Coordinator on the finance office door.

2.1.2.2 Inform Operations Coordinator as soon as possible that a message

was received.

**3.0 ENFORCEMENT AUTHORITY**

3.1 The enforcing authority for this policy is the principal.

3.2 The receptionist has the responsibility to see that the above procedures are carried out effectively.

 **Submitting a Work Request to the Administrative Team**

**1.0 PURPOSE**

Team.

To describe the method to follow when submitting a work request to the Administrative

**2.0 APPLICABLE DOCUMENTS/MATERIALS**

2.1 *Gradelink*

**3.0 PROCEDURE:**

Team:

Follow the steps below in order to accurately request assistance from the Administrative

3.1 Open Gradelink.

3.2 Go to ***IPA Project.***

3.3 Locate the ***To Do List*** titled ***Work Request.***

3.4 Click on ***Add an item***.

3.5 Assign the item to a member of the Administrative Team.

3.6 Assign the item a due date (Deadline for when the request needs to be complete).

3.7 Assign the item one of the following Priority:

A – Urgent (Needs to be completed immediately within 1-2 Hours

B – High (Needs to be completed by the end of the day.

C – Med/Low (Needs to be completed by assigned day)

3.7.1 To assign a priority just place the letter in the first field of the ‘To do see the example here.

 **Fire Drill Procedures Administrative Staff**

1. **PURPOSE**

To outline the appropriate steps of the Fire Drill Procedures that must be followed by all faculty and staff.

**2.0 IMPORTANT DEFINITIONS:**

2.1 **Lead Administrator-**

2.1.1 Must have all administrator phone numbers, fire and police numbers

 programmed into cell phone or easily accessible in case of emergencies.

2.1.2 Responsible for scheduling and overseeing the entire Fire Drill Policy and

 Procedures.

2.1.3 2.1.4 Responsible for assigning monitors/administrators for Fire Drill.

 Responsible for maintaining current list of student, including the latest

 roster with contact information for emergency preparedness.

2.1.5 Responsible for maintaining current list of employees with contact

 information for emergency preparedness.

2.1.6 Responsible for submitting all Fire Drill Evaluation Reports to Pastor Sabrina Livingston via scan and email.

2.2 **Monitor/Administrator**

2.2.1 Responsible for observing classrooms, hallways during fire drills.

2.2.2 Responsible for completing the Fire Drill Evaluation Reports for their

 assigned classrooms.

2.2.3 Responsible for submitting the completed Fire Drill Evaluation report to

 Pastor Sabrina Livingston

2.3 **Safety Coordinator**

2.3.1 Responsible for securing the key to reset the fire alarm.

2.3.2 Responsible for timing the start and end of the fire drill.

2.3.3 Responsible for completing the official ‘Fire Drill Log’ on Basecamp.

2.3.4 Responsible for pulling the fire alarm at the scheduled time.

2.3.5 Responsible for giving clearance to re-enter the building and resetting the

fire alarm to off.

2.4 **Fire Alarm Monitoring Company**

2.4.1 Company name: Emergency 24

2.4.2 Phone Number: 407-921-9489

2.4.3 Call 30 minute priors to drill

2.5 **Fire Panel Technicians**

2.5.1 Company name: United Fire System

2.5.2 Phone Number: 407-921-9489

**3.0 General Information**

3.1 3.2 The dates of fire drills should not be known to teachers - only administrative staff. Each building should have fire drills separately.

3.2.1 Failing a fire drill after the first drill will result in written reprimand with

additional consequences per incident.

3.3 A signed acknowledgement of these procedures will be filed in a training folder and kept in Human Resource Office.

3.3.1 The results of each fire drill will be recorded by scanning pages to the

shared drive (by Safety Coordinator).

3.4 Each Monitor/Administrator MUST have the Lead Administrator Number

programmed in phones, as well as Fire Department.

3.5 In case of an actual fire, the Lead Administrator is responsible to call the Fire

Department to report the fire.

3.5.1 If Lead Administrator is not responding to calls, then any

monitor/administrator must call the fire department or 911 immediately.

3.6 In the event of an actual emergency, the Lead Administrator/Safety Coordinator

will contact the Agape Word Church office, Operations and Van drivers to send

out vans to pick up students or employees (church 407-814-0250).

3.7 Until emergency workers have cleared the building, no is allowed to re-enter.

**4.0 Procedure:**

4.1 Scheduling of Fire Drill.

4.1.1 Contact monitoring company to switch alarm to ‘Test’.

4.1.1.1 Note: The monitoring company will set the alarm to test for up to

one hour.

4.1.1.1.1 If the Fire Drill is not completed within that hour the

 monitoring company should be called and scheduled a

 new time for the drill to occur.

4.1.2 Call the monitoring company - Emergency 24 at 1-800-877-3624 or 1-

773-725-0222.

4.1.2.1.1. They will ask for an Account Number: **512276.**

4.1.2.1.2 They will ask for the pass code: **276**.

4.1.2.1.3 4 They will confirm that this is for Country Square –5362

4.1.2.1.4. To confirm, say yes that is correct.

Any trouble, call Gabe Nemeth at 407-761-6530.

.9 4.1.3 Distribute the Fire Drill Evaluation Reports to the designated

Monitors/Administrators.

4.1.4 Inform Mr. McBride of when the Fire Drill will take place so she can secure

the key to reset the actual fire alarm.

4.1.4.1 The key should be given to the Safety Coordinator.

4.1.4.1.1 She MUST move her table from the snack area.

4.1.5 Reset code: #1111.

4.2 During designated scheduled time set by the Lead Administrator the ‘Safety

 Coordinator’ will pull the Fire Alarm and note the start time on the Fire Drill log 4.3 Once the students have exited the building the Finish time should be recorded

 on the Fire Drill Log.

4.4 The monitors/administrators should observe the classrooms and use the ‘Fire

 Drill

Form’ monitor the following:

4.4.1 Students MUST exit the building in a quiet and orderly manner.

4.4.2 Teachers must know how many students are in her class and that every

child is accounted for.

4.4.3 Teachers must know the plan route of exit.

4.4.4Record the start time and conclusion time.

4.4.5 Note the order of the class.

4.4.6 Note the noise level of the class.

4.4.7 Check to make sure that each student on the class roster is actually in the

line and that no students were left in the building.

4.5 After everyone has exited the building the ‘Safety Coordinator’ will check the

building to see if anyone has been left behind.

The Safety Coordinator will give clearance to class to return to building.

4.6.1 Once all the classes have exited the building each administrator that is

monitoring classes should call the Lead Administrator on cell phone to let

her know that all of the classes they are monitoring are accounted for.

4.6.2 No class is allowed to go back into the building until they receive

clearance.

4.7 All completed teacher evaluation reports should be turned into the Lead

Administrator.

4.8 The lead administrator will then scan to email all the reports to him/herself. The

file name of the scan should be ‘Fire Drill – <Date>’.

4.9 Once the scan is received, forward the scan to Pastor Livingston at

sablivingston@nspirecad.org. The subject line should read ‘Fire Drill Report -

<date>.

4.9.1 The body of the email should include any concerns or comments regarding

the fire drill.

4.10 The file should then be saved to the following location: Shared/Fire Safety.

4.11 The file should then be uploaded to Basecamp and it should be assigned the

category of ‘Fire Safety’

 **Student Attendance**

**1.0 PURPOSE**

Attendance here at Victory Prep Christian Academy is **MANDATORY**. All students are required by law to attend school 180 days per calendar year. However, it is understood

that illness or family related emergencies may occur. In such cases, parents must notify the school.

2.0 SCOPE

IPA expects that all students will attend school all day, every day. All absence

classifications as to whether it is ruled excused or unexcused can only come from the principal.

3.0 APPLICABLE DOCUMENTS/MATERIALS

*3.1* Please refer to the *IPA Student Handbook.*

4.0 PROCEDURE REGARDING STUDENT ABSENCES

4.1 4.2 In order to have an absence excused, the parent/guardian must provide a written note on the first day the student returns to school.

4.1.1 It must include a parent/guardian signature and a correct phone number.

4.1.2 Phone calls and/or emails will not be accepted to excuse an absence.

4.1.3 Students will be given the equivalent of the number of days absent plus

one day to make up any work assignments that were missed during an

absence.

4.1.3.1 It is the student’s responsibility to request the work that was

missed and make up work will only be given for absences that are

excused by the attendance office.

Excessive unexcused absences will be handled as such:

*IWOF/IPA Policy & Procedure Manual* Page 754.2.1 Initial/First absence: Parents will be contacted and absence of student will be logged into the absence log.

4.2.1.1 Be sure to update attendance with changes to phone numbers and

addresses.

4.2.2 4.2.3 After three unexcused absences within any month:

4.2.2.1 A conference shall be held between the Assistant Principal, student

and parent.

4.2.2.2 During the conference, the parent must consider:

4.2.2.2.1 That the student is in danger of a letter grade drop.

4.2.2.2.2 Assist the student to obtain supplementary services that might eliminate the causes of absence; or

4.2.2.2.3 Impose other corrective actions that are deemed to be

appropriate.

