

Student/Parent Handbook

2023-2024



Head of School

Dana Richardson Judd

Leadership Team

Marissa Tobler

Jamie Keeling

Debbie Wessel

Berri O'Neal

Advisory Board

Kaveh Meghdapour

Stefanie Pogue

Caroline Hamilton

School Pastoral Care

Debbie Wessel

PHILOSOPHY AND GOALS

MISSION

The mission of Inspire Academy is to lead students to love God and to nurture them in a Christ-centered academic environment that emphasizes excellence and encourages them to develop their God-given talents for lives of Christian leadership and service. Our unique educational environment is specifically designed to create a safe place to learn for students with dyslexia, dysgraphia, dyscalculia, ADD, ADHD, language learning challenges, and emotional secondary symptoms. Inspire Academy will teach learning-challenged students using Multisensory Instruction and Differentiated Instruction to meet the needs of all students. Inspire Academy creates a “safe place to learn” - academically, spiritually, physically, and emotionally for all learning styles and educational needs.

Christ-centered academic environment - We believe that the purpose of education is to teach students to think critically, to question and explore. Our faculty, staff, and administrators are not simply educators. We have placed ourselves firmly in the ministry of education and then coupled that profound commitment with the mission of affirming Christ and meeting the needs of the learning challenged. Our faculty, staff, and administrators' love for God teaches our students every day how to love our God.

We emphasize excellence - Our faculty, staff, and administration emphasize excellence because we are commanded that, “In all we do, in word and in deed, do it all in the name of our Father.” Every child has been gifted by God with a spiritual gift. While Inspire Academy is not for every child, and we must accept that it is not, those who are entrusted to us have been placed into our hands with a charge to find and develop that child’s curiosity and love of knowledge. Our faculty, staff, and administrators are the guiding and inspiring hand leading them on this journey.

STATEMENT OF FAITH

- 1. WE BELIEVE IN THE ONE TRUE AND LIVING GOD.** He is the creator and sustainer of the universe, who is all-wise, all-present, and all-powerful. He is ruler over everything and directs the affairs of men according to His eternal purposes. (Genesis 1:1-3, Isaiah 44:6, 24, Isaiah 45:5-7, Mark 12:29-32, Acts 17:25b-28).
- 2. WE BELIEVE THAT JESUS CHRIST IS GOD’S BELOVED SON.** Being in very nature God, He was present and active in creation. He lived on this earth, taught men to know the path to salvation, and was crucified for our sin to reconcile us with God. He was raised from the grave on the third day and ascended into Heaven to sit at the right hand of God, where He now intercedes with the Father on our behalf. We believe in His eventual return, His ultimate victory, and His eternal reign. (Matthew 28:2-7, John 1:1-3, John 3:16, John 14:6, Romans 8:34, Ephesians 1:18-23, Philippians 2:6, Colossians 1:17-20, 2 Peter 1:11, Revelation 12:10-11).
- 3. WE BELIEVE IN THE HOLY SPIRIT.** He is one with the Father and Son and lives within the church, individually and collectively directing our minds, giving us life, empowering us to confess that Jesus is Lord, testifying that we are God’s children, and interceding for us in our prayers. (John 14:6, Romans 8:5-17; 26-27, 1 Corinthians 3:16; 6:19; 12:3).
- 4. WE BELIEVE THAT SALVATION COMES ONLY THROUGH JESUS CHRIST.** All of us have sinned, and our sin separates us from Holy God. We are reconciled to God through Christ’s sacrifice for us, causing our hearts to repent of our former sinful ways, to confess before men that Jesus is Lord, and to demonstrate obedience in baptism. We are raised from the water a new creature, designed to carry out the works of service God has reserved for each of us, and to grow toward

the Christlike character that He desires. (Matthew 10:32-33, Mark 16:16, John 10:9, Acts 2:38, Acts 4:12, Acts 26:20b, Romans, 3:23, Romans 4:6-8, Romans 5:11, II Corinthians 5:18-21, Ephesians 2:10, Ephesians 5:2, Colossians 1:22-23a).

5. **WE BELIEVE THAT THE BIBLE IS THE INSPIRED WRITTEN WORD OF GOD.** Through the Bible, God reveals His holy nature and the desire for a covenant relationship with His children. The Bible is the comprehensive and authoritative guide to right living and Christian conduct, and outlines God's plan to reconcile all men to Himself through Jesus Christ. (Psalm 19:7-11, Proverbs 30:5-6, Philippians 1:27, 2 Timothy 3:16).

6. **WE BELIEVE JESUS CHRIST ESTABLISHED HIS CHURCH.** His desire is for a unified community of followers, who act as His ambassadors to carry the good news of salvation to all men and serve others in His name. The church provides mutual encouragement to each other. (Matthew 28:19-20, Acts 2:41-47, Ephesians 2:19-22, Ephesians 3:10, Hebrews 10:24-25).

7. **WE BELIEVE THAT JESUS CHRIST WILL RETURN.** Those who have faithfully served Jesus will, through His grace and mercy, live with Him for all eternity in Heaven. (Matthew 16:17, John 14:1-3, 2 Corinthians 5:10, Philippians 3:20, 1 Peter 1:3-5).

8. **WE BELIEVE THAT THE TERM MARRIAGE HAS ONLY ONE MEANING.** The meaning of marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25).

9. **WE BELIEVE GOD CREATED EACH PERSON MALE OR FEMALE.** God wonderfully foreordained and immutable created each person male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26–27).

COMMUNITY PARTNERS

Inspire Academy works with parents/guardians to complement strong homes and provide a stable foundation for students today. Positive peer pressure at Inspire Academy provides an important influence in students' lives.

- Inspire Academy is a non-traditional school system, with faculty members assuming active and positive roles in their students' lives. Students are expected to respect the authority of all school personnel, as well as the authority from their homes and community. Defiant attitudes or abusive behavior regarding alcohol, drugs, tobacco, or sexual promiscuity will lead to dismissal.
- All students attend chapel at which time the student body, faculty and community partners sing, pray, read scriptures, and hear lessons from the Bible. Students are given the opportunities to practice leadership through song leading, speaking, leading prayers, and reading scriptures. Guests are occasionally brought in to participate. Elementary, Junior High, and High school chapel meets regularly.

BIBLE CURRICULUM

Each student is required to successfully complete a Bible class every semester for credit. The Bible is taught as part of the regular academic program on all grade levels. The Bible itself is used as a text. Workbooks and a variety of visual aids are used to reinforce Bible study. Students are taught to accept the Bible as the true word of God. Students are taught the love of God according to the scriptures.

High School – The objectives of the high school Bible curriculum are to help students apply God's Word to their lives and stimulate life-long service to the Lord. This is to be done through textual study that leads to topical answers. All High School classes, 9-12, will experience Bible study on a semester course system. Various subjects are dealt with in each class. These subjects cover a wide variety of Biblical topics and principles.

The Bible curriculum at Inspire Academy is under constant review and revision. Bible instruction is the most important class in the daily curriculum, and each teacher strives to teach God's principles to each individual person in the best possible way by both word and example.

ENROLLMENT PROCEDURES

Inspire Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION REQUIREMENTS

Inspire Academy is open to all students, regardless of race, color, sex, age, religion, or handicapped condition, who are otherwise eligible for admission. Students who are admitted to Inspire Academy should meet the following criteria:

1. Be unmarried.
2. Not be pregnant.
3. Have not been arrested or put on probation.
4. Agree to all disciplinary procedures in the student handbook and other documents.
5. Must be living with a parent(s) or legal guardian(s).

All new students are admitted on a probationary basis. Parents and guardians are encouraged to tour the facility and meet the staff and teachers. Students are encouraged to attend and "shadow" another student for a day or two, depending on the situation.

APPLICATION PROCEDURES

Each application for admission must be accompanied by a registration, curriculum and supplies fee as follows: New Families: Pre-K through Grade 12 - \$765.00. (\$700.00 registration/curriculum - \$65.00 supplies) In the event an application is not approved, all but \$100 of the registration fee will be refunded. A total of \$765.00 must be paid by the date of enrollment for all students.

APPLICATION

To apply for Elementary grades through high school the applicant must do the following:

1. Complete an application for admission (online). Please print and return to the administration office.
2. Make a non-refundable deposit as described above.
3. Provide Inspire Academy with immunization records. (A kindergarten student must be five years old as of September 30th. A pre-kindergarten student must be four years old as of September 30. A first grader must show successful completion of kindergarten or have reached his/her 6th birthday by September 30.)
4. Provide a copy of the most recent report card or official school transcript.
5. Provide a copy of any Standardized test scores if available.
6. Be approved for admission by the Head of School.
7. Parents/guardians sign a Receipt of Parent/Student Handbook and Technology Policy Agreement.

8. Based on the admission check and the candidate’s situation (7th – 12th only), the applying student may be required to provide results from a certified drug-testing laboratory of a urine sample, (must be done within 14 calendar days of the interview).

INTERVIEW/ADMISSION

The Head of School will review the prospective student’s admission requirements and make a determination for an interview. Upon a successful interview and approval, the applicant will be notified, and a date for enrollment will be made. Families with students already enrolled will be given priority over families with students not currently enrolled.

Immunization Records - Upon enrollment, all students must provide the school with an updated immunization record or a waiver from a doctor. Failure to do so within 30 school days after enrollment may result in suspension until the immunization record is made available. Noncompliance with this requirement will result in dismissal. Notices will be sent prior to any action being taken. This is a state mandate to keep in good standing with the accreditation.

Appeals Procedure - An appeal may be made by the applicant to the Head of School when an application is rejected. The appeal must be submitted within 10 days and must be in writing. Upon receipt of the appeal, the Head of the School will decide whether a meeting with the applicant and his/her parents is applicable. If a meeting is held and the original decision is reversed, the applicant will be given a date for enrollment at the earliest possible time.

TUITION and FEES

Registration Fee	700
Curriculum/Technology Fee	235
Supply Fee65
Elementary	17,000
Middle School	18,500
High School	19,000
Senior Year	19,200

****3 payment plans available. Installment plans require a finance fee.***

FINANCIAL AID

While we recognize that some sacrifice is needed for a child’s education, we have the ability to provide very limited financial assistance. The request for financial aid is a separate application process and will not affect the application for admission. A copy of last year’s tax returns must be submitted with the application. Financial aid is awarded on an as-needed basis, with preference given to returning students. Parents are required to fill out a new financial aid application yearly. Inspire Academy does not discriminate on the basis of race, religion, sex, age, nationality, or ethnic origin.

REFUND and WITHDRAWAL

Tuition and Fee Refund Appeals - Those experiencing extraordinary events that require student/s to withdraw from Inspire Academy may request for an exception to be made to the Inspire Academy no refund policy. Appeals must be made in writing with supporting documentation and must be made within 30 days of withdrawal date. The Tuition Appeal Committee will review your appeal and supporting documentation and notify you of the decision within 30 days of appeal date. Extraordinary events include serious illness of the student or an immediate family member, death of an immediate family member, military deployment that was not previously scheduled or other similar unforeseen events. Documentation may include one of the following: • Letter from your physician or mental health professional • A death certificate • A funeral program • Military orders • Any official documentation that will verify your request to appeal.

Students withdrawing from Inspire Academy should use the following procedures:

1. Parent/guardian must call or come by the business office to initiate the withdrawal. (We request a notice of at least 24 hours for processing.) When the withdrawal steps have been completed, notification will be made, and records will be released.
2. Notify the Admissions office. If the student's account is not clear at the time of withdrawal, no grades or records will be released. All school property and equipment must be returned prior to withdrawal or applicable charges will be added to the account.
3. Tuition Refunds - Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is placed on the school when students enroll and then withdraw before the year is completed. Inspire Academy has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. Therefore, Inspire Academy will not refund any tuition or fees on withdrawals.
4. It is further agreed that enrollment may be canceled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to July 1 of the contract school year. All finalized contractual agreements are binding for the duration of the contracts. Any additional tuition discounts that may occur after finalization will only be available for the next contract period.

DELINQUENT ACCOUNTS

Payment Options:

1. Pay tuition in full by July 1
2. Pay tuition in three (3) installments by the first of each month; July, Nov, March
3. Pay tuition in nine (9) installments by the first of each month; July – March

Note: Installment payments are due no later than the 5th of each month. A late fee of \$25 will be applied thereafter. A credit card to be on file with Inspire Academy. If no payment is made by the 15th of month a charge (in the amount of the chosen installment amount plus a finance charge of 2-3%) will be made to your account.

Any account balance that exceeds 60 days past due and does not have an acceptable payment arrangement is deemed to be delinquent. Parents/guardians whose accounts are delinquent will be notified requesting immediate payment. In no case will a student be allowed to graduate nor will records be transferred unless his/her account is current. Failure to make a payment arrangement or fulfill an agreement may result in student dismissal, the holding of transcripts and/or submission to a third-party collection agency. Exceptions to the policies listed above may be made in extenuating circumstances provided a request is submitted to the Head of School, and a letter of documentation is on file.

ADMINISTRATIVE POLICIES

School Hours School hours will be as follows:

Elementary K-3	8:00 – 2:45
Elementary 4-5	8:00 - 3:30
Middle School	8:00 – 3:30
High School	8:00 – 3:30

Acceptable Use of Technology

We believe the Internet offers vast, diverse, and unique resources to both students and employees. It is the intent of Inspire Academy to make online resources available to students and staff to promote personal growth in information-gathering techniques, critical thinking skills, and communication skills. Internet access is given to students and employees who agree to act in a considerate and responsible manner. In general, this requires efficient, ethical, and legal utilization of network resources. Access to the Internet is a privilege – not a right. Access entails responsibility. If an Inspire Academy user violates any of the following provisions, his or her account may be terminated, and future access could possibly be denied, as well as other disciplinary or legal action. Multimedia devices: The use of personal multimedia devices is prohibited (except for approved computer and iPad use in class) for all students while on the campus of Inspire Academy once supervision of the student is transferred to Inspire Academy. (A multimedia device is a tool or piece of equipment that allows a user to experience one or more types of digital media.) Common types of multimedia devices include MP3 players, smartphones, smart watches, iPads, handheld gaming systems, and computers. Students are prohibited from being in possession of these devices on school premises during school hours unless otherwise stated. Any multimedia device possessed by a secondary student that is seen or heard during school hours will be confiscated, and the disciplinary actions outlined in this policy will be strictly followed.