At the student’s fifth unexcused absence in a grading period, the Assistant

Principal:

4.2.3.1 Shall enter into an agreement with the student and parents that

establishes school attendance requirements,

4.2.3.2 Refer the student to a community truancy board,

4.2.3.3 File a petition and affidavit with the juvenile court alleging a

violation of the law.

4.2.4 Between the student’s sixth to tenth unexcused absence within any grading

period during the current school year, the school will issue a letter grade

drop.

4.2.4.1 Student can also face expulsion for habitual absences.

4.2.4.2 A student who has been expelled for attendance violations may

petition the school for reinstatement.

4.2.4.2.1 Such petition may be granted upon presentation of a

firm and unequivocal commitment to maintain regular attendance.

4.3 When a chronic health condition interrupts regular attendance, a student may

qualify for placement in a limited attendance and participation program.

4.3.1 The student and his/her parent shall apply to the principal or counselor.

4.3.2 Limited program shall be written following the advice and

recommendations of the student's medical advisor.

4.3.3 The recommended limited program shall be approved by the principal.

*AWC/VPCA/NTDC Policy & Procedure Manual* Page 764.3.4 Staff shall be informed of the student's needs, though the confidentiality of

medical information shall be respected at the parent's request.

5.0 PROCEDURE FOR TARDINESS-

5.1 Parent must accompany any student who arrives after 8:40am to the office before proceeding to class.

5.1.1 Student must obtain a tardy slip in order to enter the classroom.

5.1.1.1 After a student’s third (3rd) tardy, he/she will report to the assistant

principal’s office, where they will receive a one (1) hour

Wednesday detention for the tardy.

5.1.1.1.1 At the 5th tardy during the course of a week, he/she will

receive an in-school suspension.

5.1.1.2 A time stamped pass must be received for entry into class.

5.1.1.3 If a student is held over in a class, they must get a hall pass in their

 planner.

5.2 5.3 5.4 The hall pass in the planner will be the only pass accepted by teachers.

Teachers must record the tardy. If a student is picked up early three times, it will be considered chronic and must be reported to the vice-principal.

5.1.1.3.1 If student is tardy to class three times, it will be considered habitual and must be

reported to vice principal.

5.4.1 The vice-principal must conference the parent and/or student in order to

discuss circumstances.

5.4.2 Three tardies = 1 unexcused absence

6.0 Enforcement Authority: The Principal and Assistant Principal have the expressed right to

govern and enforced authority to carry out the procedures as outlined in this procedure regarding student attendance.

7.0 Violations and Disciplinary Action(s)

7.1 Excessive Absences-

7.1.1 5th Absence = 1 letter grade drop

7.1.2 6th Absence = Probation from school

7.2 Dismissals –

7.2.1 Five (5) early dismissals (At this point, notice will be sent home to parent

and student will be placed on academic probation.

*IWOF/IPA/ Policy & Procedure Manual* Page 777.3 Excessive Tardiness – 7.3.1 1st detention 3rd Tardy (during the course of the week) – 1 hour Wednesday

7.3.2 From 5th Tardy (during the course of a week) - School Suspension

 **Tardy Policy and Procedures (Student)**

1.0 PURPOSE

The significance of this procedure is to define the policy and procedure for handling

tardiness in the classroom. A tardy is defined as any student not in their seat in their

classroom when the tardy bell rings.

2.0 PHILOSOPHY

2.1 Academic success is directly correlated to attendance and tardiness.

2.2 Administrators, counselors, campus supervisors, teachers, students and

2.3 Parents must work together to make sure students are present and on time

class of the day.

2.4 There must also be a strong effort by each person in our community to help

students arrive to class on time and be prepared to learn.

3.0 POLICY

3.1 3.2 Unexcused absences and tardiness will result in reduced participation points for

that class as indicated in the policy.

3.1.1 In addition, the following consequences will apply for each class period

per quarter:

This policy will work only if each and every person involved participates

consistently to implement this policy. It is divided into the following four

areas:

3.2.1 Teacher participation

3.2.2 Implementation of an effective tardy policy with interventions.

3.2.3 Consistent enforcement of the policy by all staff.

3.2.4 The school truancy intervention program will consistently be

monitored and applied.

3.3 Each person has a role:

3.3.1 Asst. Principal –

3.3.1.1 Will assist teachers by assigning and monitoring lunch detention,

suspension, and all other interventions provided.

*3*.3.1.2 Will meet with habitually tardy students and make parent contacts.

3.3.1.3 Will patrol the campus, monitor the flow of student traffic, and

 help students get to class on time.

3.3.2 Teachers-

3.3.2.1 Will make every effort to monitor the hallways during passing

 periods for at least the last two minutes while greeting students at

 the door,

3.3.2.1.1 Will keep the student traffic moving and be a positive

 adult presence,

3.3.2.1.2 Will show students that teachers do want them to be on

 time.

3.3.2.2 Will record attendance daily in their roll books and web

 attendance.

3.3.2.3 Will not allow students out of class without a proper hall pass.

3.3.2.4 Will play their role in the special “Tardy Gatherings” by not

allowing tardy students to enter after the tardy bell rings unless the

student presents a pass to be late.

3.3.2.5 Will show positive role modeling by being to class on time as well.

3.3.3 Students –

3.3.3.1 Will arrive to each and every class on time.

3.3.3.2 Will attend lunch detentions and all other assigned interventions.

3.3.4 Parents –

3.3.4.1 Will support their child in arriving to school on time.

3.3.4.2 Will communicate with the school & administrators and support

the discipline process.

3.4 Notes to teachers/staff:

3.4.1 The tardy policy will start at the beginning of each grading period.

3.4.2 All parent notification will come from the Asst. Principal from the third

tardy on, unless of course, there is a pressing need to contact the parent

also.

3.4.2.1 The more contacts, the better!

3.5 Grades will be affected by tardiness.

3.5.1 Grades may be affected by taking away points if the student misses an

assignment because of tardiness.

3.6 Don’t advocate that students miss an opportunity to demonstrate learning.

3.6.1 Everyone must change their attitudes re: tardiness.

3.7 “Tardy gatherings” will be conducted periodically (when necessary).

3.7.1 Faculty/staff will be notified of a pre-determined period and date for these

gatherings.

3.7.2 When the tardy bell rings for this period of the tardy gathering, teachers

will not let students in until after 15 minutes into the class period, unless a

student has a pass to be late.

3.7.2.1 This should give administration enough time to quickly collect the

students, take their names, give them their consequences and send

them back to class with a pass.

4.0 PROCEDURE:

4.1 4.2 For the purpose of this tardy policy, a tardy will be defined as a student

who is not inside the classroom when the tardy bell begins to ring.

No student should miss full/partial classes without prior permission from the

following class teacher(s).

4.3 Teachers’ Responsibilities:

4.3.1 1st tardy-

4.3.1.1 Teacher warning issued to student.

4.3.1.2 Student notified of consequences for the next tardiness.

4.3.2 2nd tardy-

4.3.2.1 Teacher warning.

4.3.2.2 Student assigned a teacher consequence.

4.3.2.3 Failure to complete teacher consequence will result in an

administrative referral.

4.3.2.4 Student notified of consequences for the next tardy.

4.3.2.5 Teacher will notify parents of the consequence and the

consequences for the next tardy.

4.3.3 3rd tardy-

4.3.3.1 Teacher sends a referral for the 3rd tardy to administration.

4.3.3.2 Student assigned one lunchtime detention.

4.3.3.3 Administration/designee will notify the parents of the detention

and the consequences for the next tardy.

4.3.3.4 No shows to detention will result in a reschedule of three

lunchtime detentions.

4.3.4 4th tardy-

4.3.4.1 Teacher sends a referral for the 4th tardy to Asst. Principal.

4.3.4.2 Student assigned three lunchtime detentions.

4.3.4.3 Administration/designee will notify parents of the detentions and

the consequences for the next tardy.

4.3.4.4 No show to any of the detentions will result in a reschedule of five

lunchtime detentions.

4.3.5 5th tardy-

4.3.5.1 Teacher sends a referral for the 5th tardy to administration.

4.4 4.3.5.2 Student assigned five lunchtime detentions.

4.3.5.3 Administration/designee will notify parents of the detentions and

the consequences for the next tardy.

4.3.5.4 No show to any of the detentions will result in a one day at home

suspension.

4.3.6 6th tardy-

4.3.6.1 Letter grade drop.

4.3.6.2 There will be no suspensions for tardiness. Suspensions will only

be applied for no shows to school detentions, Saturday school, or

in-house suspensions.

In addition, an incentive program will be developed to reward students for

excellent attendances.

 **Administering Medication to Students**

1.0 PURPOSE

Proper procedure and special care must be observed and performed when a faculty or staff employee gives medication to any student.

2.0 SCOPE

2.1 Principals That Influence Medication Administration Procedures

2.1.1 It is important that the following Principals of medication administration

be known and followed by anyone (nursing and non-nursing personnel)

who administers medications to a child.

2.1.1.1 Principal 1: Guarantee that medication administration is a clean

 procedure by washing hands.

2.1.1.2 Principal 2: Give medication exactly as ordered by the health care

 provider or indicated on manufacturer’s instructions.

2.1.1.3 Principal 3: Everything should be done to avoid “no-shows,”

 especially for seizure medications and antibiotics.

2.1.1.4 Principal 4: Prevent errors! Do not allow yourself to be distracted.

 Do not use one student’s medication for another.

2.1.1.5 Principal 5: Keep individual student information private.

2.1.1.6 Principal 6: Apply child development Principals when working

 with students (e.g., students do not want to be considered unique.)

2.1.1.7 Principal 7: If there is an error or medication incident, it must be

 reported.

2.1.1.7.1 Contact Principal immediately and the student’s

 parent/legal guardian, and physician.

2.1.1.7.2 Complete documentation. It is important to act as soon

 as the error is discovered.

2.2 2.1.1.7.3 The school administrator or supervisor should evaluate

errors by all persons administering medications.

The Six Rights of Medication Administration:

Right Student

Right Time

Right Medicine

Right Documentation

Right route

Right Done

 PROCEDURE FOR ADMINISTERING MEDICATION

3.1 General Procedure

3.1.1 When medications are administered by any school personnel, procedures

 such as the following should be in place:

3.1.2 Procedure 1: Wash hands. Administration of medication is a clean (not

 sterile) procedure, unless otherwise specified.

3.1.3 Procedure 2: Verify authorization from parent and/or prescriber; check

 the label and/or manufacturer’s instructions. Seek help when questions

 arise.

3.1.4 Procedure 3: Gather necessary items.

3.1.5 Procedure 4: Prepare and give medications in a well-lit, dedicated area.

 Remove medication from locked cabinet.

3.1.6 Procedure 5: Check the label for name, time, medication, dose, and

 route. Use current resources (e.g., medical pharmacopoeia) to verify the

 accuracy of the physician’s order.

3.1.7 Procedure 6: Prepare the correct dosage of medication without touching

 medication, if possible.

3.1.8 Procedure 7: Check the label and/or manufacturer’s instructions for

 name, time, medication, dose, and route while preparing the correct dose.

3.2 3.1.9 **Procedure 8: Check the label** and/or manufacturer’s instructions for

 name, time, medication, dose, and route before returning the container to

 the locked cabinet.

3.1.10 Procedure 9: Do not leave medication unattended.

3.1.11 Procedure 10: Provide equipment and supplies (e.g., medication cups and

 alcohol wipes) as needed.

3.1.12 Procedure 11: Identify the student. Ask the student to say his or her name.

 Nonverbal students may need third party assistance with identification.

 Take measures to maintain data privacy.

3.1.13 Procedure 12: Verify the student’s allergies verbally by asking the student

 and by checking the student health records.

3.1.13.1 Also verify contraindications to medicine.

3.1.13.2 Watch for typical adverse medication reactions. If an

 adverse reaction is evident, contact the supervisor,

 parent/legal guardian, or licensed prescriber, according to school policy.

3.1.14 Procedure 13: If the student questions whether it is the right medication,

 stop and verify the medication against records, with parent/legal guardian,

 or with registered pharmacist.

3.1.15 Procedure 14: Explain procedure to student.

3.1.16 Procedure 15: Position the student properly for medication administration.

3.1.17 Procedure 16: Administer medication according to the six rights (right

 student, right time, right medicine, right dose, right route, and right

 documentation).

3.1.18 Procedure 17: Discuss administration procedure and carefully observe the

 student as medication is administered.

3.1.19 Procedure 18: Record name, time, medication, dose, route, person

 administering the medication, and any unusual observations.

3.1.20 Procedure 19: Ensure accurate documentation of all medications,

 including the witnessed disposal of medications.

3.1.21 Procedure 20: Clean, return, and/or dispose of equipment as appropriate.

3.1.22 Procedure 21: Wash hands.

3.1.22.1 This set of medication administration procedures is modified as needed, based on routine or emergency administration

 and the route of administration: oral, inhaled, topical, rectal,

 intravenous, pumps, gastrostomy-tube, intramuscular,

 subcutaneous, or ear and eye.

Specific Procedure for Administering Medication During Field Trips:

3.2.1 Use School medication administration policy and procedures should

 address medication administration on school-sponsored field trips.

3.2.2 In most schools, education staff are assigned responsibility for handling

 and administration of medications.

3.2.3 Parents may choose to accompany their students and administer

medications.

 3.2.4 Options for Administering Medication during a field trip-

3.2.4.1 Take the medication in its original container and put it in a small,

 zip-lock bag along with a copy of the prescriber’s orders and a

 copy of the parent authorization form.

3.2.4.1.1 Send that package with the person who is delegated or

 designated to administer medications on the field trip.

3.2.4.1.2 The school district should establish a document and

 process for check-in and check-out of medications for

 field trips.

3.2.4.2 The parent/legal guardian provide the required amount of

 medication (depending on the length of the trip) in a separate

 container with an original label (i.e., an extra from the provider or

 pharmacist), with a copy of the prescriber’s orders and a copy of

 the parental authorization form specific to the event or trip.

3.2.4.2.1 This may be useful for any trips that exceed one day in length.

3.2.4.3 Third option allows the preparation of a supply of medications by

 The LSN/RN or parent/legal guardian, not to exceed the duration of

 the trip, in paper envelopes or other more suitable containers for

 use by a student temporarily off-campus.

3.2.4.3.1 A container may hold only one medication.

3.2.4.3.2 A label on the container must include the date, the

 student’s name, the school, the name of the medication,

 its strength, dose, and time of administration,

 pharmacy, pharmacy phone number, prescription

 number, and the initials of the person preparing the

 medication and label.

3.2.4.3.3 Accompanying the envelope will be a copy of the

 prescriber’s orders and the parental authorization form.

3.2.4.3.4 Note that the additional steps involved in transferring

 medication to an envelope present another opportunity

 for medication error.

3.2.5 When a volunteer is used, parents must be informed and sign a health data

 privacy release form.

3.2.5.1 School employee is bound by policies on medication

A. administering including documentation and data practices.

3.2.6 Although parents can accompany students on field trips, it is not a

 requirement for students with medication needs.

3.2.6.1 Staff designated the responsibility for medication administration

 should be trained and accompany the student and ensure that all

 the medical supplies are brought along and appropriate

 documentation is completed.

3.2.7 The plan for coverage and care during extracurricular activities sponsored

 by the school that take place outside of school hours should be carefully

 set out in the student’s health/education plan.

3.3 Before-School, After-School, and Summer-School Activities

3.3.1 Medication administration during these school-based times (e.g., extended

 day programs and sporting practice and events) should follow district

 policy for school staff who administer medications and for students who

 self-carry and self-administer.

3.3.2 School staff (e.g., educational assistants, bus drivers, lunchroom staff) will

 be designated medication administration or monitoring activities on a

 case-by-case basis.

3.3.3 The school staff members who are designated responsibility for

 medication administration will be trained and supervised related to their

 responsibilities and have immediate access to the health offices and school

 resources (e.g., student health records/emergency information, high school

 league physical examinations, and emergency equipment).

3.3.4 Training and supervision will be documented in the staff personnel file.

 3.3.4.1 These programs are often run by contracted groups, not the school.

3.4 When specific health information is known about a student and her or his

 potential for a health emergency, the school should have a plan for medication

 administration, including information that enables the student to possess

 emergency medication and/or have immediate access to it at all times.

3.5 The plan for coverage and care during extracurricular activities sponsored by the school that take place outside of school hours should be carefully set out in the

 student’s health/education plan.

3.6 Medication forms are to be turned in monthly (on the first of each month) to the Front Desk Coordinator for filing.

3.6.1 Forms are to be filed on a monthly basis.

4.0 Enforcement Authority:

4.1 Each employee, as outline throughout the policy are required to ensure that proper measures are taken when administering the proper dosage of medication to a student.

5.0 Violations and Disciplinary Action(s):

5.1 For committing an action which affects the safety of children or violating a safety rule or practice, teachers and employees who violate this policy will receive from a written warning to dismissal depending on the nature of the offense.

 **Electronic Scholarship Checks**

**1.0 PURPOSE**

 Employees of IPA/IWOF must be made aware of the proper procedure for the receipt

Of FES-EO, FES-UA,FEP and Step-Up Scholarship Checks.

**2.0 SCOPE**

 Private schools that receive Scholarship warrants should follow the restrictive

endorsement procedure described below. This procedure also gives directions of how to manage the Step-Up Scholarship Checks.

3.0 PROCEDURE FOR SCHOLARSHIP CHECKS

3.1 Parent Notification:

3.1.1 Parents will be notified by the school administrator that checks will arrive

by the 1st of September, November, February and April.

3.1.1.1 The checks should come in no later than the 5th day of the month.

3.1.2 When the checks arrive, the package should be given to the

Principal for verification. If the Principal is not available then they should

be turned in to the Financial Administrator. Principal should be notified

upon their arrival.