1. The internet may be accessed for instructional purposes only when utilizing technology provided by the school and under the direct supervision of a teacher.
2. Downloaded, stored Internet data may be accessed for instructional purposes only when utilizing technology provided by the school and under the direct supervision of a teacher. ALL FACULTY, STUDENTS, and STAFF must have a Technology Use and Release of Liability form on file.

PERSONAL PHONE CALLS

Personal phone calls may be made during school hours in the office and with permission from the teacher. *In case of family emergency, student contact will be made through the office by teacher walkie-talkie, classroom radio (walkie-talkie), or Inspire Academy Faculty/Staff. Rationale for Policy: The Inspire Academy School Board of Advisors, Administration, Faculty, and Staff sincerely desire to work with parents in reasonable and constructive ways regarding the implementation of policies. While we understand that a policy of this nature may inconvenience some families, we are fully united regarding the development and implementation of this policy for the well-being of our students. This policy has been developed for the purpose of protecting our students from the potential and numerous negative effects multimedia devices can have on their cognitive, social, emotional, and spiritual development.

Consequences for Violations:

First Offense: • Devices will be confiscated and placed in the office. • Student may pick the device up no later than 3:30 p.m. • Parent/Guardian will be notified by the school.

Second Offense: • Device will be confiscated and placed in office. • Student may pick the device up no later than 3:30 p.m. and must pay a \$10.00 fine. • Parent/Guardian will be notified by the school.

Third Offense: • Device will be confiscated and placed in office. • Parent/Guardian only will be required to pick up the device no later than 3:30 p.m. and must pay a \$10.00 fine.

Fourth Offense: • Device will be confiscated and placed in office. • Parent/Guardian only will be required to pick up the device no later than 3:30 p.m. and must pay a \$10.00 fine. • Parent/Guardian and student must meet with an administrator prior to the device being released.

Fifth Offense: • Device will be confiscated and placed in office. • Parent/Guardian only will be required to pick up the device no later than 3:30 p.m. and must pay a \$10.00 fine. • Student will serve a 1-day suspension. • Students will be ineligible for extra-curricular activities on the day the phone was confiscated as well as the day of the suspension.

If violations occur beyond the fifth offense, the administration may consider further suspensions or expulsion. If a personal multimedia device is not retrieved after being confiscated by the school, the school will make every attempt to reunite the device with its owner.

ATTENDANCE

General Rules: Regular and punctual attendance is important in maintaining continuity in the learning process. There are times when it is necessary for a student to miss classes due to personal illness, serious illness, death in the family, or school-related events. These absences will be considered excused, and the student will be given an opportunity to make up for missed classwork. When students are going to be absent with an acceptable excuse, we ask that a parent or guardian call the office or bring a note to inform the school. Failure to produce an acceptable excuse within two days will result in an unexcused absence.

Absences are considered unexcused when no reason is given or when the reason given is determined unacceptable by the Head of School, such as sleeping late, shopping, studying for tests, preparing for parties, etc. An unexcused absence will result in a zero for all work missed. No make-up work will be permitted for unexcused absences.

Any tardy that exceeds 25 minutes of a single period will result in an unexcused absence. Any junior high or high school student who is absent (excused and/or unexcused) more than twelve class periods for any one class during any semester may not receive credit for that semester's work in that class. Parents will be notified. Secondary students, after their 5th absence, will meet with the Head of School to determine if disciplinary action and/or make-up hours are required. All other absences will be considered a part of this policy.

Students having 12 or more absences in a semester may not be eligible for extracurricular activities. In case of major illness, injury, or other special circumstances, appeals of the above may be made to the Head of School, as defined by the Inspire Academy appeals procedures.

Student Check-out Policy

Any time a student is checked out of school during the day, there must be direct parent contact with the office staff before the student leaves. This may be in person, by written note, or by phone call. These are important safety procedures for children, even if they are sometimes inconvenient. The school will not release students to friends, other students, or strangers without assurance of parental approval. Any student who leaves the school premises without checking out in the office may be subject to suspension. The student may receive zeroes in the classes missed.

Truancy

Absence from school without parental permission may result in suspension or other disciplinary action.

Family Trips

When at all possible, trips should be scheduled during school vacations since any absence affects the learning process. This is especially true in the elementary grades since so many activities missed cannot be made up. When trips must be made, we request the following:

- Please contact the school office to make notification of any upcoming trips so that they may notify the teachers of the student
- Students should make arrangements and plan for make-up work. These arrangements will be at the teacher's discretion and approval.
- Students are to make up all work within the allotted time, or a grade of zero (0) will be given for any work not completed. It is the responsibility of the students and parents to see that all make-up work is finished and turned in on time.

Make-Up Work

It will be the student's responsibility to obtain, complete, and turn in missed assignments within the designated time. The designated deadline for make-up work will be two school days for the first day the student is absent and one additional day for each subsequent day absent. Quizzes or tests for the first day of attendance after an absence of two or more days may be postponed. Regularly scheduled tests which fall on the first day of attendance after an absence of one day will be taken at the teacher's discretion. Students should take make-up tests at the teacher's convenience.

Tardies

All students are to be in class before the bell has rung. Any student who is not in class when the bell rings is tardy. Any staff member may question a student's presence in the hall. Secondary parents will be notified of excessive tardies. After their 5th tardy students will meet with the Head of School to determine if disciplinary action and/or makeup hours are required. Every third tardy for a class, will result in an absence and a referral for that class. Receiving a referral for tardiness may also result in additional discipline and parent conference. (Also see "Finals Exemption Policy" for Secondary Students.) Failure to report for disciplinary consequences may result in suspension from school.

Plagiarism Policy & Procedures

Acts of plagiarism are violations of academic policy and will not be tolerated.

All academic work, written or otherwise, submitted by students to their instructors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their teachers before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, a chapter of a book, a paper from a friend, etc. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with a teacher, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where, and how he/she has employed them.

If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

Problem Resolution

It is the desire of the administration and the teaching staff of Inspire Academy to resolve all concerns before they become problems. Even in Christian circles, prayer is often a last resort. Administrators, teachers, parents, and students are encouraged to pray and ask God for wisdom and discernment while resolving any differences. The following guidelines are to be used for resolving any problems or concerns a parent or student may have:

Parents/Legal Guardians or students having a problem or concern should first try to solve it by talking the matter over with the employee involved. If you are not able to reach a satisfactory solution, the problem should be discussed with the Head of School and the Head of the department which the employee works under. All problems or concerns presented in writing to the Head of School will require a written response from the Head of School within two school days from receipt of the written complaint.