3.1.3 Checks should be immediately stamped with FOR DEPOSIT ONLY

stamp.

3.1.4 The Parent signs above the stamp.

3.1.4.1 Parents should not sign before checks are stamped.

3.1.5 A check verification list should be used to log who has the checks for

parental signature.

3.1.6 The school administrator is responsible for printing the ‘Tuition Check

 Arrival’ letter that will be sent home with students at least five days prior

 to check arrival.

3.1.6.1 The letter should detail that “if the parent does not sign their

 students check within 5 days after check arrival their child will not

 be permitted to return until checks are signed”.

3.2 Check Arrival:

3.2.1 When Electronic Checks arrive via Federal Express or equivalent they should

 be turned into the principal office and stamped immediately.

3.2.2 3.2.3 Checks are to be placed in the safe.

Report should be copied one for financial department and one for principal office.

3.2.4 A copy should be given to school administrator without compensation

 amounts to verify that each McKay student is listed and we are being paid

 for them.

3.2.5 The school administrator will then add the list of names and check

 numbers to the excel spreadsheet titled “Check Verification Form”. Once

 the form is updated a copy will be printed and given to the Financial

**Administrator.**

3.3 Check Signing:

3.3.1 School Administrator is responsible to call parents to come and sign the

 scholarship checks.

3.3.2 The ‘Tuition Checks – Check in Check Out’ sheet will be completed each

 time a check is removed and/or returned to the safe.

3.3.2.1 All checks should be returned to the safe immediately if they were

 not signed.

3.3.3 Once a parent signs a check the “Check Verification Form” will be dated

 and initialed in their appropriate fields.

3.3.4 The signed check is then turned into the Financial Administrator and

 verified that signature was obtained.

3.3.4.1 The Financial Administrator retains the check stub.

4.0 3.4 Check Deposit:

3.4.1 Once the check is ready to be deposited the “Check Verification Form”

 needs to be dated and initialed in the ‘Date Deposit’ field.

3.4.2 Deposit slips are then returned to the Financial Administrator once the

 deposit has been completed.

 **PROCEDURE FOR ELECTRONIC SCHOLARSHIP CHECKS**

4.1 Scholarship payments are all electronically done.

4.1.1 The Principal is responsible for invoicing parents four times a school

 calendar year when made available in ema.

4.1.1.Parent Notification

4.2 Parents will be notified by FLDOE that their child/ren tuition payments are

 ready for approval.

4.2.1 IPA will notify parents as well of the pending payments.

4.2.2 Once payment is approved it will be deposited into the school bank account.

4.3 The Bookkeeper is responsible for ensuring that this process is carried out

 effectively.

 appears on the check.

**7.0 DEFINITIONS**

7.1 7 Scholarship payments are made by electronic transfer payable to the school

by the Department of Education to the private school of the parent’s choice.

Step-Up Scholarship- allow the students to consider a private school or an out-of-

district public school that may better suit their individual needs.

 **Field Trip Procedures**

**1.0 PURPOSE**

 Field trips are scheduled to coordinate with units of study and to provide the children **with a variety of different opportunities.**

**2.0 POLICY**

2.1 Transportation waivers are required before any student ride school vans.

2.2 Signed permission slips need to be on file for all children whose parents prefer that they not be involved in school wide field trips.

2.3 School Office will be responsible for informing parents of field trips as soon as dates and times have been confirmed.

2.3.1 They will secure chaperons and/or drivers.

2.3.2 All monies should be turned into the school office clearly marked the amount and what it is for.

2.3.2.1 “Cut-off” dates for receiving money will be strictly enforced.

2.3.3 If needed, the teacher will secure boxes or coolers to store snacks or

 lunches for the event.

2.3.4 Group lists and schedule will be provided by the teachers for attending

 parents.

2.3.4.1 Siblings may not attend field trips without prior approval from the

 School Administration.

2.3.4.2 Each attending parent will be assigned a small group of children.

2.3.5 Parents must sign a waiver indicating that they do not have a criminal

 record if they area assigned to a small group.

2.3.6 Teachers are to circulate among their class groups at all times, assisting

 where needed.

2.3.6.1 Teachers are expected to know how many students are with them

 at all times, even when returning to the school.

2.3.6.2 All chaperones must be approved by the School Administration.

**3.0 PROCEDURES:**

3.1 To take students off property:

3.1.1 Teachers should list the names of each student going on the field trip.

3.1.2 Teachers will make sure that each child that is going has a signed

 permission slip.

3.1.2.1 Turn list in to Coordinator with permission slips.

3.1.2.1.1 Coordinator will make sure that Emergency Contact

 Info & Transportation waivers are signed for each student.

 3.1.2.1.2 Information Sheet (who is on which van) that will be left at the school.

3.1.3 Teacher will supervise the event & know where the children are located.

 3.1.4 Teachers will follow the plan for the event.

3.1.5 At departure from event teachers will take return to van attendance.

3.1.5.1 When returning to the school there will be a final count by teachers

 of the number of students that returned on that van.

3.1.5.2 If any child is missing, call 9-1-1 immediately.

3.1.5.2.1 It must be reported to Coordinator and Principal ASAP.

3.1.6 This list will be given to Coordinator.

3.1.6.1 Coordinator will file this under “Field Trips”

 **Enrollments Withdraw Procedures**

**1.0 PURPOSE**

To provided detailed steps in which to properly enroll/withdraw students at IPA

**2.0 SCOPE:**

When welcoming new students, it is important to make the enrollment

 process effectiveand efficient for the parent and student. On the other hand, the process of withdrawing students must meet certain requirements as well.

3.0 RESPONSIBILITIES/REQUIREMENTS

3.1 **Enrolling a New Student:**

3.1.1 Parent completes a waiting list form; obtained from front desk.

3.1.2 Parent completes an enrollment packet.

3.1.3 The Front Desk Coordinator checks to see if space is available in

classroom and consult with principal.

3.1.4 The parent(s) meet with School Administrator for short interview.

3.1.5 School Admin {or Front Desk Coordinator} check eligibility.

3.1.6 Packet is taken to financial office for payment arrangements (SUFS or

Self Pay) (by school admin)

3.1.7 3.1.8 The Finance office gives packet to principal for review.

 A meeting between the Front Desk Coordinator, Principal and Assistant Principals.

3.1.9 Parent will be notified of student’s acceptance.

3.1.9.1 Upon acceptance, student will then be added to the roster.

3.2 NEW File Folder Identification System-

3.2.1 A folder system is being implemented to make sure that student files are

 accurate and all the necessary information is in each student folder.

3.2.1.1 **Red** folders are for **NEW STUDENTS** coming in and have

 missing information.

3.2.1.1.1 Student should NOT have a VPCA CUM Folder until it

 is moved to a GREEN FOLDER.

3.2.1.2 **Yellow** folders are for **RETURNING STUDENTS** that need

 update or re-enroll information and it is missing in the file.

3.2.1.3 **Green** Folders are for **COMPLETED FILES,** meaning that

 these students have everything that is required by IPA (Inspire Academy) and DOE (Department of Education).

3.2.2 Files should remain in a **Red**, **Green** or **Yellow** File Folder at all times.

 **Withdrawing A Student:**

3.3.1 Parent completes a Withdrawal Form with the Front Desk Coordinator.

3.3.1.1 The Front Desk Coordinator gives the form to the finance office

 for fee check.

3.3.2 Finance makes notes and takes packet to Principal.

3.3.3 Principal signs off on withdrawal form then removal student from

 scholarship participation list.

3.3.4 If all fees are paid, records are emailed or faxed to new school.

3.3.4.1 ***There should never be a release of any records without all***

 ***signatures.* *To release records without approvals are grounds for***

 ***disciplinary actions or possibly termination****.*

3.3.5 *S*tudent file should be placed in Inactive Student filing cabinet.

4.0 Enforcement Authority

4.1The primary enforcing authority for this policy is the principal.

 4.2 However, the Front Desk Coordinator and the Finance office must not only

 adhere to this policy but also must make all involved perform the required

 steps as well

5.0 Violations and Disciplinary Action(s)

5.1 Release of any records without all signatures/approval:

5.2 Grounds for disciplinary actions or possibly termination.

**Policy and Procedures for Interrogations, Searches and Arrests of Students**

1.0 **POLICY:**

 When a student is involved in a criminal investigation, as an alleged perpetrator or as a witness, it may be necessary for a law enforcement officer to confer with the student on the school premises. The following steps shall be taken to cooperate with the authorities:

2.0 The officer shall properly identify himself/herself.

2.1 2.2 2.3 2.4 Ask the officer for identification.

2.1.1 2.1.2 Complete the ‘Officer Request for Information’ form.

Photocopy the officer’s identification on the form.

Ask what the purpose of their visit is.