Inspire Academy staff and administration will continue to strive to resolve all problem and conflict resolution. When problems escalate into conflict that constitutes involving administrators and parents, Inspire Academy has established a conflict resolution policy.

1. Upon notice of conflict reaching a point where teachers/staff members bring awareness to the Inspire Academy Head of School or Leadership Team members, notification will be made to parents/guardians from Inspire Academy Head of School and/or Counselor regarding steps to resolve conflict on school grounds.
2. As an institution striving to be Christ-like servants who seek to forgive and reconcile, Inspire Academy Head of School, Counselor and administrators will encourage steps of reconciliation and will maintain clear lines of communication open between any involved parties. If reconciliation is reached quickly, administrators will schedule timely meetings to monitor the status of the relationship and to ensure positive relationships among the parties involved.
3. Reconciliatory efforts will be made between involved students with the guidance of Inspire Academy Counseling team members. The Counselor will be the record-keeper of all notes, meetings and details from meetings. The Inspire Academy Counselor will be involved in all meetings with respective parents/guardians, in addition to the Inspire Academy Head of School.
4. Utilizing ACSI's guidance on conflict resolution and reconciliation cited below, Inspire Academy will meet individually with students who are directly involved in the conflict, assisting each student both individually and then jointly, to plan and walk through the steps of reconciliation.
5. If offenses occur during a conflict that violate Inspire Academy policy where suspension or expulsion is warranted, Inspire Academy will meet in person with parents/guardians of student(s) to document violations/offenses and then plans for reconciliation, re-enrollment, or in the case of expulsion, future plans for transfer of records.

From Godsey, (2018),

We have to first remember that even before Jesus taught us the Matthew 18 model, He commanded all believers to be reconcilers. From the sermon on the mount, in Matthew 5, Jesus clarifies many

aspects of Jewish law for those who would become His disciples. After working through the issue of murder, Jesus immediately says in verses 23–24 (NIV), “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, leave your gift there in front of the altar. First, go and be reconciled to them; then come and offer your gift.”

The final passage to consider in our new model is Philippians 4:1–9. Here, Paul instructs the church of Philippi in the reconciliation process between two beloved Christians, and we discover some amazing attitudes to adopt. We are exhorted to rejoice in the process of conflict resolution (again I say, rejoice!), to be gentle, to present our case to God first, and to, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things” (v. 8, NIV). If we adopt the attitudes of Philippians 4 and apply them in a loving manner toward those with whom we share conflict, what might that look like?

Practical Steps Toward Reconciliation

In accordance with an important process through conflict resolution, Inspire Academy will foster reconciliation during conflict resolution.

Ken Sande’s book, *The Peacemaker*, (2004) presents a compelling set of actions with which to approach conflict resolution. First, we are to attempt to handle the conflict **personally** (within ourselves) by:

- overlooking and forgiving an offense;
- not jumping to conclusions about the meaning of the other person’s words, actions, and intentions;
- remembering what we know to be good about the other person; and
- reminding ourselves of how blessed we are to already be forgiven by Jesus Christ.

Inspire Academy administrators, staff and teachers will abide by a strict policy of handling all conflict privately and confidentially, only involving the primary parties/individuals and their respective parents/guardians when necessary, in a way that:

- brings glory to God as we recall the attitudes of Matthew 5 and Philippians 4;
- gets the “log” out of our eye before confronting the other person’s “speck”;
- gently helps the other person see their part in the conflict; and
- makes every effort to reconcile as quickly as possible.

All conversations will be held in confidence with the Inspire Academy Head of School, any directly involved teachers, and the Inspire Academy Counselor(s).

Continuing the Conversation

There are four additional recommended steps to continue this conversation toward investing in a culture of peacemaking:

1. Consider how to enhance school policy beyond Matthew 18, and consider how to provide education and training on how to achieve the model.
2. Consider how to empower specific individuals within the school to competently serve as conflict resolution mediators for those cases that truly need significant reconciliation.
3. Invest in further training on the crucial elements of biblical reconciliation—repentance, confession, and forgiveness (Sande, 2004)—which we have not had room to discuss here.

4. Invite stakeholders from the school community (e.g., leaders, teachers, parents, students) into a dialogue about ways to create an intentional culture of peacemaking at your school. (Godsey, 2018)

References

- Dabler, J. 2015. Peacemaking Principles. Training seminar. Creative Conciliation, www.creativeconciliation.org.
- Dabler, J. 2018. The “4 C’s” in organizational life. Education module. Creative Conciliation, www.creativeconciliation.org.
- Godsey, Maxx. 2018. When Matthew 18 Isn’t Enough: Developing a Deeper Model for School Conflict Resolution, <https://blog.acsi.org/developing-deeper-school-conflict-resolution>
- Sande, K. 2004. *The peacemaker: A biblical guide to resolving personal conflict*. 3rd ed. Grand Rapids: Baker Books.

Inclement Weather Policy

During times of inclement weather, Inspire Academy cancellations, delays, or early releases will be decided independently of all other area schools. Inspire Academy has a text alert system that will be used in addition to announcements made on television/radio. Delay/cancellation decisions will be made by 6 AM. One-hour delays are typical. Early releases for weather are rare. If it does happen, we will get the word out as quickly as possible and Inspire Academy will provide supervision for children until they are picked up.

HEALTH POLICIES AND PROCEDURES

Inspire Academy’s school nurse is proud to be a part of your child’s education. Success in school is directly related to the good health and emotional well-being of each student. Responsibility for the care of children lies primarily with parents. Our nurse is here to assist and support parents’ efforts to maintain good health in their children. Inspire Academy’s school nurse assesses and makes recommendations based on that assessment.

For the protection of all students, the following health rules have been established and will be followed at all times.

A child cannot remain in school with: 1) Fever of 100 degrees or over a student must be FREE FROM FEVER WITHOUT MEDICATION for 24 hours before returning to school 2) Rash or weeping sores 3) Vomiting – student should be free from vomiting for 24 hours before returning to school 4) Diarrhea – Students with diarrhea illnesses must stay home until they are diarrhea free without diarrhea suppressing medications for at least 24 hours. Soiled clothing will be sent home with the student. 5) Red, discharging eyes, or 6) Students complaining of headache/stomachache/menstrual cramps with no fever or other symptoms are not required to be excluded from school. The parent/ guardian will be contacted and they can decide whether to pick up the student. If they do, it will be a Parent Requested Early Dismissal. 7) Please do not send ill or injured students to school to be diagnosed by school personnel. A student having any of the above symptoms **BEFORE SCHOOL SHOULD STAY AT HOME** for observation and care. There are limited facilities for putting students to bed. This option will be used only until arrangements can be made for the student to go home. A student will not be sent home to be left alone without special arrangements and written permission from the parent.

Students who have been absent from school because of a communicable disease or illness diagnosed as strep throat, scarlet fever, or skin disease (Staph/MRSA skin infection, ringworm, impetigo) or pink eye are required to bring a doctor's statement authorizing return to school. Due to an illness or injury, any student who misses three consecutive days of school must return with a note from a physician authorizing the return to school. The school nurse is not in a position to diagnose or treat illnesses. For questions about diagnosis or treatment, a medical doctor should be consulted. If a student needs a wheelchair or crutches during school hours, he/she must provide their own, as well as medical documentation from a physician that the use of the equipment is medically necessary on campus during the school day.

EMERGENCY FIRST AID CARE

Any treatment given at school is limited to first aid. When a pupil becomes ill or is injured at school, parents are notified. If they cannot be reached and the situation requires medical attention beyond our resources, it may be necessary to send the student to the hospital emergency service for needed care until the parents can be reached. Parents are responsible for emergency care costs. Parents should supply the school nurse with information concerning current special health problems that are under the care of a physician. The nurse cannot give any medications while waiting for you to pick up your child.

CONTAGIOUS DISEASES

This list includes the most common contagious diseases and infestations, the incubation period of each (listed when applicable), and the requirements for re-admission to school.

Common Contagious Diseases:

Chicken Pox: 2-3 weeks. Exclude for 7 days after eruption and until lesions are dry. Temperature must be normal.

Impetigo: Exclude from school until healed or until noninfectious according to a physician's written statement.

Infectious Hepatitis: 15-50 days. Notify school as soon as physician confirms diagnosis. Exclude until no fever and no jaundice, or until noninfectious according to a physician's written statement.

Measles: 10 days to fever or 14 days to rash. Exclude when symptoms first develop and for five days after the appearance of rash.

Mumps :12-26 days Exclude until all swelling subsides.

Pink Eye 24-72 hours Exclude until recovered or noninfectious according to a physician's written statement. Ringworm of the Body 4-10 days May attend school provided child is receiving treatment at home and affected areas must be covered at all times.

Ringworm of the Scalp: 10-21 days Exclude until after treatment has begun. The child must be under the treatment of a physician. May return with physician's written statement.

Streptococcal Infection: 1-3 days Exclude and may return 24 hours after effective antibiotic treatment has begun and no fever.

Head Lice: Exclude until visual inspection shows that no nits (egg cases) are within a ¼ inch of the scalp, and no live lice are found.

Scabies: Exclude until a physician's written statement certifies that the child has been properly treated and cleared to return to school.

Fever: Children must be excluded from school if they have a temperature >100.0 degrees Fahrenheit. The child must be free of fever without medication for 48 hours before they can return to school.

Influenza: Exclude and may return after there is no fever.

COVID: 48 hours. Exclude until positive test or 48 hours from date of test. Student must be fever free for 48 hours.

Head Lice/Treatment: Protocol for Lice (Pediculosis): Inspire Academy School Nurses do not routinely screen for head lice. If there is a suspected case, the nurse will perform a head check on the student and follow up with a phone call to the parent or guardian if live lice are found. We encourage you to check your child often, especially during cold weather. Remind your child not to share hats or grooming items with other students.

Inspire Academy follows Texas Department of State Health Services guidelines when dealing with lice. For more information, contact your student's school clinic.

INSPIRE ACADEMY POLICY:

- According to Inspire Academy policy, students must be sent home from school if live lice are found in their hair.
- Inspire Academy policy also states students may return to school after medicated shampoo or lotion treatment has been given.
- When returning to school, a head check by the nurse is required by the school.
- Treatment must be with a lice shampoo or cream rinse approved by the FDA. • Combing and picking out of nits is necessary to remove the nits.
- A second treatment of lice shampoo or cream rinse 7-10 days after the first treatment is needed to kill remaining or newly hatched lice.

Management: • If treated and cleared by the nurse, students may return to school the same day they were sent home. • Mass screenings are not recommended or required.

- Families of students in the classroom will not be notified if only one case is found.
- If multiple cases are found, then the classroom parents will be notified.
- If multiple cases are found in one classroom, the school custodian will be notified so a thorough cleaning can be done.

Academics/Grading

The academic program is designed to educate students in their knowledge and understanding of subject matter from a Christian perspective. The curriculum is intended to be challenging, comprehensive, and college preparatory. Student Final Grades and Grade Reports will be posted at the end of each grading period. Elementary classes will use a standards-based grading system. Secondary faculty will post a minimum of twelve grades per grading period (at least 10 assignment grades and at least two assessment grades). Grades will be posted no later than 5 academic days from the due date of the assignment. In addition to report cards, the school will also inform parents about potential academic problems by phone or individual email.

Grade Reporting System

The school year is divided into major periods of two semesters. In grades 1-12, report cards will be posted on the Wednesday following the end of each grading period.

The grading scale is as follows:

Grading Scale for Grades 1-6 Standards-Based Grading

Distinguished	Proficient	Foundational	Does not meet standard
100%	85%	70%	60%
4	3	2	1
The student has produced work that demonstrates advanced progress toward application of the skills and content related to the standard.	The student has produced work that demonstrates recognition of key skills and content, and application of most skills and concepts related to the standard.	The student has produced work that demonstrates recognition of most of the skills and concepts related to the standard. The student has not reached the level of applying those skills and concepts effectively.	The student has produced work that does not demonstrate that he/she recognizes basic skills and concepts related to the standard. The student has not reached the level of applying those skills and concepts effectively.

Grading Scale for Grades 7-12	A – 90-100	4 – Distinguished
	B – 80-89	3 – Proficient
	C – 70-79	2 – Foundational
	F - Below 70	1 – Does not meet standard

Note: All students may be required to take quarter and semester exams, regardless of grade level or GPA.

Finals Exemption Policy

Senior Students may be exempt from spring semester examinations. Any student exempted from the spring semester exam may elect to take the spring semester exam to improve his/her grade. With this choice, a student’s semester average may only be increased by the examination grade and may not be reduced by the examination grade.

Non-exempt students must attend every class for which an exemption is not earned.

Senior Attendance and Discipline Requirements Per Class:

- Spring semester course average of ninety (90) or above, no more than three (3) absences, or
- Spring semester course average of eighty (80) or above, no more than two (2) absences, or
- Spring semester average of 75-79 with no more than 1 absence; and
- All absences, except for official school business, approved college visit days, death in family, and religious holy days, will count (excused and unexcused).
- Students may have college visits in their junior year and senior year, with the understanding that they will need to complete any schoolwork missed while gone. We ask that the office is given a two-week notice prior to the visits. These absences for approved college visits do not affect the exemption for semester exams.
- Three (3) tardies in a class during the spring semester counts as one (1) absence for exemption purposes.
- To be eligible for exemption, a student may not have a discipline referral in the spring semester from the class of exemption. A discipline referral is any offense other than a tardy to class.

- As a result of clear and compelling evidence of student cheating, a student is not eligible for any spring semester exam exemption during that school year. 7. Courses taught through computer-assisted or online instruction are not eligible for semester exams exemption.

Telephone Calls Unless the message is unusually urgent, teachers are not to leave their classes to receive telephone calls. Students should not be asked to leave their classroom to receive telephone calls unless there is an extreme emergency.

Lost and Found Lost and found items are kept in the office. If owners cannot be found for clothing and other items of value that are turned in, they will periodically be disposed of or given away after several attempts to reunite items with their owners.