2.2.1 Document the purpose of visit on the ‘Officer Request for Information’

form. If the request is for student records:

2.3.1 The Assistant Principal shall be notified regarding the request.

2.3.2 Policy for Record/Transcripts should be followed.

 If the request is for **INTERROGATION:**

2.4.1 Unless directed otherwise by the officer, **in writing**, the Assistant

 Principal shall endeavor to notify a parent or guardian of the student

 before the student is questioned so that he/she may have an opportunity to

 be involved.

2.4.1.1 If the parent is contacted and wishes the student to speak with law

 enforcement officers without parents or attorney present, the law

 enforcement officer may proceed with the questioning.

2.4.2 Unless prohibited by the officer, in writing, the Assistant Principal or

 designee may remain with the student during the interrogation/interview.

2.4.2.1 If the parent is contacted and does not wish the student to speak

 with law enforcement officers without a parent or attorney present,

 the principal or designee shall transmit that information to the law

 enforcement official.

2.4.2.2 If the parent cannot be contacted, the principal or designee shall

2.5 2.6 explain to the student that the student may have the right to his/her

 parent and/or attorney being present during the questioning.

2.4.2.3 If the student wishes to speak with the law enforcement officer

 without a parent or attorney present, the law enforcement officer may proceed.

2.4.2.3.1 The principal or designee may remain with the student

 during the questioning.

2.4.2.4 If the student does not wish to speak to the law enforcement officer

 without the parent or attorney present, the officer shall not be

 allowed to speak with the student at that time unless the officer

demands, in writing, that the student speak with the officer.

2.4.2.4.1 Law enforcement officers have no legal right to remove

 a student from the school for purposes of interrogation,

 and this shall not be allowed without the consent of the

 parent or guardian without a warrant.

If the request is for an **ARREST**:

2.5.1 Law enforcement officers have the right to remove a student from the

 school when the student is arrested.

2.5.2 A warrant for the arrest is not necessary if the arresting officer indicates

 probable cause that the student has been involved in a felony.

2.5.2.1 If a student is arrested or taken into custody at a school, the school

 official shall make every effort to notify the parents or guardian

 immediately.

2.5.2.1.1 Contact the Assistant Principal to escort the student to the School Administrator office.

 If the request is to serve a **SUBPOENA**:

2.6.1 Law enforcement officers have the legal right to serve a subpoena a school.

2.6.1.1 Contact the Assistant Principal.

2.6.1.1.1 Assistant Principal should escort the student to the

 School Administrator Office.

2.7 **ICE POLICY:**

 Agent entering the premises.

 2.7.2 Ice agent must present identification.

 Must agree to one agent entering per student.

 Inform upper management of their request.

 Agent must have an active

 warrantdeportation order to enter our facility.

 2.7.3. Agent must remain in the lobby while the student is brought to them.

 In act the lockdown policy before removing any students

 Confirm with the agent that you may contact their parents.

 **Administering The Act Aspire Test**

**1.0** PO**LICY**

 It is the policy of Inspire Preparatory Academy to maintain compliance with the Department of Education testing measures for the State of Florida. Therefore, all students using the Step Up for Students Scholarship that are in grades 3rd through 10th are required to undergo ‘norm’ testing at least once per year. Students are to complete the ‘Basic Battery’. \*This could change in the

future if requirements from Department of Education change.

The results of these tests are to be included in their student folders and also reported to the Department of Education.

**2.0 PROCEDURES FOR TESTING**

**2.1 Test Administrator:**

**2.1.1** The Stanford Test will be administered by the Administrative Coordinator.

**2.2 Materials Needed for Testing:**

**2.2.1** Stanford ‘Spring Multilevel Norms Book

**2.2.2** Pencils

**2.2.3** Answer Sheets

**2.2.4** Answer Keys for each test being administered.

**2.3 Pre-Testing:**

**2.3.1 2.3.2 2.3.3 2.3.4** Determine the date of testing, and date(s) for test grading.

Present tentative date to principal for approval.

Create a memo for the teaching staff to inform them of when the testing

will take place.

Set a meeting with the teaching staff to review the following:

**2.3.4.1** Ideas for testing day: i.e. Breakfast, Prayer etc.

**2.3.4.2** Work for students that either:

**2.3.5 2.3.4.2.1** Students who do not need to take the test; or

**2.3.4.2.2** Those who have completed the test early.

**2.3.4.3** Ideas to reduce anxiousness for the students during testing.

Create a spreadsheet of all students that are required to undergo testing.

**2.3.5.1** The spreadsheet should include the students first and last name

along with their current grade.

**2.3.5.2** The following columns should also be added:

**2.3.5.2.1** Test Name,

**2.3.5.2.2** Test Count

**2.3.5.3** Create a parent letter using the ‘Parent Letter for Stanford Test’

template located in Basecamp in the Files tab of the IPA project

under the category ‘Testing’.

**2.3.5.3.1** Distribute this letter two months in advance of the

testing.

**2.3.5.4** Using the Stanford Testing Norms Table at the end of these

instructions, identify which test will be issued for each grade level.

**2.3.5.4.1** Place that test name and test count on your spreadsheet

from step number 3.

**2.3.5.5** After each test for each grade level has been identified, match each

answer key for each test to be administered.

**2.4 Creating copies:**

**2.4.1** Create copies of each test according to the number of test you need.

**2.4.2** Place copies of test into individual folders with the test name as the label.

**2.4.3** Create copies of the answer sheets according to your count and place them

in each folder that matches its test name.

**2.4.4** Return all copies to their folders.

**2.4.5** Distribute copy of test along with directions for administering test to

teachers two weeks in advance.

**2.4.5.1** Include a memo stating that teachers are financially responsible if

any test is lost or stolen.

**2.5.1.2 Testing**

**2.5.1.3** Distribute test copies and answer sheets to teachers the morning of testing.

**2 2.5.4** Separate students into assigned classrooms for testing.

**2.5.4.5**If breakfast is to be given they have from 8:30 to 9:00am to complete all

eating, go through morning bible class.

Teacher will commence administering test and review all rules with

students.

Teachers will return folders with completed test to Testing Coordinator.

**2.6 Post Testing:**

**2.6.1** Meet with teachers.

**2.6.2** Distribute answer keys along with completed tests.

**2.6.3** Have teacher’s complete ‘Stanford Testing’ Results Form for each student.

Stanford “Norm Testing” Table

 Test Code Test Name Grade Basic Battery

S1 SESAT 1 K.0 – K.5 Sounds and Letters

Word Reading

Mathematics

Listening to Words and Stories

S2 SESAT 2 K.5 – 1.5 Sounds and Letters

Word Reading

Sentence Reading

Mathematics

Listening to Words and Stories

P1 Primary 1 1.5 – 2.5 Word Study Skills

Word Reading

Sentence Reading

Reading Comprehension

Mathematics Problem Solving

Mathematics Procedures

Language

Spelling

Listening

P2 Primary 2 2.5 – 3.5 Word Study Skills

Reading Vocabulary

Reading Comprehension

Mathematics Problem Solving

Mathematics Procedures

Language

Spelling

Listening

P3 Primary 3 3.5 – 4.5 I1 Intermediate 1 4.5 – 5.5

Word Study Skills

Reading Vocabulary

Reading Comprehension

Mathematics Problem Solving

Mathematics Procedures

Language

Spelling

Listening

I2 Intermediate 2 5.0 – 6.5 I3 Intermediate 3 6.5 – 7.5

A1 Advanced 1 7.5 – 8.5

A2 Advanced 2 8.5 –9.9

Reading Vocabulary

Reading Comprehension

Mathematics Problem Solving

Mathematics Procedures

Language

Spelling

Listening

T1 Task 1 9.0 – 9.9 Reading Vocabulary

Reading Comprehension

Mathematics

Language

Spelling

**2.7 Scoring:**

**2.7.1** 2.7.2 2.7.3 2.7.4 Score all Test Using the Answer Keys

**2.7.1.1** Each Answer Key can be found in the Labeled folders according to

the test.

**2.7.1.2** Locate the File Cabinet in the ‘Education Office’ labeled: Norm

Testing.

**2.7.1.3** Mark what’s wrong on each test – indicate how many the student

missed by marking each section: (-6 would indicate that student

missed 6)

Located the “Test Scores Template”

2.7.2.1 Shared Drive/Testing/ Scoring Template.

2.7.2.2 Edit to match the students that were tested.

2.7.2.3 Once you have completed grading the tests, locate the Stanford

Spring Multi-Level Norms Book.

2.7.2.3.1 This Book will allow you to score each and every test

individually, by the test each student took.

2.7.2.3.2 2.7.2.3.3 In order to score the tests you must use the booklet.

Turn to page A-1 – each section is labeled at the top of

each page.

2.7.2.3.3.1 Example: The first section is Word Study Skills.

2.7.2.3.4 If the Student missed 2 (-2) out of 30, the raw score will

be 28.

2.7.2.3.5 You will find 28 under the section Word Study Skills –

next to 28 you will see a 3 digit number, this is the

Scaled Score for that student for the Word Study Skills

portion of the test.

2.7.2.3.6 Add to Excel Spreadsheet.

Now to find the Percentile by Turning to Page B-2.

2.7.3.1 These are separated by grades – Find the grade and that is what

chart you would use.