Lockers Hall lockers or Cubies are provided for the storage of clothing and school supplies. Each student is assigned a locker and will be held accountable for the condition of the locker for as long as it is assigned to the student. Valuables should not be stored in a locker. Locker checks will be conducted on a regular basis. Inspire Academy will not be responsible for any lost or stolen items.

FIELD TRIP POLICY/DRIVER POLICY

Permission slips will be sent home to parents a minimum of one week prior to the field trip. Times, activities and other details about the trip will be included on the field trip form. The mode of transportation will also be noted, and parents' signature denotes acceptance of the field trip details.

Buses, school administrators, and parent drivers constitute the means of transportation for field trips. Private volunteer drivers (transportation other than buses) and vehicles must meet the following requirements:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license with no physical disability which would impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured with the minimum coverage defined by Texas state law (Minimum Liability Coverage: 30/60/25 - \$30,000 for bodily injury per person; \$60,000 for bodily injury per accident; \$25,000 for property damage per accident.
- All children must be individually buckled into a child restraint age appropriate device during transport.
- No child under the age of 12 or 100 pound weight limit shall sit directly in front of an air bag.
- The driver shall not partake in any activity that would jeopardize the safety of the children (E.G., TALKING ON A CELL PHONE WHILE DRIVING).

Permission must be given by the teacher for siblings to accompany parents acting as chaperones. Chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops in-between time of arriving at the destination and return together with the group to Inspire Academy in Colleyville, Texas, unless other arrangements are explicitly stated and agreed to by the teacher and drivers.

All rules that apply at school for adults and children apply during the field trip (e.g. no smoking). All volunteer drivers must complete a background check/requirement.

STUDENT CONDUCT

Disciplinary guidelines provide for the orderly operation of the school, for personal and physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the mission statement. The kind of conduct that Inspire Academy expects from its students exemplifies submission to Christ and respect for the authority of the home, school, and community.

- Inappropriate “displays of affection” are not acceptable in school or in the parking lots.
- Cheating – Honor in class work and examinations should be characteristic of the Christian student, and it is more important than any grade that may be received. The simplest rule to observe in the classroom is to conform to all the conditions laid down by the teacher. A student is not to create the appearance of cheating and is not to contribute to the cheating of others. Any student found guilty of cheating will be given a “0” for the work being done and repeated incidents will result in a suspension. That day will be counted as an unexcused absence. Further infractions may result in dismissal of the student without refund of prepaid tuition for one semester.

Dress Code

The Inspire Academy uniform policy requires students to dress modestly and neatly, keeping clothing from being the primary expression of individuality or social status. A student’s appearance must not be distracting, therefore, disruptive to the learning environment. We have partnered with a local uniform vendor Ivy School Uniforms, to provide affordable uniforms. Uniforms are relaxed and comply with all sensory issues.

- Uniforms will be worn Monday- Thursday with any Inspire shirt.
- Uniforms must include an Inspire shirt (polo, dry fit, Inspire spirit shirt) along with appropriate bottoms of length and style.
- Skirts/shorts must be no shorter than 3” above the knee. Girls may wear leggings with an Inspire uniform shirt or Inspire sweatshirt that covers their rear end.
- Skirts and bottoms may be purchased from any store if they meet length and style requirements.
- Outerwear must have an Inspire logo or be taken off at the beginning of class. Purchasing a hoodie or pullover might be a great idea if your child gets cold in class.
- Free dress days will be posted on the calendar and may be earned throughout the year. Free dress days are casual but maintain dress code compliance.
- Jeans may be worn on **Thursdays ONLY** and must fit properly (may not be tight, have holes above the knee, may not be sagging).

Visit www.ivyschooluniforms.com for styles and choices or visit their location in Colleyville.

General Appearance

- Hair should be kept neat and appropriately cut and groomed. If a teacher or administrator determines that a student's hair is not neatly trimmed, then that student must obtain a satisfactory haircut within two days. Boys' hair should not extend over the collar, beyond the bottom of the ears, below the eyebrows, or be worn in a ponytail. Mohawks, shaved heads, spiked hair, or patterns cut into the hair are not allowed.
- Hair **may not** be dyed unnatural (Blue, Green, Pink, Etc.) colors.
- Visible tattoos, whether permanent or temporary, are not allowed.
- Girls are allowed up to two piercings per ear, and boys are not allowed to have any piercings.

Modesty

- Students, parents, and guests are always expected to be dressed modestly.
- Low-cut blouses are not allowed. No halter tops, tank tops, or bare-shouldered tops or dresses are permitted.
- Short skirts, non-uniform dresses, and non-compliant shorts are not allowed.
- Underwear must not be showing. Girls must wear appropriate undergarments.
- Clothing must not be form-fitting. All clothing must fit properly.

Dress Code Referral/Consequences

If a student is out of compliance with the dress code, they will be issued a Dress Code referral. This can be issued by any Inspire Academy Faculty/Staff member. Faculty/staff will remind/update students of expectations for the dress code during the first week of school. After the first week of school, students will receive a documented warning. For any infractions after the verbal warning, parents will receive a notification. Students will be given the opportunity to change clothing or resolve the violation.

If a student receives a dress code referral again, the following consequences will occur:

- 1 - Verbal Warning
- 2 - Referral – parent notification
- 3 - Referral – parent notification, communication w/ administrator, Lunch Detention 3 days
- 4 - Referral – Same as #3, plus an assigned Friday School (4 hours- designated by an administrator), and Student will be asked to pay a fee of - \$100.00
- 5 - Referral - Same as #4, Conference w/ parents – Loss of any Finals Exemptions

Disciplinary Procedures

The purpose of discipline is two-fold, to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. Disciplinary action will be administered as uniformly and consistently as possible. However, each student and each incident will be assessed individually according to background, attitude, and offense(s). This action can include a verbal or written warning, notification of parents, suspensions, disciplinary probation, and/or expulsion.

It should be noted that several offenses are of such serious nature as to warrant suspension or expulsion following the first incident. These would include possession or the use on school property or at a school sponsored event of fireworks, weapons (including knives), tobacco in any form, alcoholic beverages, illegal drugs, sexual harassment, or blatant disobedience and disrespect to a teacher, sponsor, or guest of Inspire Academy at school or any school function.

Any student, male, or female, directly involved with a pregnancy will be subject to dismissal from school.

An arrest of any type is also considered a serious offense. As a private institution, Inspire Academy reserves the right to search persons, lockers, and automobiles which might conceal illegal contraband. Additionally, Inspire Academy reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

Any student who refuses to practice good behavior after the conference will be subject to “behavioral ineligibility.” The student will be ineligible to participate in any extracurricular activity. This ineligibility could be in conjunction with suspension from school. Students not participating in extracurricular activities are still subject to suspension from school.

Disciplinary Probation and Behavioral Ineligibility

Disciplinary probation may be initiated following the occurrence of a single incident which is deemed by the administration as warranting an immediate probation. This probation is subject to the conditions determined and stated at its inception. Behavioral ineligibility may result from repeated misbehavior related to daily classroom and school functions. When a student is sent to the office for misbehavior, he/she will be dealt with individually according to the situation.