2.7.3.2 Using the Scaled Score, the 3 digit Number, find the “% lie Rank”

(Percentile Rank).

2.7.3.3 Add to the Excel Spreadsheet

Now find the NCE (Normal Curve Equivalent)-

2.7.4.1 Turn to page 27 in the Book.

2.7.4.2 Use the % - ile Rank to find the NCE.

*AWC/VPCA/NTDC Policy & Procedure Manual* Page 1062.7.5 2.7.6 2.7.7 2.7.4.3 Add to Excel Spreadsheet

Do that for every student and for every subject listed on the Spreadsheet.

2.7.5.1 Math

2.7.5.1.1 Problem Solving

2.7.5.1.2 Procedures

2.7.5.2 Reading

2.7.5.2.1 Word Study Skills

2.7.5.2.2 Reading Vocabulary

2.7.5.2.3 Reading Comprehension

Once completed, you can then do the totals for the Mathematics & Reading.

2.7.6.1 Math

2.7.6.1.1 Add the NCE for both sections and divide by 2 – that is the NCE Mathematics total.

2.7.6.1.2 Add to Excel Spreadsheets

2.7.6.1.3 Turn to page 28 – You will use this to find the NCE

Equivalent Ranges (Percentiles TOTAL).

2.7.6.1.3.1 Example: For a NCE total of 69.8, the Percentile Rank is 83.

2.7.6.1.3.2 Add to Excel Spreadsheet

2.7.6.2 Reading

2.7.6.2.1 Add the NCE for all 3 sections and divide by 3 – that is the NCE Reading total

2.7.6.2.2 Add to Excel Spreadsheet

2.7.6.2.3 Turn to Page 28 – You will use this to find the NCE

Equivalent Ranges (Percentiles TOTAL)

2.7.6.2.3.1 Example: For a NCE total of 69.8, the Percentile Rank is 83.

2.7.6.2.3.2 Add to Excel Spreadsheet.

Once you do that for every student, the Score Sheet should be complete and ready for ***approval.***

**2.8 Instructions for Reporting Test Scores**

**2.8.1** See the “Instructions for Reporting Test Scores” in the Shared Drive.

**2.8.1.1** It is located under School/Testing/Instructions for Reporting Test Scores.

**2.8.2** There should only be 1 document MAILED to them.

**2.8.2.1** The document should be the Excel Spreadsheet**.**

**2.8.2.1.1** You can see and example if you look in the Shared Drive – Under School/Testing/2011-12.

**2.8.2.2** Send Principal a copy of the scores.

**2.8.2.3** Upon approval, proceed with mailing them to the address on the ‘Instructions for Reporting Test Scores”.

**Completing Parent Letters (For Missing Info in Application packet)**

**1.0 PURPOSE**

To explain how to determine the need of, draft and send letters to parents regarding

pertinent information or documents missing from student files.

**2.0 SCOPE**

 After performing an audit of student files, there may be documents missing to complete the file. It is then that a Parent Letter will be drafted and forwarded to the parent(s) requesting that information.

**3.0 PROCEDURE**

3.1 In order to complete the letter, knowledge of what document(s) are missing from the student file(s) is important to determine.

3.1.1 Locate student files which are housed in the office.

3.1.1.1 The file cabinet in which the student files are kept is the brown file

cabinet on the right-hand side.

3.1.1.2 On the checklist in the student file, determine if the file contains all

the required documents.

3.1.1.3 If items are unchecked, they must be check on the parent letter to

inform the parent of the items needed to complete the student’s official record.

3.1.1.3.1 The Parent letters are located in the first draw behind the student files in a folder labeled “Parent Letters”.

3.1.1.4 After checking off the required documents on the parent letter, make a copy of the letter and place in the student file.

3.1.1.5 Send the letter home with the student.

**4.0 ENFORCEMENT AUTHORITY**

While the Principal is the primary enforcing authority of this procedure, the Office

Administrative Assistant/Manager has a duty to see these steps carried out effectively.

 **DISTRUBUTING PROGRESS REPORTS**

**1.0 PURPOSE**

Academic Progress Reporting is a critical tool in our effort to reach students who are in academic difficulty at an early enough point in the semester to provide positive intervention.

**2.0 SCOPE**

At the halfway point of every reporting period, progress reports will be given only to those students who have a zero balance; regardless to payment plan. Parents, students and teachers should work together in order to ensure the student are maintaining an acceptable level of achievement prior to issuance of actual report cards achieve the necessary improvement.

**3.0 APPLICABLE DOCUMENTS/MATERIALS**

Please refer to the *VPCA Student Handbook.*

4.0 PROCEDURE

4.1 Make a folder for each teacher.

4.1.1 Do not put teachers name on folder. Put grade(s) level(s) only.

4.1.1.1 Pick one color folder for all classes

4.2 You will need to obtain a Progress Report/Report Card Calendar from the Front Desk Coordinator and input the dates on your calendar for the entire year.

4.3 4.4 Enter grades into Gradelink(or school grading system).

When progress reports are due:

4.4.1 Create a memo for teachers.

4.4.2 Distribute the folder which contains blank progress reports.

4.4.2.1 Teachers should have grades completed in Gradelink.

4.5 Once the progress reports have been turned in, the grades must be entered into the *Gradelink* Database.

4.6 4.7 Once completed, ensure principal receives them in order to view them for

accuracy or discrepancies. After all of grades have been entered, the grades can then be pulled into the templates.

4.7.1 There are two templates:

4.7.1.1 One for grades K-5 titled ‘Progress Report.docx’ and

4.7.1.2 6-12 is on ‘Progress Report High School.docx’.

4.7.1.3 After determining the appropriate template to use, commence to the following steps:

4.7.1.3.1 Open the progress report database and save to your desktop.

4.7.1.3.2 4.7.1.3.3 Open the progress report template. When it prompts for the database, browse to your desktop and select the progress Report database.

4.7.1.3.4 Click OK.

4.7.1.3.5 Print.

4.7.1.3.6 Repeat steps for the High School Progress Report template.

4.7.1.3.7 Place the original progress report in the folder you provided.

4.7.1.4 School Coordinator will then remove all of the progress reports

that have financial holds, or have withdrawn from the school.

4.7.1.5 Printed progress reports are then given to teachers to distribute to

students.

4.7.1.6 This process will be required four (3) times in a school year.

5.0 Enforcement Authority.

The leading enforcement authority of this procedure is the principal. Teachers and

relevant staff have a responsibility to ensure this procedure is effectively carried out.

 **DISTRUBUTING REPORT CARDS**

1.0 PURPOSE

 This procedure details step-by-step how to go about distributing report cards.

 2.0 SCOPE

 Report cards are issued at the end of each nine week reporting period. To properly

 ensure that VPCA policy regarding distribution/withholding guidelines are followed, the

 faculty and staff must see that the procedures below are carried out effectively.

3.0 POLICY

3.1 Middle School Promotion Requirements:

3.1.1 All students must pass 3 out of 4 core subjects (Language Arts, Math, Science & Social Studies) in order to be promoted.

3.1.2 All students must pass all 3 courses in each of these core subjects (1 per

 year) before they can be promoted to High School.

3.2 Elementary must pass a minimum of 4 out of 6 classes of which 3 must be core

 academic classes.

3.2.1 Pass is defined as earning an N, N or D higher.

3.2.2 Core academic classes include math, science, language arts and social studies.

3.3 Course Recovery Requirements:

3.3.1 Although students may be promoted to their next grade level, those

 students who do not successfully pass and complete 3 years of each core

 academic course (math, science, language arts and social studies) must

recover (retake and pass) each failed course prior to promotion to high school.

3.3.2 In order to meet this requirement, Victory Prep Christian Academy offers

course recovery through a web based, online Florida Virtual School.

3.3.2.1 Students are required to contact their grade level guidance counselor to make arrangements to retake each course.

3.3.2.2 Failure to recover courses in a timely manner resulting in the

student’s inability to meet minimal promotion requirements from

middle to high school will result in the student’s retention in

middle school or non-graduation from High School.

**4.0 PROCEDURE**

4.1 4.2 Gradelink is the software program used for both progress reports and report card.

4.1.1 **Please see** Gradelink **Procedures for printing progress reports titled**

Gradelink **Progress Reports).**

The process for printing report cards is as follows:

 4.2.1 Retrieve report cards from file cabinet containing the report card folders.

 4.2.1.1 This is a folder that contains the report card template.

 4.2.1.1.1 The template has handwritten grades on it.

 4.2.1.1.2 There should be a template for every student in the school.

4.2.1.1.3 If there are new students, a new template will need to

 be printed from the share drive.

4.2.2 Pass the folders out to the teachers the **Monday** **before** the grades are due.

4.2.2.1 In addition, pass out a memo making the teachers aware of the due

 date of the report cards, which is typically due that **Friday.**

4.2.5 4.2.2.2 **Teachers will need to log into their** Gradelink **account and**

 **transfer their own grades from** Gradelink **onto the report card template.**

 4.2.3 Once grades are submitted by teachers, inform Dr. Dunston if she would

 like to review them before you enter them.