Behavioral ineligibility offers opportunity for changes in behavior and restoration of privileges.

Behavioral probation is not necessarily a prerequisite to expulsion from Inspire Academy. Should the nature of any disciplinary offense be of such a degree to warrant immediate expulsion, the administration reserves this right.

When a student who is expelled from Inspire Academy for disciplinary reasons applies for enrollment in a new school, Inspire Academy receives customary inquiry about that student’s records, both academic and behavioral, that information will be provided to the appropriate personnel at the new school.

Many of the behaviors listed below have never occurred at Inspire Academy, but the experiences of other schools make these warnings necessary. These disciplinary actions are examples and may be modified at the discretion of teachers and administrators for specific situations.

LEVEL 1: OFFENSES: 1. Out of Uniform 2. Running in hall 3. Littering campus or buildings 4. Excessive talking, disrupting class or Chapel 5. Repeat occurrence of forgetting to bring homework and binders to class. 6. Tardy to class 7. Horseplay (Rough play) 8. Having/Use of cell phone on campus when not allowed 9. Any other offense that the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

NOTE: Teachers should attempt to resolve these behaviors when appropriate before referral to the Administrator for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or expulsion.

LEVEL 1: DISCIPLINARY ACTION: Grades 6-12

1st offense – Teacher/Student Conference

2nd offense – Parent/teacher communication and/or teacher discipline

3rd offense – Parent/teacher communication and/or teacher discipline

4th offense – Becomes a Level 2 offense

2: OFFENSES: 1. Repeated Level 1 offenses 2. Careless driving on or near campus 3. Inappropriate attire (other than out of uniform offenses) 4. Disrespect during Chapel 5. Disrespect for teachers 6. Dishonesty/Deceit 7. Use of abusive or obscene language (written, spoken, or gestures) 8. Cheating/plagiarism (homework, quizzes, or minor assignment)

**Teachers will give a zero on assignment 9. Horseplay with injury 10. Possession of prohibited items. 11. Inappropriate

public display of affection 12. Destruction of or damage to property of others 13. Misuse or abuse of technology 14. Failure to comply with the lawful directions of any school employee 15. Minor occurrences of bullying, teasing, and taunting 16. Truancy 17. Any other offense which the Inspire Academy administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

LEVEL 2: DISCIPLINARY ACTION: Grades 6-12

1st Offense – Detention or Friday School or Lunch Detention

2nd Offense – Friday School or Suspension

3rd and subsequent offenses become a Level 3 offense

LEVEL 3: OFFENSES: 1. Repeated Level 2 offenses 2. Major classroom disruption or disrespect 3. Fighting 4. Use of abusive or obscene language (written, spoken or gestures) 5. Cheating/plagiarism (tests, or other major assignments) **Teachers will give a zero on assignment 6. Vandalism 7. Defacing school property 8. Possession of prohibited items 9. Possession of tobacco in any form (anytime, anywhere on campus) 10. Possession or display of obscene literature or pictures. 11. Improper conduct with the opposite sex that does not fall into the category of sexual harassment or sexual misconduct (outlined in Levels 2 and 4) 12. Out of class or leaving class without permission 13. Significant misuse or abuse of technology 14. Significant occurrences of bullying or cyber-bullying 15. Truancy (repeated) 16. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

LEVEL 3: DISCIPLINARY ACTION:

1st offense – Friday School or suspension

2nd offense – Suspension

3rd offense and subsequent offense will become a Level 4 offense (may notify appropriate law enforcement officials)

LEVEL 4: OFFENSES: 1. Repeated Level 3 offenses 2. Misuse, abuse or distribution of medicine or substances 3. Possession of prohibited items 4. Alcoholic beverage possession or use 5. Truancy 6. Leaving campus without permission 7. Theft of property 8. Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior) 9. Harassment- (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm) 10. Possession of dangerous instruments (including but not limited to any type of gun, including BB or pellet guns; any type of knife; or any other instrument that might be used as a weapon) 11. Trespassing 12. Disorderly conduct 13. Possession of commercial fireworks 14. Use of tobacco in any form (anytime, anywhere on campus) 15. Illegal drug possession, use or distribution 16. Any other offense which the Inspire Academy administration may deem sufficiently detrimental or offensive such that it would reasonably fall under this section of misconduct. NOTE: These are the most serious offenses and pertain to behavior anytime and anyplace. Students will automatically be referred to the office for a parent conference, and major disciplinary action may/will be taken.

LEVEL 4: DISCIPLINARY ACTION:

1st Offense Minimum: Suspension from school (3 days) Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)

2nd Offense Minimum: Suspension from school (5 days) & subsequent offenses Maximum: Suspension from school long term (may recommend expulsion; may notify appropriate law enforcement officials)

Drug Testing Policy

Inspire Academy School may require random drug testing of any and/or all students in grades 9-12. In addition, Inspire Academy may require scheduled drug testing of any student in grades 9-12 who is suspected by school administration of illegal drug use. Other Prohibited Items In accordance with State of Texas Code, student possession or use of “e-cigarette,” “vaping,” tobacco, or nicotine products, at school, or school sanctioned activities on or off school property is prohibited (including premises, playground, transportation vehicles). Consequences for possessing or using these products may result in suspension or even expulsion from Inspire Academy.

PRE-KINDERGARTEN – 6TH GRADE POLICIES

Absences For Kindergarten through 12th grade

A student must attend school for a minimum of 90% of scheduled instructional time (can have a maximum of 5 days of unexcused absences). Excused absences due to personal illness, serious illness, death in the family, or school-related events should not exceed 12 days each semester. Exceptions can be made for prolonged illnesses if the student is able to make up all the work and stay on grade level with the remainder of the class.

SENIOR and GRADUATION POLICIES

Grade Point Average The grade point average will be determined from the numerical grades on the student’s transcript, which are counted in the ranking of graduates. The grade point average used in the final ranking of the graduates will be figured by the end of the first week after graduation.

Graduation Exercises Cap and gown colors will be green with a white tassel. Only those seniors who have or will soon have completed all requirements for graduation will be permitted to participate in commencement exercises. The graduation fee paid by seniors covers the cost of the diploma, diploma cover, cap and gown, and commencement exercise expenses. Ushers for commencement exercises are chosen by the senior class. Seniors will be expected to pay the cost of any commencement invitations, the cost of any class jewelry, and the cost of any other materials used individually.

Graduation Honors To be selected Valedictorian or Salutatorian, one must have been enrolled in Inspire Academy for six consecutive semesters. To determine graduation honors or ranking, no grades from competitive athletics will be averaged. In determining valedictorian or salutatorian, work taken during the senior year will be counted through the last grading period of the senior year for regular high school courses and the final average for college courses.

SAFETY

Fire, Disaster, and School Lock-Down Drills

There will be unannounced fire, disaster, and school lock-down drills during the year. Emergency protocols are kept in administrators’ offices.

Fire drills will be conducted each semester. When the fire warning is announced, all persons in the building will file out of the building in a quiet, orderly manner. All windows and doors must be shut, lights turned off, and there should be no talking. Each student is to remain with the class with which he/she exited. All classrooms will have an assigned exit through which students will pass. Students return to class when “All Clear” is announced by the Head of School or designee.

Disaster drills will be conducted each semester. When the disaster warning is announced students will file out of the classroom in a quiet, orderly manner and be seated against the wall away from exterior windows. All windows and doors must be shut, lights turned off, and there should be no talking. Each student is to remain with the class with which he/she exited. Students return to class when “All Clear” is announced by the Head of School or designee.

School lock-down procedures will be practiced each semester. When the lockdown warning to shelter in place is announced students will move to a corner of the room away from the door. Students in hallways or other spaces must move to the nearest classroom. All windows must be shut, and doors must be locked, lights turned off, and there should be no talking. Each student is to remain in the class. Students return to normal class activity when “All Clear” is announced by the Head of School or designee.

Medication

Students who need prescription medicines during the school day must provide a medication form, completed, and signed by a parent or guardian, to be kept on file in the school Nurse’s office. Medication may be dispensed through the school Nurse’s office or the Head of School, depending upon the age of the student and the wishes of the parent.

Non-prescription medication, such as aspirin, Tylenol, or cough suppressants (cough drops), will not be given to any student by the school unless a signed permission slip to do so is on file in the Nurse’s office, and the parent must provide the non-prescription medication to be dispensed as needed.

When Nurse is absent, a qualified individual will be present and responsible for all Nurse duties such as administering medication and handling illness.

All medications will be kept in the Nurse’s office, where they can be locked up.

Visitors on Campus

All visitors to Inspire Academy must check in with the school upon arrival to get a visitor’s badge before entering the hallways or classrooms. All visitors should report to the administrative offices in Suite 293.

SCHOOL SUPPORT ORGANIZATIONS

Inspire Academy exists in large part because of the dedication and sacrifice of its parents and supporters. **The Parent Teacher Organization** has been very generous in affirming the efforts of teachers and staff. This group is important in countless other ways as they bring new ideas and energy to the school. The fundraising projects are approved and coordinated through the administrative offices. No group is authorized to charge any purchase to the school organization or the school without prior approval.



As Inspire Academy founder Dana Judd recently stated, “Most public and private schools are not equipped to help kids who learn differently. So many of us have experienced this and there are some students who would have nowhere else to go.” With the unfortunate reality of funding issues, the support of our student’s education is more important than ever before. Funds are limited, and we want to help all learners, particularly those with learning differences, experience

success. The objective of this non-profit organization is to assist our school, our students, our teachers, and our families. We want to help all learners obtain success.

HALOS Inc. is a 501 (c) (3) non-profit organization. EIN Number: 85-4070885. Your donation is tax deductible to the extent allowed by law.

Board Members: *Dana Judd, President, Dr. Joel Judd, Vince Hawkins, Susie Lohoefer, Dawn (Dixie) Clarke - Board members are all volunteers. There are no paid positions.* Fundraising will support highly valued student programs: Curriculum Resources, Technology, Scholarship Funds, Infrastructure, and Fundraising Expenses

Inspire Academy

55 Main St #290, Colleyville, TX 76034

Phone: (817) 803-5010

Website: [Inspire Academy \(inspireacademytx.com\)](http://inspireacademytx.com)

Facebook and Instagram: [@inspireacademytx](https://www.facebook.com/inspireacademytx)

Receipt of Handbook and Acknowledgement of Policy Agreement

Student Use of Technology Agreement and Release of Liability Form

provided on the following pages. Please print, sign, date and return to the school office by the end of the first full week of school.



Inspire Academy

Receipt of Handbook and Acknowledgement of Policy Agreement

After reading the Parent/Student Handbook, please discuss all the information that is appropriate for your student(s). Please sign the acknowledgment below (both parents/legal guardian and student(s)) and return this page to the school office. To access an online copy, visit the following link: [Inspire Academy \(inspireacademytx.com\)](http://inspireacademytx.com)

Printed copies will be available upon request.

Parent Acknowledgement

As a parent or guardian of an Inspire Academy student, I acknowledge the Student Handbook and the policies contained within, are available to me through the Inspire Academy website. I have reviewed the Student/Parent Handbook with my student to promote a better understanding of Inspire Academy rules and expectations. I acknowledge receiving

and/or being provided electronic access to the Student/Parent Handbook and Policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. I understand that the Student/Parent Handbook and school policies may be amended during the year and that such changes are available on the school website or in the school office. I understand that my failure to return this acknowledgment will not relieve myself or my student from being responsible for knowing and complying with the school rules, policies, and procedures.

Signature of Parent Guardian _____

Date _____

Student Acknowledgement

As an Inspire Academy student, I acknowledge the Student Handbook and the policies contained within, are available to me through the Inspire Academy website. I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. I understand that the Student/Parent Handbook and school policies may be amended during the year and that such changes are available on the school website or in the school office. I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with school rules, policies, and procedures.

Signature of Student _____

Date _____



Student Use of Technology Agreement and Release of Liability Form

Inspire Academy authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. The use of school technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Agreement.

The school reserves the right to suspend access at any time, without notice, for any reason. The school expects all students to use technology responsibly to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use school technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions: School technology includes, but is not limited to, computers, the school's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants,

paggers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through school-owned or personally owned equipment or devices.

Student Obligations and Responsibilities: Students are expected to use school technology safely, responsibly, and for educational purposes only. The student in whose name school technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using school technology for improper purposes, including, but not limited to, use of school technology to 1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive. 2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying"). 3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person. 4. Infringe on copyright, license, trademark, patent, or other intellectual property rights. 5. Intentionally disrupt or harm school technology or other school operations (such as destroying school equipment, placing a virus on school computers, adding, or removing a computer program without permission, changing settings on shared computers). 6. Install unauthorized software. 7. "Hack" into the system to manipulate data of the school or other users. 8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or school practice.

Privacy: Since the use of school technology is intended for educational purposes, students shall not have any expectation of privacy in any use of technology. The school reserves the right to monitor and record all use of school technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of school technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any school technology are the sole property of the school. The creation or use of a password by a student on school technology does not create a reasonable expectation of privacy.

Personally, Owned Devices: If a student uses a personally owned device to access school technology, he/she shall abide by all applicable policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting: If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of school technology, he/she shall immediately report such information to the teacher or other school personnel. Consequences for Violation Violations of the law, policy, or this agreement may result in revocation of a student's access to school technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment: I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and school policies and regulations governing the use of school technology. I understand that there is no expectation of privacy when using school technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student Name: Please print _____

Student Signature: _____

Date: _____

Parent or Legal Guardian Acknowledgment: If the student is under 18 years of age, a parent/guardian must also read and sign the agreement. As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use school technology and/or to access the school's computer network and the Internet. I understand that, despite the school's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, and school personnel against all claims, damages, and costs that may result from my child's use of school technology, or the failure of any technology protection measures used by the school. Further, I accept full responsibility for supervision of my child's use of his/her access account when such access is not in the school setting.

Parent Name: Please print _____

Parent Signature: _____

(Please print) Date: _____