4.2.4 Upon being granted approval to enter the grades, follow the steps outlined below:

4.2.4.1 Make a folder for each teacher.

4.2.4.1.1 Do not put teachers name on folder. Only write the grade(s)

4.2.4.1.2 Pick one color folder for all classes.

4.2.4.2 Obtain a Progress Report/Report Card Calendar from the school administrator and input the dates on your calendar for the entire

year. Teachers have until the due date to turn them in to you in the folder you

gave them.

4.2.5.1 Teachers who miss deadlines should be issued a *Corrective Action*

*4.2.7 Form* by their immediate supervisor.

4.2.5.1.1 Form should then be scanned to Dr. Victoria.

4.2.6 Once the report card have been turned in, the grades must be entered into

 the Report Card Database:

4.2.6.1 Go to the shared folder and click on the folder entitled *School.*

4.2.6.2 Click on the folder *Report Card*.

4.2.6.3 Click on the Excel Spreadsheet *Report Card*.

4.2.6.3.1 Move any withdrawn student into the *Withdrawn* tab.

4.2.6.3.2 Add any new students to the roster according to their

 homeroom class.

4.2.6.3.3 Update the database with the student’s grade for that grading period.

4.2.6.3.3.1 *Grades from Virtual School and Westside will be added to each quarter.*

4.2.6.3.4 Click on *Save*.

4.2.6.3.5 Close the Excel document.

After all of the grades have been entered, the grades can then be pulled into the templates:

4.2.7.1 Go to the *Shared* external folder.

4.2.7.2 Click on the folder titled *School*.

4.2.7.2.1 There are two Microsoft Office WORD templates:

4.2.7.2.1.1 Grades K-5 titled *Progress Report.docx*

4.2.7.2.1.2

4.2.7.2.2 Grades 6-12 are on *Progress Report High*

*School.docx*.

4.2.7.2.1.3 Double click to open the first *K-5 templates*.

4.2.7.2.2.1 In Vista – Click on the *Mailing Tab.*

4.2.7.2.2.2 Click on *Select Recipients.*

4.2.7.2.2.3 Click on *Existing List*.

4.2.7.2.2.4 In the open box scroll to *Shared*

*Drive/School/Progress Reports/Progress*

*Report.xls*

4.2.7.2.2.5 Click OK.

4.2.7.2.2.5.1 This will merge the student’s data into the template.

4.2.7.2.2.6 Click on *Finish and Merge*.

4.2.7.2.2.7 Click on *Print Documents.*

*4.2.8* 4.2.7.2.2.8 Choose the students you wish to print according to the database.

4.2.7.2.2.8.1 Example K-5 grades would be students 1-50 and so forth.

4.2.7.2.2.9 Click on *Save As* and save the file as a .PDF.

4.2.7.2.2.9.1 The file should be saved into the *Shared* drive under the folder:

Shared/Registrar/Report Cards/20-20\_\_/Qtr\_

Repeat steps for the High School Progress Report template.

4.2.8.1 Print .pdf file once it’s created.

4.2.8.2 Place the original progress report in the folder you provided.

4.2.8.3 After all .PDF files are created, email to Dr. Victoria for review.

4.2.8.3.1 Upon her review, make any necessary changes needed to individual report cards.

4.2.8.3.1.1 Re-print/Re-Save any necessary report cards.

4.2.8.4 Obtain *Payment Withholdings* list from Finance Office.

4.2.8.4.1 School Coordinator will then remove all of the progress reports/report cards that have holds, or have withdrawn from the school.

4.2.8.5 Printed progress reports/report cards are then given to teachers to distribute to students.

4.2.8.5.1 This process will occur four (4) times in a school year.

5.0 Enforcement Authority

The principal is the main enforcement authority. However, the teachers and administrative staff handling the Gradelink system to produce the report cards have responsibilities as well.

 **Transcript/Record Request Policy & Procedure**

**1.0 POLICY**

1.1 Submitting an Authorization for request for Records/Transcript:

1.1.1 Transcripts are for graduates of IPA and not current students.

1.1.2 Request is submitted to front desk.

1.1.3 Students are charged $10.00 fee if this is their second request for official transcript.

1.1.3.1 Students will receive three (3) free transcripts the school year they graduate.

1.1.3.1.1 **Each one after that is a $5.00 charge but for**

 **students that have graduated previously there is a 1**

 **time complimentary request and then there is a**

 **$10.00 fee.)**

1.2 The Front Desk Coordinator ensures that the *Transcript/Official Records Request* form is

 completed.

1.3 The form is then submitted to the Finance Office.

1.3.1 1.3.2 Finance Office must verify $10.00 payment if this is a 2nd request.

 The finance office will review if the student has any outstanding fees and sign off

 on the form.

1.3.3 The Finance Office will submit the signed form to the principal for authorization.

1.3.3.1 If the Principal is out of town, the form should be scanned and emailed to

the principal.

1.3.3.2 Any authorization given via email should be printed and attached to the form.

1.3.3.3 Once the form has been authorized by the Principal, the Front Desk

 Coordinator/Registrar should process the request.

**2.0 Processing a Transcript Request**

2.1 Add the request to Gradelink using the list titled **“Transcript Request”.**

2.1.1 Add yourself as the assignee and give yourself a deadline.

2.2 Using the request form, ask the Front Desk Coordinator/Registrar for the student’s cumulative file.

2.2.1 Is the form asking for an official transcript or Records?

2.2.1.1 Official Transcript-

2.2.1.1.1 Locate the student’s report cards for the period they

attended the school.

2.2.1.1.2 Open the ***Gradelink***.

2.2.1.1.3 Open the folder entitled: ***School***.

2.2.1.1.4 Open the folder: ***Registrar.***

2.2.1.1.5 Open the file ***TRANSCRIPTS – Template.***

2.2.1.1.6 Add general student information to transcript.

2.2.1.1.7 Using data from previous report cards-

2.2.1.1.7.1 Update the Year, Subject and Level information.

2.2.1.1.7.2 Update the Term 1 through Term 4 grades.

2.2.1.1.7.3 If the student received a final grade, without an F, issue them 1 credit.

2.2.1.1.7.4 If the student completed the class with an F, they receive 0 credits for that class.

2.2.1.1.7.5 Add the Final GPA to that year.

2.2.1.1.8 Save the document.

2.2.1.1.9 Print the document; make two (2) copies.

2.2.1.1.10 Sign the bottom of one of the copies and press the school seal

on the left-hand side of the signature.

2.2.1.1.11 Place the official transcript in an envelope and seal.

2.2.1.1.12 Affix a label that says ***Official Transcript*** over the seal of the

 envelope (i.e. back of envelope).

2.2.1.1.12.1 Use templates in folder.

2.2.1.1.13 Affix a label with the student’s name on the front of the envelope.

2.2.1.1.14 Update the Records/Transcript request with your signature and date.

2.2.1.1.15 Contact the person on the request and notify them that their transcript is ready or mail to the requested location.

2.2.1.1.15.1 If request was for fax, document and verify that the fax was received.

**3.0 Processing a `Records Request**

3.1 Review the request. (Usually from a school).

3.2 Locate all the requested documents from the request.

3.3 If there are no documents specified on the request, then send the following:

3.3.1 Former and current grades

3.3.2 Standardized Test Results

3.3.3 Health Records

3.3.4 Individual Education Plan

3.3.5 Psychological Evaluations

3.3.6 Official Transcript

3.4 If a transcript is requested, prepare a transcript according to the instructions above.

3.4.1 3.4.2 Transcripts should be created upon graduation. Each student will be listed in the Shared Drive under ***Completed***

***Transcripts*** > ***The School Year*** you are looking for.

3.4.3 Located the student’s name, then view and print.

3.5 Fax/Mail the records to the number or address on the Records request.

**4.0** After the request has been updated, go back to Basecamp and check off the ‘To Do’ item.

**5.0** Copy of Transcript Request and a current copy of the transcript should be kept in the Alumni

Folder at all times.

 Graduation Procedures

PURPOSE

The graduation ceremony is important to students as the culmination of their high school careers. It is gratifying to parents and serves as evidence of success of their sons and daughters. It is rewarding to the school faculty as recognition of the achievement of their students. It is an occasion which symbolizes the successful completion of an undertaking involving the cooperation and dedication of students, parents, and the school. Inspire Preparatory Academy recognizes that graduation is an important and notable event and desires that this occasion be observed with ceremonies that are both appropriate and dignified. To accomplish this, the procedures in this handbook have been established.

**POLICY**

**1.0 GRADUATION REQUIREMENTS:**

1.1 1.2 We will adhere to Florida Graduation Requirements**.** The State of Florida

 requires all students on a traditional graduation plan to-

1.2.1 Earn a total of 24 credits,

1.2.2 Have a 2.0 unweighted GPA.

1.3 **MINIMUM GRADUATION REQUIREMENTS:**

 **CREDIT**

 **REQUIREMENTS**

 **SUBJECT**

Language Arts 4

\*Mathematics 4

Bible 4

Reading 4

Science 3

World History 1

American History 1

Finance .5

American Gov’t .5

Creative Writing/Literature .5

Elective/Community Service 3.

**\*\*TOTAL CREDITS 24**

\* ALGEBRA I, OR EQUIVALENT

\*\* A CUMULATIVE UNWEIGHTED GPA OF 2.0

1.4 **GRADING SCALE (UNWEIGHTED)**

The following is an explanation of academic grades used on most class work and on report cards.

Grading Scale 1st - 12th Grades:

A+ 100 – 97

A 96.9 – 93

A- 92.9 – 90

B+ 89.9 – 87

B 86.9 – 83

B- 82.9 – 80

C+ 79.9 – 77

C 76.9 – 73

C- 72.9 – 70

D+ 69.9 – 67

D 66.9 – 63

D- 62.9 – 60

F Below 60

I Incomplete

 1.4.1 **SPECIAL NOTES**

 1.4.1.1 If a student enters Victory Prep Christian Academy after the 9th.

 grade, the Bible requirement can be satisfied with a “Senior Bible

 Project” course.

1.4.1.2 Reading course can be satisfied with a “Senior Reading Project” or

 “Virtual School Classes.”

1.4.1.3 These satisfactions will be approved by the principal and must be

 submitted in ample time for graduation.

1.4.1.4 Foreign Languages will be approved through Virtual School Only.

1.5 **GPA CALCULATION:**

1.5.1 To calculate Grade Point Average (GPA), each letter grade is converted to

 a quality point number.

1.5.2 The quality points are totaled and divided by the total number of classes.

 on the schedule (six for a full-time student):

 A = 4, B = 3, C = 2, D = 1, F = 0

 Example: The report card shows 3 A’s, 2 B’s, and 1 D. Each earns 4 points = 12. Each B earns 3 points = 6, and the D earns 1 point = 1. 12 + 6 + 1 = 19. Divide 19 by 6 = 3.166.

**2.0 DIPLOMAS**

2.1 AP Scholars:

2.1.1 Awarded to students who-

2.1.1.1 Meet the requirements for a regular diploma,

2.1.1.2 Have a 3.0 cumulative GPA,

2.1.1.3 A required standardized test score, and

2.1.1.4 Scores of 3 or higher on three or more AP exams.

2.2 Honors Diploma:

2.2.1 Awarded to students who-

2.2.1.1 Seniors with a weighted GPA of 3.0 and a specified SAT or ACT score.

2.2.1.2 If these test scores are not met, they must pass a test given at the school in April.

2.3 Regular Diploma:

2.3.1 Awarded to students who meet all requirements for graduation.

2.4 Certificate of Completion:

2.4.1 Awarded to students who earn the required credits but are unable to meet the

2.0 GPA requirements.

2.5 Special Diploma:

2.5.1 Awarded to students who meet the standards established by the Florida Department of Education for Exceptional Student Education.

2.5.2 They will be awarded the diploma according to the requirements of their

 specific exceptional education program.

**3.0 CUMULATIVE G.P.A.**

3.1 Cumulative Grade Point Averages are based on final grades only.

3.1.1 This average is computed by dividing the total number of quality points

earned by the total number of courses attempted.

**4.0 TRANSCRIPTS AND ACADEMIC HISTORY**

4.1 The academic history for each student is printed several times a year.

4.1.1 At least once per year, the administrative department will meet with students to discuss academic history and the student will receive a copy.

4.1.2 Transcripts are an official academic history and are usually ordered for

 scholarships or college applications.

4.1.3 Students will receive their first transcript free of charge.

4.1.3.1 These reports are generated by the VPCA computer system.

4.1.3.2 They are not generated at the moment you request them.

4.1.3.2.1 Please allow 2-3 business days for a transcript to be returned to the student.

**5.0 GRADUATION**

5.1 **Attire:**

5.1.1 5.1.2 How to Dress for Graduation (under the gown):

5.1.1.1 Men generally wear dark trousers and a dress shirt and tie under them

 gowns.

5.1.1.2 Women usually wear a lightweight dress or a blouse and a skirt that is

 shorter than the gown so it does not hang below the robe How to Wear

 a Graduation Cap:

5.1.2.1 The high school graduation cap is worn flat on the head, one point.

 Graduation tassel:

5.1.2.2 Tassels are worn on the right side at the start of the

 graduation ceremony, and you flip it to the left when graduates.

 receive their diplomas.

5.1.3 Graduation Gown:

5.1.3.1 High school graduation gowns should fall midway between the knee

 and ankle.

5.1.3.2 They are worn over regular clothing, zipped up in the front.

5.1.3.3 Women often wear a white or gold collar, while men usually do not

 wear a collar.

5.1.4 Graduation Hood:

5.1.4.1 Hoods are placed over your head, draping off your shoulders and over

 the back of the robe.

5.1.4.2 The velvet border is on the outside.

5.1.4.2.1 Make sure the hood lining turns out so that the school colors are visible

 (turn the trim to the outside at the back, right below your shoulders).

 5.1.4.2.2 If hood has a cord at the font, fasten it to a dress button or robe zipper to

 keep it off your neck.

5.1.5 Honor Cords How To:

5.1.5.1 The middle knot is put behind your neck.

5.1.5.2 Bring the honor cords to the front, hanging down your sides with two

 tassels on each side.

5.1.6 Honor Stoles How To:

5.1.6.1 Hang the honor stole seam centered on the back of your neck, draping

 down your front to about your waist.

5.2 **Preparation for Graduation-**

5.2.1 During the summer the months, the rising seniors’ credit audit should be

 conducted so that the incoming student will know what is missing.

5.2.1.1 If there are deficiencies discovered in the audit, the student will be

 contact to take Virtual School Classes in order to be prepared for

 graduation.

5.2.1.2 Students will be mailed out graduation packets at the beginning of

 August.

5.2.1.2.1 Therefore, once seniors arrive for the upcoming school

 year, they will have everything needed for graduation.

5.2.2 Seniors cannot miss more than ten (10) days in order to be eligible for

 graduation in the entire school year.

5.2.3 Students must meet all the above listed requirements for graduation.

5.2.4 Students that have consistent behavior problems may graduate but may

 not be permitted to participate in the graduation ceremony.

5.2.5 Students will be required to attend the College & Career Fair and dress

 appropriately for the event.

5.2.6 Students must attend graduation rehearsal in order to participate in the

 ceremony.

5.3 **Senior Dues:**

 5.3.1 Every senior is responsible for paying senior dues. Senior dues are used

 to pay for-

 5.3.1.1 Your cap & gown,

 5.3.1.2 Diploma,

 5.3.1.3 Diploma cover,

 5.3.1.4 Senior breakfast,

 5.3.1.5 Graduation set up.

 5.3.2 The cost is $100 which is due 30 days before graduation.

 5.3.2.1 If you pay after that due date there is a $30 late fee.

 5.3.2.2 You will not walk in the graduation ceremony or receive your

 diploma until this obligation is paid in full with the late fee.

5.3.2.3 There will be no refund if you leave our school for any reason.

5.4 **Day of Graduation:**

5.4.1 Students must arrive 1 (one hour) prior to the ceremony.

5.4.2 Students must wear black, white, or a combination of the colors under the

 graduation.

5.4.3 5.4.4 5.4.5 Students will be given 2 entrance passes for front row seats.

 Wear dress shoes to the ceremony.

 Nothing revealing or inappropriate for church will be permitted.

5.5 **The following may be chosen to speak at the ceremony:**

 5.5.1 Valedictorian-

 5.5.1.1 The student usually having the highest rank in a graduating class

 who delivers the valedictory address at the commencement exercises.

5.5.2 Salutatorian-

5.5.2.1 The student ranking second highest in the graduating class, will

 deliver the salutatory at commencement.

 5.5.3 Senior Class Speaker-

5.5.3.1 The speaker that may speak at the ceremony on behalf of the Senior Class.

5.5.4 Alumni Speaker-

5.4.1 The speaker that will speak that was a past graduate of Inspire Preparatory Academy.

*Class of Current Year*

**SENIOR CALENDAR**

***EVENT DATE*** ***LOCATION COST***

**Senior Meeting**  Senior Homeroom -

**Senior Dues** Due 30 days prior to Ms. Victoria $100.00

**Cap & Gowns** Foyer Included in Dues

**Senior Meeting** TBA Homeroom -

**Senior Breakfast** TBA Inspired Word of Faith Included in Dues

**Junior/Senior Trip** TBA

**Senior Dues (LATE)** TBA

**Grad Bash** TBA

**Senior Skip Day** May 11th Have Fun!! -

**Senior Exams** May 14th-17th Senior Class -

**Seniors Last Day** May TBA

**IPA Graduation** May TBA Inspired word of Faith

-

 **Confirmation of the Policy and Procedure**

**This is to confirm you have received and acknowledge the Policy and Procedure set forth by Inspire Preparatory Academy. Please sign and return by Friday February 14, 2025.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature