

GPHCA

GAINESVILLE POTTER'S HOUSE
CHRISTIAN ACADEMY

Academics • Character • Christ



PARENT AND STUDENT HANDBOOK

2025 – 2026



ACADEMIC
EXCELLENCE



CHARACTER
DEVELOPMENT



CHRISTIAN
FOUNDATIONS



FAMILY-SCHOOL
PARTNERSHIP

Educating with Purpose for a Brighter Tomorrow



01

CHAPTER ONE

OUR INSTITUTIONAL IDENTITY

"Train a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

Introduction

Welcome to Gainesville Potter's House Christian Academy (GPHCA). Selecting a school is among the most significant decisions a family can undertake. At GPHCA, we recognize that education transcends mere academic advancement; it embodies a chance to cultivate character, reinforce faith, and equip each student to lead a life marked by purpose, integrity, and excellence.

This handbook has been designed to assist parents, guardians, and students in understanding the philosophy, policies, procedures, and expectations that shape school life. Its aim is to cultivate a collaborative relationship between home and school, founded on mutual respect, effective communication, and a shared dedication to the student's comprehensive development.

We extend a warm welcome to you as a member of the Gainesville Potter's House Christian Academy family!



Welcome Letter

Dear Parents and Guardians:

Welcome to Gainesville Potter's House Christian Academy!

Sean cordialmente bienvenidos a la Academia Cristiana Potter's House de Gainesville (GPHCA).

We are profoundly appreciative of the trust you have bestowed upon our institution to oversee the education and development of your children. We understand that selecting a school is among the most significant decisions a family can undertake, and we regard it as a privilege to be involved in that journey. At GPHCA, we maintain that education transcends mere academic instruction. Our dedication is to create a safe and orderly environment infused with the love of Christ, where each student can achieve their fullest potential. We aim to cultivate young individuals who cherish God, serve others, and embody integrity, excellence, and purpose.

Our educational mission is founded on a collaborative partnership between the school and families. We firmly believe that when parents, teachers, and students unite, they foster an environment that promotes the academic, spiritual, social, and emotional development of every child and young person. This handbook has been created to serve as a reference throughout the academic year. Within its pages, you will discover information regarding our institutional identity, policies, procedures, and expectations that shape school life. We encourage you to read it thoroughly and retain it for future reference. We appreciate the opportunity to serve you and hope that this school year is filled with learning, growth, and abundant blessings for your entire family. On behalf of the entire Gainesville Potter's House Christian Academy community, we extend a heartfelt welcome.

In Christ,

Coralis Moore

Principal



Our Organization

Gainesville Potter's House Christian Academy (GPHCA) was established in August 2022 as an educational ministry of Potter's House A/D Church, in alignment with the pastoral vision of Rev. Pedro A. Marrero Colón and the leadership of its principal founder, Coralie Moore. From its inception, the school was created to provide families with an exceptional Christian education, rooted in the Word of God and dedicated to the holistic development of each student. Throughout its evolution, GPHCA has upheld its commitment to fostering a safe, structured, and Christ-centered academic environment where educational excellence and character development are intertwined. Our vision has been to equip students to confront future challenges with wisdom, integrity, leadership, and a profound sense of service to God and others.

We acknowledge that families bear the primary responsibility for their children's education. Consequently, we view our role as a partnership with parents and guardians, assisting them in the spiritual, academic, social, and emotional development of each student. This collaboration constitutes one of the essential pillars of our institutional identity.

Today, Gainesville Potter's House Christian Academy continues to flourish with the same mission that inspired its establishment: to honor God through an exceptional education that cultivates a generation of leaders with Christian values, dedicated to truth, service, and lifelong learning.



Institutional Data

Information	Detail
Official Title	Gainesville Potter's House Christian Academy
Acronym	GPHCA
Institution Type	Private Christian Institution
Location	Gainesville, Florida
Educational Attainment	Kindergarten to 12th Grade*
Academic Schedule	August through May (as per the approved school calendar)
Language of Instruction	English
Christian Denomination	Potter's House Ministries
Institutional Motto	Cultivating Hearts. Enlightening Minds.

Mission, Vision, and Values

Mission

The mission of Gainesville Potter's House Christian Academy is to deliver an exceptional Christian education, rooted in the Word of God, that promotes the spiritual, academic, physical, and character development of each student. In collaboration with families, we cultivate well-rounded leaders equipped to serve God, make a positive impact in their communities, and adhere to biblical principles in all aspects of their lives.

Vision

To be a Christian institution esteemed for its academic excellence, dedication to biblical education, and the cultivation of leaders with Christian character, equipped to positively impact their families, churches, communities, and the world, embodying Christ through a life of faith, service, and integrity.

Our Principles

- Divine Affection
- Integrity
- Academic Distinction
- Christian Virtue
- I hold in high regard.
- Service
- Leadership
- Responsibility
- Stewardship
- Teamwork



Our Educational Philosophy



At Gainesville Potter's House Christian Academy, we hold the belief that education is a comprehensive process that cultivates the intellect, spirit, and character of every student. Our educational philosophy is rooted in the conviction that God is the ultimate source of all truth, and that His Word offers the principles that direct learning, decision-making, and the development of Christian character.

We hold the conviction that each student is divinely created with a distinct purpose and possesses unique talents and abilities that ought to be uncovered, nurtured, and utilized to honor God and serve others. Consequently, we endeavor to offer an education that promotes academic excellence, critical thinking, responsibility, leadership, and service within a secure, respectful, and Christ-centered environment.

Our educational philosophy is grounded in the following convictions:

God is the origin of all truth and wisdom.

The Bible serves as the cornerstone of our Christian worldview.

Each student embodies an inherent value and purpose bestowed by a higher power.

Academic excellence and character development hold equal significance.

Family and school jointly bear the responsibility for education.

Learning should equip the student to serve God, their family, and their community.

Discipline, leadership, and service are integral components of a student's comprehensive development.

Our Commitment to Education

Our Dedication

At Gainesville Potter's House Christian Academy, we recognize that education is a vocation aimed at shaping purposeful lives through the integration of academic, spiritual, and character development within a nurturing environment characterized by love, respect, and excellence. Consequently, we are dedicated to diligently providing our students with an educational experience that embodies our Christian values and promotes their comprehensive growth.

At PHCA, we demand excellence by delivering high-quality instruction that ignites curiosity, cultivates critical thinking, and inspires a passion for learning.

- To cultivate Christian character by guiding students in accordance with biblical principles and values, while promoting integrity, compassion, responsibility, and service.
- Foster a secure, respectful, and inclusive environment in which every student is treated with dignity and can engage in learning within an organized and supportive atmosphere.
- To foster the holistic development of each student by addressing their academic, spiritual, social, emotional, and physical dimensions in accordance with their developmental stage.
- Collaborating with families, acknowledging that parents or guardians hold primary responsibility for their children's education, and that cooperation between home and school enhances student achievement.
- To cultivate intentional leaders who can positively impact their families, congregations, communities, and society, embodying faith, excellence, and a commitment to service.
- To cultivate a culture of perpetual growth, motivating our students to nurture the gifts and talents bestowed upon them by God, while consistently striving to glorify Him in all their endeavors.

Declaration of Faith

01

WE BELIEVE... that the Scriptures are divinely inspired and articulate His design and purpose for humanity.

02

WE BELIEVE... that there exists only one true God, manifested in three persons: the Father, the Son, and the Holy Spirit (commonly referred to as the Trinity).

03

WE BELIEVE... in the divinity of the Lord Jesus Christ. As the Son of God, Jesus embodies both humanity and divinity.

04

WE BELIEVE... that, although inherently good, humanity willingly succumbed to sin, thus introducing evil and death—both physical and spiritual—into the world.

05

WE BELIEVE that every individual can experience a restored relationship with God through "salvation" (placing trust in Christ, through faith and repentance, as our personal Savior). [1 of the 4 cardinal doctrines of the Assemblies of God]

06

WE BELIEVE... and observe two ordinances: (1) Water Baptism by immersion following repentance of sins and the acceptance of salvation through Christ, and (2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.

07

WE BELIEVE... that the Baptism in the Holy Spirit constitutes a distinct post-salvation experience that equips believers to witness and serve with efficacy, mirroring the occurrences of New Testament times.

08

WE BELIEVE... that the primary physical manifestation of Baptism in the Holy Spirit is the act of speaking in tongues, as witnessed on the Day of Pentecost and referenced in the Book of Acts and the Epistles.

Declaration of Faith (continued)

09

WE BELIEVE... that Sanctification begins at the moment of salvation and represents not merely a declaration of the believer's holiness, but also a progressive and ongoing process of separation from evil as the believer approaches God and increasingly embodies the likeness of Christ.

10

We hold that the Church has a mission: to seek and save all who are lost in sin. We assert that "the Church" constitutes the Body of Christ, comprised of individuals who, throughout history, have embraced God's offer of redemption—irrespective of their religious denomination—through the sacrifice of His Son, Jesus Christ.

11

We hold that a divinely called and ordained Ministry of Leadership, as outlined in Scripture, serves the Church. The Bible instructs that all individuals, under leadership, must dedicate themselves to reaching others for Christ, worshiping Him alongside fellow believers, and nurturing the body of believers: the Church.

12

WE BELIEVE... that Divine Healing for the ill is a privilege afforded to Christians today, and that it was secured through the atonement of Christ (His sacrificial death on the cross for our sins).

13

We hold steadfast to the Blessed Hope: the moment when Jesus will rapture His Church prior to His return to earth (the Second Coming). At that future juncture, all deceased believers will rise from their graves to meet the Lord in the air, while living Christians will be raptured alongside them to dwell with the Lord eternally.

14

We hold a firm belief in the Millennial Kingdom of Christ, during which Jesus will return alongside His saints at His second coming to commence His benevolent reign on earth for a duration of one thousand years. This millennial reign will usher in salvation for the nation of Israel and the establishment of universal peace.

15

We hold the conviction that a Final Judgment awaits those who have rejected Christ. They will be held accountable for their sins and sentenced to eternal punishment in a lake of fire.

16

We hold the conviction that we joyfully anticipate the new Heavens and the new Earth that Christ is preparing for all individuals, across all eras, who have embraced Him. We shall reside and dwell with Him there eternally, following His millennial reign on Earth.

School-Family Collaboration

1

At Gainesville Potter's House Christian Academy, we hold the conviction that education is a collaborative endeavor between family and school. The comprehensive development of the student is enhanced when both parties engage in open, respectful communication centered on the student's welfare.

2

The school acknowledges parents or guardians as the primary figures responsible for the education and development of their children. Consequently, it endeavors to foster a collaborative relationship grounded in trust, mutual respect, and a collective dedication to the school's mission.

We aspire for families:



Engage actively in your children's education.



Foster respectful communication with school personnel.



Support the standards, policies, and values of GPHCA.



Participate in meetings, conferences, and school activities as they are scheduled.



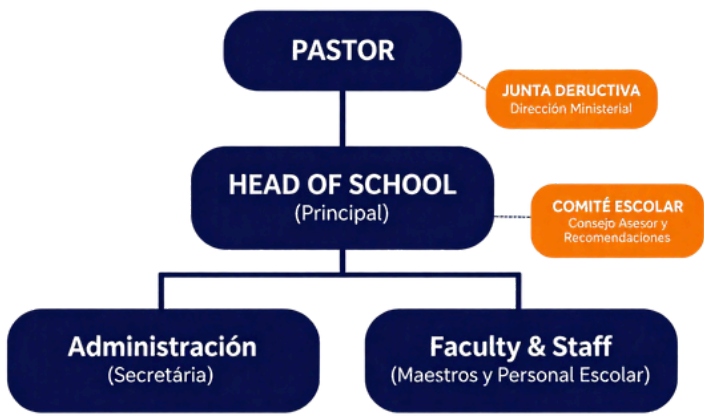
Maintain current contact and emergency information.



GPHCA is dedicated to:

- Ensure clear and prompt communication.
- Assessment of the student's academic and behavioral development.
- Listen to and respond to the concerns of families with respect.
- Foster a culture of collaboration and trust.

Leadership and Governance Framework



01

Gainesville Potter's House Christian Academy upholds a leadership framework aimed at fostering responsible governance, effective oversight, and the diligent execution of its Christian mission. The Head of School (Principal) serves as the highest administrative authority in the institution's daily operations, tasked with directing and supervising the school's academic, administrative, and operational functions. In fulfilling her responsibilities, the Principal operates under the spiritual guidance of the Pastor and in collaboration with the Board of Trustees, ensuring that all institutional decisions and processes align with the mission, vision, values, and policies of Gainesville Potter's House Christian Academy.

02

The Principal fulfills her responsibilities in alignment with the ministerial vision of the Pastor, who offers the spiritual guidance of the institution. She also benefits from the support of the Board of Directors, which aids in the strategic enhancement and institutional development of the school, as well as from the School Committee, which serves as an advisory entity by providing recommendations and assistance on academic, administrative, and institutional issues when solicited by the Administration.

03

Each of these entities fulfills complementary roles within the GPHCA organizational framework, fostering transparent governance, appropriate accountability, and decision-making centered on student welfare and the achievement of the school's mission. The Administration will endeavor to implement the policies outlined in this manual consistently, equitably, and judiciously, thereby ensuring student welfare and the cultivation of a safe and supportive learning environment.

The policies and procedures outlined in this manual may be reviewed and revised as needed to address changes in relevant legislation, accreditation processes, or the operational requirements of the institution. Updates will be communicated promptly through GPHCA's official channels.

Utilizing the Manual



This Parent and Student Handbook serves to inform families about the policies, rules, procedures, and expectations that shape the school experience at Gainesville Potter's House Christian Academy.



This manual should be reviewed alongside the forms, contracts, and other institutional documents provided during the admissions and enrollment process. Each of these documents fulfills a distinct role within the school's administrative framework.



The policies outlined in this manual may be reviewed and revised as needed to address legal, administrative, or institutional changes. Any alterations will be communicated through official GPHCA channels.





02

CHAPTER OF

ADMISSION AND ENROLLMENT

Policies, requirements, and procedures governing the
admissions process



Admissions Policy

Gainesville Potter's House Christian Academy welcomes applications throughout the academic year, contingent upon space availability, the institution's operational capacity, and the fulfillment of established criteria for each educational level. As a private Christian institution, GPHCA aims to enroll students whose families desire to engage in a community dedicated to academic excellence, the cultivation of Christian character, and collaboration between home and school. The admissions process seeks to achieve a thorough understanding of the applicant and assess whether the institution possesses the requisite resources and programs to effectively support their academic, spiritual, social, and emotional growth. In this regard, the school may consider, among other factors:

- The official application for admission along with the necessary documents.
 - The interview with the father, mother, or legal guardian.
 - The discussion with the student.
 - The diagnostic evaluations pertinent to the specified grade.
 - Academic and disciplinary record, when applicable.
 - The availability of space in the specified grade.
- The alignment between GPHCA's educational mission and philosophy and the family's dedication to these expectations.

Submitting an application, supplying documents, or engaging in interviews and assessments does not ensure acceptance. Each application will be assessed individually by the school administration, considering the available information and the student's unique needs. Consequently, the evaluation process may lead the school to:

- Accept the student.
- Offer conditional admission.
- Add the request to a waiting list when immediate availability is not present.
- Ascertain that admission is not suitable.

The decision will be formally conveyed by the Administration via the relevant institutional documents. GPHCA retains the right to impose reasonable conditions for admission, continued enrollment, or readmission as necessary to facilitate a student's educational success, uphold a safe and orderly environment, or adhere to institutional policies and applicable legislation.

ADMISSION CRITERIA

To ensure an organized, equitable, and mission-aligned admissions process at Gainesville Potter's House Christian Academy, all applicants must fulfill the following requirements prior to their application being considered for admission.

Satisfying these criteria does not ensure student acceptance. The ultimate decision concerning admission is exclusively at the discretion of the school administration.

1 **Application for Enrollment**

Submit a properly completed and signed Application for Admission, endorsed by the parent or legal guardian. All information provided must be accurate, comprehensive, and current. The failure to supply pertinent information or the submission of false information may lead to the denial or revocation of admission.

2 **Payment of the Registration Fee**

Submit the registration fee established by the school to initiate the admissions process. This fee encompasses the administrative expenses associated with the evaluation and registration process and is non-refundable, irrespective of the application's outcome.

3 **Student Evaluation**

The school may necessitate the student's participation in an academic, developmental, behavioral, or school readiness assessment, contingent upon the grade level for which they are applying. The administration may employ interviews, diagnostic tests, or other tools to ascertain the most suitable academic level for the student.

4 **Academic and Disciplinary History**

Where applicable, parents or guardians are required to provide the academic documentation necessary to finalize the evaluation process, which may encompass, among other items:

- Academic reports.
- Results of standardized assessments.
- Disciplinary records.
- Letters of endorsement.
- 504 plans, Individualized Education Programs (IEPs), or other pertinent educational documentation.

The school may solicit further information when it considers it necessary.

5 **Family Interview**

The administration may request an interview with the student and their parents or guardians as part of the admissions process. This meeting aims to assess the student's needs, convey the institution's mission, educational philosophy, and expectations, and ascertain whether there is a mutual commitment to fostering a collaborative relationship between the family and the school.

6 **Required Documentation**

All necessary documents must be submitted by the deadline established by the Administration. Failure to provide the required documents may result in delays in the admissions process or hinder the student's enrollment until the file is complete.

ADMISSION REQUIREMENTS (continued)

7 **Space Availability**

Admission will depend on the availability of spaces in the desired grade.

The school does not assure enrollment availability until the admissions process is finalized and acceptance has been formally granted.

8 **Adherence to Institutional Policies**

As a prerequisite for admission, parents or guardians are required to acknowledge receipt of the Parent and Student Handbook and affirm their commitment to uphold and support the mission, vision, educational philosophy, statement of faith, and institutional policies of Gainesville Potter's House Christian Academy.

9 **Official Acknowledgment**

Admission will be deemed official only when:

The evaluation process has been finalized.

All necessary documents have been submitted.

- The relevant administrative and financial requirements have been fulfilled.

The Administration has released an official notification of acceptance.

Until that moment, the submission of an application, the conduct of interviews or assessments, or the payment of administrative fees does not signify the acceptance of the student.



ADMISSION PROCEDURE

The admissions process at Gainesville Potter's House Christian Academy aims to comprehend the unique needs of each student while fostering a collaborative relationship between the school and the family. Each application will be assessed individually in accordance with institutional requirements and policies.

The admissions process comprises the following stages:

Step 1 – Admission Application

The parent or legal guardian is required to complete and submit the Application for Admission, accompanied by the necessary initial documentation.

Step 2 – Initial Assessment

The Administration will assess the application to ensure that the information is comprehensive and may request supplementary documentation as needed.

Step 3 – Family Consultation

The school may arrange an interview with the student and their parents or guardians.

During this meeting, the mission, educational philosophy, academic programs, institutional expectations, and the Parent and Student Handbook will be discussed.

The Administration will also be cognizant of the student's academic, spiritual, and personal needs.

Step 4 – Scholarly Assessment

When deemed necessary by the Administration, the student may undergo an academic or developmental evaluation to ascertain the most suitable grade level and potential educational requirements.

Step 5 – Administrative Evaluation

Upon completion of the evaluation process, the Administration will assess all submitted documentation and make a determination regarding the acceptance, conditional acceptance, or denial of the application.

Step 6 – Notification of the Determination

The family will receive official notification regarding the admission decision.

If accepted, the school will furnish instructions for finalizing registration.

Step 7 – Enrollment

To secure a student's enrollment, parents must finalize the registration process within the designated timeframe, which includes:

Executing the necessary documents.

Payment of the applicable fees.

Submission of pending documentation.

Adherence to administrative requirements.

Step 8 – Commencement of Classes

Upon completion of the registration process, the student will be able to commence classes on the date specified by the Administration.



GAINESVILLE POTTER'S HOUSE CHRISTIAN ACADEMY

ADMISSION PROCESS

— STEPS TOWARD YOUR FUTURE AT GPHCA —



Our simple and organized admission process is designed to welcome your student and family, guide you through each step, and provide a positive experience in a safe, Christ-centered environment.



EDUCATING
WITH PURPOSE
DEVELOPING
CHARACTER
SERVING
WITH LOVE



1. REQUEST INFORMATION

The family contacts our office to receive information about the school, programs, academic philosophy, requirements, and the admissions process.

1

2. SUBMIT THE APPLICATION

Parents complete the application form (GPHCA ADM-101), provide required documents, and pay the initial application fee.



3. DOCUMENT SUBMISSION

The administration verifies that all required documents have been submitted and that the application is complete.

2

4. FAMILY INTERVIEW

A family interview is scheduled with the parents or guardians (GPHCA ADM-105) to get to know your family, learn about your student, and answer any questions.



5. STUDENT INTERVIEW AND EVALUATION

The student participates in an interview (GPHCA ADM-106) and an age-appropriate evaluation to help determine the best placement (ADM-106A-E).

3

6. ADMINISTRATIVE REVIEW

The administration reviews the application, evaluation results, and all documents to determine admission and next steps.



7. ADMISSION DECISION

The family receives written communication with the admission decision. Accepted families will receive a Welcome Letter, Enrollment Contract, Class List, and/or uniform information.

4

8. ENROLLMENT

Once admitted, the family completes the enrollment process, signs the required forms, makes the financial arrangements, and receives important information about the start of classes.



9. ORIENTATION AND WELCOME

Before the school year begins, families are invited to an orientation session with important information about policies, procedures, and available resources.

5

10. FIRST DAY OF CLASSES

We look forward to welcoming your student to a Christ-centered academic community, where they will grow, learn, and make a difference!



OUR PROMISE

We walk with each family every step of the way, with transparency, support, and a commitment to a high-quality, Christ-centered education.

*"Train up a child in the way he should go,
and when he is old he will not depart from it."*

PROVERBS 22:6

NOTE: The approval and acceptance of the application is subject to the availability of space. Each application is carefully reviewed in accordance with school policies and procedures.

Print this design as a high-quality brochure

Vertical Format

ESSENTIAL DOCUMENTS

As part of the admission and registration process, parents or guardians are required to submit the necessary documentation to Gainesville Potter's House Christian Academy within the timeframe established by the Administration.

The lack of any required documents may hinder the admission process or impede the student's enrollment until the file is complete.

Depending on the student and the grade level for which application is made, the school may require one or more of the following documents:

General Documentation

- ☐ Completed and signed Admission Application Form.
- ☐ Birth Certificate.
- ☐ Social Security Card (if relevant).
- ☐ Identification of the father, mother, or legal guardian.

Academic Transcript

- ☐ Latest report card.
- ☐ Official transcript ☐ Disciplinary records (if applicable).
- ☐ Standardized test scores (if available).

Medical Records

- ☐ Florida Immunization Record (DH 680).
- ☐ School Physical Examination (DH 3040).
- ☐ Medical plan for allergies, asthma, diabetes, or other conditions (if relevant).
- ☐ Authorization for the administration of medications (if applicable).

Legal Documentation

- ☐ Custodial documentation.
- ☐ Court orders pertaining to the student.
- ☐ Notarial authority or special authorizations (if applicable).

Specialized Programs

- ☐ Develop IEP (Individualized Education Program).
- ☐ Plan 504.
- ☐ ESOL documentation (if relevant).

Supplementary information

The Administration may solicit supplementary documents as needed to finalize the admissions process or to adhere to legal, regulatory, or academic obligations.

All submitted documentation will be incorporated into the student's official file and will be managed confidentially in accordance with institutional policies and relevant laws.

EDUCATIONAL SCHOLARSHIP INITIATIVES

Introduction

Gainesville Potter's House Christian Academy acknowledges that educational scholarship programs provide a significant opportunity for more families to obtain an exceptional Christian education. The school engages in scholarship programs sanctioned by the State of Florida for which it qualifies and will uphold the requisite administrative processes to enable family participation, in alignment with the stipulations set forth by the administering entities of these programs. Participation in a scholarship program entails a collective responsibility among the family, the school, and the administering organization. Each party must adhere promptly to the relevant requirements and procedures to prevent delays, cancellations, or disruptions in the student's enrollment.

Scholarship Initiatives

Currently, qualified students may engage in state scholarship programs overseen by organizations sanctioned by the State of Florida, including, but not limited to:

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Opportunities (FES-EO)
- Family Empowerment Scholarship for Students with Distinct Abilities (FES-UA)

The availability, eligibility, and requirements of these programs are determined by the legislation of the State of Florida and the relevant administering organization, and as such, may vary annually.

EMA (Education Market Assistant)

Families awarded scholarships are required to utilize the Education Market Assistant (EMA) platform, or any other official platform designated by the administering organization, to manage the acceptance of funds, renewals, and other scholarship-related processes. It is the responsibility of the parent or guardian to ensure access to their account and to regularly monitor the notifications provided by this platform.

Award ID

Each student awarded a scholarship is assigned an Award ID, which signifies their involvement in the respective program. The family is required to present this number to the school upon request, as it is integral to the administrative procedures essential for finalizing enrollment and effectively overseeing the student's engagement in the scholarship program.

Family Obligations

Participation in a scholarship program necessitates the active engagement of parents or guardians. Families are accountable for:

- ☐ Submit scholarship applications and renewals promptly.
 - ☐ Ensure that contact information is current on the appropriate platform.
- Periodically assess your EMA account and address requests within the specified timeframes.
- ☐ Accept registration and funds electronically when appropriate.
 - ☐ Submit all necessary documentation pertaining to the scholarship to the school.
 - ☐ Promptly report any changes that may impact the student's eligibility.

Noncompliance with these requirements may lead to enrollment delays, suspension of payments, or the forfeiture of benefits associated with the scholarship program.

GPHCA Duties

As a participating institution, Gainesville Potter's House Christian Academy pledges to:

- ☐ To assist families in navigating the general processes associated with scholarships.
- ☐ Provide assistance, when feasible, in navigating the EMA platform and other administrative procedures.
- ☐ Maintain current institutional information as required by the scholarship programs.
- ☐ Timely process the documentation related to the school.
- ☐ Ensure ongoing communication with families when issues concerning enrollment or necessary documentation arise.

The school cannot assure the approval, renewal, or continuation of any scholarship, as these determinations are solely the responsibility of the organization managing the program and adherence to the criteria set forth by the relevant authorities.

Modifications or Termination of the Scholarship

The approval, renewal, modification, suspension, or cancellation of a scholarship is solely at the discretion of the administering organization and contingent upon adherence to the requirements set forth by the State of Florida and the policies of the relevant program. The school lacks the authority to approve, modify, or reinstate state scholarship benefits.

Frequently Asked Questions

Does the scholarship automatically ensure enrollment?

No. The scholarship constitutes a type of financial assistance. Admission and enrollment are contingent upon adherence to the admissions process and the institutional policies of GPHCA.

What are the consequences of failing to accept the scholarship at EMA?

The family must finalize the process promptly. Failing to adhere to the deadlines established by the administering organization may impact the availability of funds or postpone the enrollment process.

What are the implications of changing schools?

The family is required to adhere to the official procedures set forth by the organization overseeing the scholarship program and to complete the withdrawal and transfer forms mandated by GPHCA.

Is it possible for the school to renew my scholarship?

No. The renewal of the scholarship is the responsibility of the parent or legal guardian. While the school can offer guidance on the process, it cannot undertake the procedures on behalf of the family.

Essential Information

Admission to Gainesville Potter's House Christian Academy involves a thorough evaluation and orientation process. Acceptance of students is contingent upon fulfilling established criteria, availability of space, and the assessment that the institution can effectively address the student's educational needs within its existing resources and programs.

Conditional Admission

Introduction

Gainesville Potter's House Christian Academy acknowledges that, in certain situations, a family may be in the process of fulfilling administrative, medical, academic, or scholarship-related obligations at the time of applying for student admission. To promote educational continuity while ensuring adherence to institutional policies and relevant requirements, the school may offer Conditional Admission when it determines that the circumstances justify such an action and a feasible plan can be devised to complete the outstanding obligations. Conditional Admission is an administrative exception and will be assessed on an individual basis by the school administration. It does not constitute an entitlement nor does it guarantee the student's continued enrollment if the stipulated conditions are not satisfied within the designated timeframe.

What constitutes Conditional Admission?

Conditional Admission permits a student to be provisionally accepted while the family fulfills specific outstanding requirements previously authorized by the Administration. The school will identify which documents or requirements are pending and will set a written deadline for their completion.

Circumstances under which Conditional Admission may be deemed appropriate

Depending on the specific circumstances of each student, the Administration may contemplate conditional admission in situations such as the following:

- ☐ Exceptional medical documentation (where permitted by law).
- ☐ Academic records or transcripts currently being transmitted by the former institution.
- ☐ Legal or administrative documents awaiting updates.
- ☐ Diagnostic assessments are scheduled for a future date.
- ☐ Ongoing processes related to scholarship programs.

The approval of a conditional admission will be contingent upon the nature of the outstanding requirement, the availability of space, and the institution's capacity to effectively support the student.

Conditions for Conditional Admission

When a family is admitted under this modality, they must adhere to the conditions set forth by the Administration, which may include:

- ☐ Submit the required documentation by the specified deadline.
- ☐ Fulfill the necessary assessments or interviews.
- ☐ Adhere to the relevant financial agreements.
- ☐ Fulfill any requirements associated with scholarship programs, when applicable.
- ☐ Ensure ongoing communication with the Administration throughout the conditional admission period.

The specific conditions will be conveyed to the family in writing.

Violation of the Terms

Failure to adhere to the conditions set forth for Conditional Admission may lead to a reassessment of the student's enrollment status. In such instances, the Administration may:

- ☐ Provide an extension when warranted by justifiable circumstances.
- ☐ Solicit further information.
- ☐ Suspend the registration process until all outstanding requirements are fulfilled.
- ☐ Revoke conditional admission if the specified conditions are not fulfilled.

Each case will be assessed individually, with a commitment to fairness, consistency, and adherence to institutional policies.

Family Obligations

The father, mother, or legal guardian holds responsibility for:

- ☐ Immediately report any circumstance that hinders the fulfillment of a requirement.
- ☐ Sustain communication with the Administration.
- ☐ Submit the required documentation by the specified deadline.
- ☐ Adhere to the conditions communicated by the school.

GPHCA Accountability

During the Conditional Admission period, Gainesville Potter's House Christian Academy is dedicated to:

- ☐ Advise the family on the remaining requirements.
- ☐ Establish appropriate timeframes where necessary.
- ☐ Monitor the process in a systematic and discreet manner.
- ☐ Assess each case on an individual basis, prioritizing the student's well-being and adherence to institutional policies.

Essential Information

Conditional admission is an exceptional administrative measure that does not modify the general admission requirements set forth by Gainesville Potter's House Christian Academy. All students are required to fulfill all institutional criteria to sustain active and permanent enrollment.



Student Reintegration

Introduction

Gainesville Potter's House Christian Academy invites readmission applications from former students seeking to resume their studies at our institution. Each readmission application will be evaluated individually by the administration, considering the student's academic, disciplinary, financial, and administrative history, along with space availability and any other relevant institutional criteria. Readmission is not an entitlement and does not guarantee automatic reinstatement.

Requirements for Re-entry Application

Families seeking to request a student's readmission must adhere to the procedures established by the school and submit the requisite documentation, which will vary according to the duration of absence and the particular circumstances of the case. The administration may require updated forms, medical records, family information, and any additional documentation necessary to ensure a comprehensive and up-to-date record.

Depending on the circumstances, the following may be necessary:

- ☐ Revising the Registration Application.
- ☐ Family Profile Revision.
- ☐ Revision of medical information.
- ☐ Recent interviews with the family or the student.
- ☐ Diagnostic evaluations.
- ☐ Academic records from the institution where the student was enrolled.
- ☐ Information pertaining to scholarship programs, when applicable.

Re-entry Evaluation

Prior to approving a readmission application, the Administration may take into account, among other factors:

- ☐ Prior academic performance in GPHCA.
 - ☐ Record of attendance and punctuality.
 - ☐ The record of disciplinary actions.
 - ☐ Adherence to prior financial agreements.
 - ☐ The availability of space in the specified grade.
 - ☐ The duration since the student's withdrawal.
- Each application will undergo individual and confidential evaluation.

Conditions for Re-entry

When the Administration considers it suitable, readmission may be granted contingent upon adherence to specific conditions, including, but not limited to:

- ☐ Update of student records.
- ☐ Adherence to the medical requirements set forth by the State of Florida.
- ☐ Engagement in interviews or diagnostic evaluations.
- ☐ Execution of the existing institutional agreements.
- ☐ Adherence to the relevant financial obligations.
- ☐ Revision of information pertaining to scholarship programs.

Space Availability

Readmission will depend on the availability of openings in the requested grade. Should there be no immediate availability, the Administration may place the student on a waiting list until a space becomes available.

Familial Obligation

The father, mother, or legal guardian shall be responsible for:

- ☐ Report any changes that have taken place since the student's withdrawal.
- ☐ Submit the revised documentation requested by the school.
- ☐ Complete the necessary forms for readmission.
- ☐ Adhere to relevant administrative, academic, and financial obligations.

GPHCA Accountability

The institution will assess each readmission application in a fair and objective manner, in accordance with its established policies, while prioritizing the well-being of the student and the achievement of GPHCA's educational mission.

Essential Information

A student's readmission does not automatically ensure the preservation of their grade, schedule, assigned teacher, discounts, scholarships, optional services, or any other previously established status. All these elements are contingent upon availability, current institutional policies, and applicable requirements at the time of re-enrollment.



Change of School or Student Withdrawal

Introduction

Gainesville Potter's House Christian Academy acknowledges that, due to a variety of circumstances, a family may choose to withdraw their student or transfer them to another educational institution. To facilitate a smooth transition and safeguard the interests of both the family and the institution, all withdrawals and transfers must adhere to the procedures set forth by GPHCA. The decision to withdraw a student does not automatically eliminate any administrative, academic, or financial obligations incurred up to the effective date of withdrawal.

Withdrawal Procedure

A parent or legal guardian seeking to withdraw a student must inform the Administration in writing and complete Form ENR-202 – Student Withdrawal Form. The official withdrawal date will be the date on which the Administration receives and approves the necessary documentation. A student's absence or enrollment at another institution does not, by itself, signify an official withdrawal.

Family Obligations

Before the withdrawal can be deemed complete, the family must:

- ☐ Submit the properly completed ENR-202 Form.
- ☐ Adhere to all outstanding financial obligations as stipulated in the Financial Responsibility Agreement (FIN-301) and institutional policies.
- ☐ Return books, materials, or other property belonging to the school when necessary.
- ☐ Provide the name of the new educational institution when necessary for the transfer of records.

File Transfer

Upon completion of the withdrawal process and receipt of the corresponding request, GPHCA will prepare the academic documentation to be forwarded to the new institution, in compliance with applicable laws and institutional policies. The school may necessitate authorization from the parent or legal guardian prior to disclosing specific information, as mandated by law.

Scholarship Initiatives

If the student is enrolled in a state scholarship program, it is the responsibility of the parent or legal guardian to fulfill the procedures set forth by the administering organization to cancel, transfer, or update any information pertaining to the scholarship.

GPHCA will engage with the processes pertinent to the institution; however, it will not be able to fulfill the procedures that are solely the responsibility of the family.

Financial responsibilities

The financial obligations related to the student's tuition will remain subject to the Financial Responsibility Agreement (FIN-301) and the FIN-302 – Withdrawal Financial Settlement Form, as applicable. The student's withdrawal does not automatically nullify any financial obligations previously incurred.

Official Retirement Date

The official retirement date will be established by Management once:

- ☐ Form ENR-202 has been acknowledged.
- The relevant administrative process has been finalized.
- ☐ Institutional materials requiring return are submitted.
- ☐ Record the actions pertaining to the student's file.

Essential Information

Participation in classes, extended absence, transfer to another educational institution, or termination of a scholarship do not substitute for the official withdrawal process.

The withdrawal will be deemed official only upon written confirmation from the Administration that the institutional procedure has been finalized.



Chapter Summary

Parent Admission Checklist

Welcome to Gainesville Potter's House Christian Academy! We are pleased that you are considering becoming a part of our school community. The checklist below will assist you in verifying that you have completed all essential steps to finalize your student's admission and enrollment process. We encourage you to retain this page for your reference throughout the process.

Step 1 - Admission Application

- I inquired about GPHCA.
- I have finalized the Enrollment Application (ENR-101).
- I have submitted all the necessary initial documentation.

Step 2 - Interviews

- I completed the Family Profile (ADM-104).
- I participated in the Family Interview (ADM-105).
- My student participated in the Student Interview (ADM-106), if necessary.

Step 3 - Scholarly Assessment

- My student successfully completed the assessment appropriate for their grade level.
- I received direction regarding the results when I submitted my application.

Step 4 - Medical Records

- I submitted Form DH 680, the Florida Certificate of Immunization.
- I have submitted the necessary physical examination.
- I have completed the medical forms requested by the school.

Step 5 - Scholarship Programs (If Relevant)

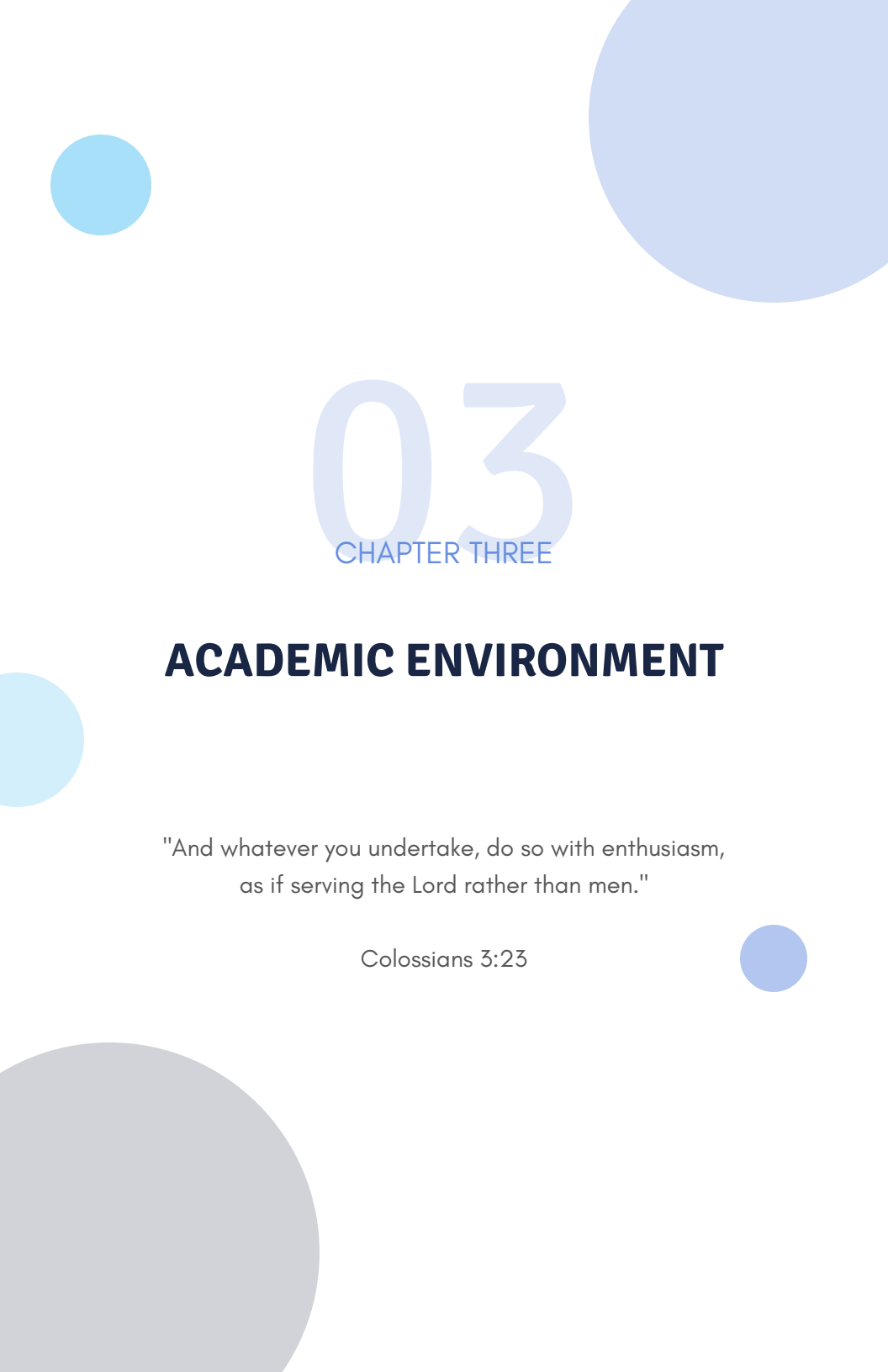
- I submitted my application for the relevant scholarship.
- I have received the Award ID.
- I communicated the Award ID to the school.
- I established my account at EMA.
- I accepted the invitation from the school.
- I accepted the scholarship funds.

Step 6 - Enrollment

- I executed the Enrollment Agreement (ENR-201).
- I have signed the Financial Responsibility Agreement (FIN-301).
- I have completed all the necessary forms.

Step 7 - Prior to the First Day of Classes

- I am familiar with the school calendar.
- I am familiar with the class schedule.
- I purchased the school uniform.
- I purchased the school supplies.
- I am aware of the designated locations for dropping off and picking up my student.
- I am well-acquainted with the school's overarching policies.



03

CHAPTER THREE

ACADEMIC ENVIRONMENT

"And whatever you undertake, do so with enthusiasm,
as if serving the Lord rather than men."

Colossians 3:23

Introduction

At Gainesville Potter's House Christian Academy, we hold that academic excellence reflects our stewardship and dedication to God. Our mission is to cultivate students who embrace learning, think critically, act with integrity, and apply their knowledge in service to God and others.

We hold the conviction that every student is a unique creation of God, endowed with distinct talents, abilities, and a specific purpose. Consequently, our academic program is designed to cultivate each student's full potential through structured instruction, a secure environment, and a collaborative partnership between the school and the family.

Academic success is contingent not solely upon classroom engagement but also necessitates the collective dedication of students, parents, and educational staff. Consistent attendance, punctuality, accountability in assignments, adherence to school regulations, and ongoing communication between home and school are vital for fostering meaningful learning experiences.

The policies outlined in this chapter delineate the regulations pertaining to academic organization, attendance, punctuality, assessments, grades, grade promotion, and other elements that foster the student's comprehensive development. Their aim is to cultivate an orderly and equitable learning environment centered on educational excellence.



Academic Curriculum

Introduction

Gainesville Potter's House Christian Academy provides an academic program aimed at delivering an exceptional Christian education that fosters the comprehensive development of students across academic, spiritual, social, emotional, and physical dimensions.

Our educational philosophy is grounded in the belief that all truth emanates from God, and that education should equip students not only for academic excellence but also for a life characterized by integrity, wisdom, and a profound dedication to biblical principles.

The academic program integrates a robust curriculum, effective pedagogical approaches, and personalized attention, enabling each student to fully cultivate the abilities and talents bestowed upon them by God.

Scholarly Philosophy

Gainesville Potter's House Christian Academy's educational philosophy harmonizes academic excellence with a biblical worldview, aiming to cultivate students who love God, respect others, and acquire the skills essential to navigate the challenges of the 21st century.

Our objective is to educate students who:

- Cultivate a passion for learning and establish a consistent study routine.
- Engage in critical thinking and employ sound reasoning.
- Conduct yourself with responsibility and integrity.
- Exhibit leadership qualities and a commitment to service.
- Integrate biblical principles into your daily life.
- Achieve your maximum academic and personal potential.

We assert that genuine success entails cultivating Christian character alongside acquiring the knowledge and skills essential for effectively serving God, family, and society.

Academic Curriculum

Gainesville Potter's House Christian Academy employs a meticulously curated curriculum to deliver a high-quality education, rooted in Christian principles and aligned with the academic objectives established by the institution.

The curriculum integrates nationally recognized educational resources with evidence-based teaching methodologies, enabling it to meet the learning needs of students from Kindergarten to 12th grade.

BJU Press

The primary curriculum employed by GPHCA is BJU Press, esteemed for its academic rigor and for incorporating a biblical worldview across all domains of knowledge. BJU Press materials foster the cultivation of advanced academic skills, critical thinking, problem-solving abilities, and the development of Christian character.

The primary areas include: Bible • English Language Arts • Mathematics • Science • Social Studies • Reading • Writing • Spelling • Health

The objective of the instruction is to guarantee that every student comprehends the academic material from a Christian viewpoint, merging faith with education across all disciplines.

UFLI Foundations

To enhance reading instruction and early literacy, Gainesville Potter's House Christian Academy employs UFLI Foundations, a program created by the University of Florida Literacy Institute. This initiative is grounded in the Science of Reading and offers systematic, explicit, and sequential instruction aimed at cultivating essential reading skills.

The areas it enhances include:

- Phonological awareness.
- Phonetics.
- Decoding.
- Reading proficiency.
- Vocabulary enhancement.
- Comprehension of reading materials.



Implementing UFLI Foundations establishes a robust groundwork for academic success from the early years of education.

Integrating Faith and Knowledge

As a Christian institution, all subjects are presented from a biblical perspective. The principles of God's Word are deliberately woven into daily instruction, fostering students' development of a Christian worldview and guiding them to apply biblical values in their personal, familial, and communal lives.

Spiritual formation encompasses, among other activities:

- Biblical studies.
- Devotionals.
- Prayer.
- Chapel services.
- Christian outreach initiatives.
- Initiatives that foster character development.

Academic Standards

Gainesville Potter's House Christian Academy upholds rigorous academic standards for all its students. The institution formulates its educational program in alignment with relevant Florida State academic standards and exemplary practices for private schools, ensuring that students gain the knowledge and skills essential for the successful continuation of their educational pursuits. The administration may periodically review and revise curriculum materials, instructional methods, and educational resources as necessary to adapt to changes in education, accreditation requirements, or the needs of the school community.

Personalized Attention

We acknowledge that every student has unique strengths, learning styles, and developmental rates. Our educators endeavor to implement a variety of teaching strategies to facilitate each student's academic advancement, providing guidance, support, and opportunities for growth that promote their academic success.

Family Engagement

Active parental engagement is a crucial component of academic achievement.

GPHCA advocates for families to:

- Oversee your children's academic development.
 - Ensure ongoing communication with educators.
 - Evaluate assignments and assessments.
 - Participate in school conferences and meetings.
 - Foster effective study habits at home.
- To foster the student's spiritual and academic growth.

The school asserts that collaboration between home and the institution enhances learning and fosters the student's holistic development.

Ongoing Enhancement

Gainesville Potter's House Christian Academy regularly assesses the efficacy of its academic programs by examining student progress, the outcomes of diagnostic and standardized assessments, the professional development of its teaching staff, and by reviewing exemplary educational practices.

This ongoing improvement process enables us to enhance the quality of education and respond swiftly to the needs of students and the school community.

Essential Information

The school retains the authority to review, update, or replace curricular programs, educational materials, technological resources, and teaching methodologies when such actions enhance educational quality, ensure compliance with applicable legislation, or further the institutional mission of Gainesville Potter's House Christian Academy.



School Schedule and Structure of the Academic Day

Introduction

Gainesville Potter's House Christian Academy has implemented a structured school schedule that cultivates an organized, safe, and productive learning environment. The academic day is crafted to optimize instructional time, encourage the comprehensive development of each student, and sustain a balance among academic, spiritual, and character-building activities. Compliance with the school schedule facilitates efficient class operations and guarantees that all students engage fully in the educational experiences provided by the institution.

Office Hours

The administrative office will be accessible to the public during the following hours:

Monday through Friday

8:00 AM – 2:00 PM

Inquiries made outside of these hours will only be addressed by prior appointment or with authorization from the Administration.

Academic Day Timetable

Activity Schedule

The campus opens at 7:30 a.m.

Classes commence at 8:00 a.m.

Regular departure at 1:59 p.m.

After School Program Until 5:30 PM

Organization of the Scholarly Conference

During the school day, students will engage in activities aimed at fostering their academic, spiritual, physical, and social development. Depending on the grade level and academic program, the day may encompass:

- Instruction in core academic disciplines.
- Biblical studies and spiritual development.
- Devotional readings and prayer.
- Physical education and movement-based activities.
- Break, Luncheon.
- Laboratories, initiatives, and specialized activities.
- Academic enrichment programs as appropriate.

The daily allocation of these activities will be established by the Administration and may fluctuate based on the school level, academic calendar, and institutional requirements.

Special Occasions and Schedule Modifications

On certain occasions, the standard schedule may be adjusted due to:

- Open House.
- Coffee and Connection.
- Advisory programs.
- Academic excursions.
- Institutional commemorations.
- Specialized programs (such as Hispanic Heritage Day, Winter Fest, or other academic events).
- Staff professional development.
- Emergencies or meteorological conditions.

In such instances, the school will promptly inform families via official communication channels.

Arrival, Departure, and Campus Security

Introduction

The safety of our students is paramount at Gainesville Potter's House Christian Academy. To guarantee a secure, orderly, and efficient environment during arrival and dismissal times, the school has implemented the following procedures, which must be adhered to by all parents, guardians, students, and visitors. Cooperation from families is crucial to ensure a seamless flow of traffic, safeguard the well-being of students, and reduce disruptions throughout the school day.

Arrival Time

The school campus will open to students at 7:30 a.m., with staff supervision commencing at that time. For security reasons, the school cannot assume responsibility for students arriving prior to this designated time, unless expressly authorized by the Administration. Classes will commence promptly at 8:00 a.m. Students are encouraged to arrive at least ten (10) minutes early to adequately prepare and start the school day in an orderly fashion.

Arrival Protocol

Upon arrival at the school, all vehicles are required to adhere to the official Carline procedure established by the institution.

Parents or guardians are required to:

- Stay inside your vehicle throughout the standard arrival procedure.
- Adhere to the directives provided by the personnel assigned to the Carline area.
- Proceed only when directed by school personnel.
- Permit the student to disembark solely in the area designated for this purpose.

If a parent or guardian requires access to the school building, they must park their vehicle in a designated area and register in advance at the Front Desk.

Students Arriving After 8:00 AM

Any student arriving after 8:00 a.m. will be recorded as tardy. A parent or legal guardian must accompany the student to the administrative office to register the tardiness before the student may enter the classroom. If a student arrives after 8:30 a.m., the administration may require a written explanation or documentation outlining the reason for the tardiness, should circumstances necessitate.

Automobile Safety

To ensure the safety of all students, the following regulations have been established:

- The maximum speed permitted on campus is 5 miles per hour (5 mph).
- Blocking the entrances, exits, or access points of the school premises is prohibited.
- Overtaking other vehicles in the Carline lane is prohibited.
- Drivers must stay vigilant to the directives of school personnel.
- It is advisable to refrain from using cell phones while operating a vehicle on campus.

The school may temporarily alter the traffic flow during special events, inclement weather, emergencies, or any other situation that necessitates such changes.

Exit Protocol

The school day will conclude each day at 1:59 p.m., with the exception of early dismissal days as specified in the official school calendar. Students must be collected no later than 2:10 p.m., unless they are participants in the After School Program. Student release will follow Carline's established protocol. To facilitate the process and ensure the safety of all, parents are required to remain in their vehicles while school staff guide students to the designated area. Once a parent or guardian has retrieved their student, they will assume responsibility for their supervision, including that of siblings or other minors in their care.

Late Harvested

Any student remaining on campus after 2:10 p.m. will be enrolled in the After School Program. If the student is not already registered in the program, the school will impose the applicable extended care fees, in accordance with the existing financial policy and the agreements of the After School Program. In the event of unexpected delays, parents are encouraged to contact the administrative office at their earliest convenience.

Individuals Authorized to Collect the Student

The school will release students solely to:

- Your parent.
- Your legal custodian.
- The individuals previously authorized in writing in the student's official record.

The administration may require official identification prior to authorizing a student's release. For security purposes, the school will not release students to individuals who are not authorized. Any modifications to the individual designated to collect the student must be communicated to the administrative office before 1:00 p.m., except in emergency circumstances. The school reserves the right to verify the identity of the person authorized to pick up the student and may request further authorization before proceeding with the release.

Visitors During School Hours

To ensure the safety of our students, staff, and visitors, anyone wishing to enter the school building during school hours must adhere to the following procedure:

- Please park your vehicle exclusively in designated visitor areas.
- Provide a valid official identification when requested by the Administration.
- Please register at the Reception (Front Desk), where you are required to sign the Visitor Registration and specify the purpose of your visit.
- Always carry the visitor pass or ID issued by the school while on campus.
- Stay within designated areas and adhere to the directives of school personnel.

For security purposes, no visitor is permitted to enter classrooms or other restricted areas without prior authorization from the Administration or designated personnel. All visitors are required to register, regardless of their status as parents, family members, volunteers, contractors, or vendors.

Delivery of Lunches, Supplies, and Additional Items

Parents or guardians wishing to deliver lunches, school supplies, medications, musical instruments, projects, or other items during the school day must do so solely through the Reception (Front Desk).

All items must be submitted to the reception staff, who will inform the student or the relevant staff member for their return at the designated time.

To safeguard the learning environment and reduce disruptions during instructional time, parents, family members, and visitors will not be permitted to deliver items directly to classrooms or interfere with academic activities.

The items will be retained in the Front Desk area until they can be delivered to the student or the relevant staff, in accordance with the school's internal protocols.

Students are encouraged to arrive each day equipped with all essential materials, completed homework, lunch, and personal belongings for the school day. The school will make reasonable efforts to return items that are submitted; however, it cannot ensure immediate delivery during instruction, assessments, or other school activities.



Essential Information

Adhering to these policies fosters a safe, organized, and efficient environment for the entire school community. Noncompliance with established procedures may necessitate administrative intervention to safeguard the safety and well-being of students.



School Attendance

Introduction

Regular attendance is a critical factor in achieving academic success, fostering character development, and facilitating the holistic growth of students. Daily engagement in school activities enhances the continuity of learning, cultivates a sense of responsibility, and enables students to immerse themselves fully in the academic, spiritual, social, and service experiences integral to the educational mission of Gainesville Potter's House Christian Academy. The institution views education as a collective responsibility shared among the family, the student, and the school. Consequently, parents or legal guardians are expected to ensure their children attend classes consistently and to maintain timely communication with the school regarding any circumstances that may impact attendance. This policy is implemented in accordance with the relevant laws and regulations of the State of Florida, as well as the institutional policies of Gainesville Potter's House Christian Academy.

Objective of the Support Policy

The objective of the Assistance Policy is:

- Encourage consistent and timely attendance among all students.
 - Optimize instructional time efficiency.
- To enhance academic achievement and the holistic development of the student.
- Cultivate habits of responsibility, commitment, and discipline.
 - Keep precise attendance records.
 - Adhere to the educational standards set forth for private institutions in the State of Florida.

Academic Calendar and Instructional Hours

Gainesville Potter's House Christian Academy formulates an annual academic calendar comprising approximately 180 days of classes, offering around 990 hours of instruction, thereby surpassing the minimum requirements established for most educational levels in the State of Florida.

The student's ongoing engagement throughout the academic year is a crucial component for maximizing the advantages of the educational program and attaining the objectives established by the institution.

Responsibility of Parents or Guardians

Parents or legal guardians hold responsibility for:

- Ensure that the student attends classes consistently and arrives punctually.
- Promptly report any absences.
- Provide the necessary documentation when applicable.
- Ensure ongoing communication with the school during prolonged absences.
- Assist the student in retrieving academic assignments.
- Ensure your contact information is current to promote effective communication with the school.

Justified Absences

Absences resulting from legitimate circumstances may be deemed justified, including, but not limited to:

- Student illness.
- Medical, dental, or therapeutic consultations.
- Passing of a close family member.
- Family crises.
- Court appearances or other legal responsibilities.
- Activities that were previously sanctioned by the Administration.
- Other exceptional circumstances sanctioned by the school.

The Administration may solicit supporting documentation when it considers it necessary.

Unexcused Absences

Unjustified absences will be regarded as those that:

They have not received timely notification.

They do not respond to a legitimate cause.

They lack the necessary documentation when requested.

Unjustified absences may hinder the completion of tasks, projects, assessments, and other academic activities, in accordance with institutional policies.

Absence Notification

When a student is unable to attend classes, their parent or legal guardian must notify the administrative office at the earliest opportunity. Upon returning to school, the student is required to present a written note signed by their parent or legal guardian that explains the reason for the absence, or the necessary documentation if applicable. Notes authored by the student will not be accepted as valid justification for an absence.

Restoration of Academic Work

Students with excused absences will have the opportunity to complete assignments, projects, assessments, and other academic activities. Generally, they will have three (3) school days from their return to classes to finish the outstanding work, unless the teacher sets a different deadline based on the nature of the activity. Make-up labs, special projects, presentations, or assessments may be arranged according to the academic requirements of the course. The school will be unable to replicate all learning experiences created during the student's absence, particularly those necessitating direct participation in the classroom.

Extended Absences

When a student is required to be absent for an extended duration due to illness or other exceptional circumstances, the family should notify the administration at the earliest opportunity. The school will assess each situation on a case-by-case basis and strive to offer appropriate academic support, contingent upon the circumstances and without undermining established academic standards.

Excessive Absenteeism

Consistent attendance is a crucial factor in a student's academic advancement. In general:

Students from Kindergarten to 8th grade who accumulate twenty (20) or more absences during the academic year may be assessed to determine their eligibility for promotion to the next grade, unless there are medical circumstances or other situations that are properly documented and approved by the Administration.

Students in grades 9 through 12 who accumulate eighteen (18) or more absences throughout the academic year may forfeit the corresponding credit, in accordance with the school's academic policies and relevant requirements.

Each case will be assessed individually by the Administration, taking into account the submitted documentation, the student's academic performance, specific circumstances, and any other pertinent factors.

Intervention for Recurrent Absences

When a student demonstrates a consistent pattern of frequent, excessive, or unwarranted absences, the Administration may:

- Engage in communication with parents or legal guardians.
 - Dispatch written notifications.
 - Schedule meetings with the family.
 - Solicit supplementary documentation.
 - Formulate a follow-up or intervention strategy.
 - Develop support strategies to promote consistent student attendance.
 - Implement additional administrative or academic measures that may be deemed appropriate.
- These interventions serve a preventive and supportive function, consistently aiming to promote the well-being and academic success of the student.

Holidays Throughout the Academic Year

It is advisable that family vacations, personal trips, and other leisure activities be planned during the recess periods outlined in the Official Academic Calendar. Absences resulting from personal trips may be deemed unexcused unless prior authorization is obtained from the Administration. The school does not ensure make-up opportunities for special assessments, laboratories, presentations, collaborative projects, or other educational experiences necessitating direct student involvement.

Extraordinary Circumstances

Gainesville Potter's House Christian Academy acknowledges that exceptional circumstances may impact a student's attendance, including extended illnesses, hospitalizations, family emergencies, court orders, natural disasters, or other situations beyond the family's control. In such instances, the administration will assess each case individually, taking into account the submitted documentation, the student's academic performance, the duration of absence, and any other pertinent factors to determine the appropriate academic or administrative actions. The school is committed to acting with reasonableness, fairness, and compassion, while consistently upholding the integrity of its academic standards and adherence to institutional policies.



Essential Information

Consistent attendance is a critical factor in achieving academic success. While Gainesville Potter's House Christian Academy will strive to offer reasonable opportunities for students to make up work missed due to excused absences, the daily engagement of students in the teaching and learning process cannot be entirely substituted by assignments completed outside the classroom.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to assess exceptional circumstances concerning attendance and to render judicious decisions in alignment with institutional policies, submitted documentation, the best interests of the student, and relevant legal standards. This policy will be implemented consistently, equitably, and in accordance with the institution's mission, vision, and Christian values.

Punctuality and Delays

Introduction

Punctuality is a fundamental value at Gainesville Potter's House Christian Academy and plays a crucial role in the development of Christian character. Timely arrival reflects responsibility, respect for others, dedication to learning, and regard for the instructional time of the entire school community. Every minute of instruction holds significant value. Frequent tardiness disrupts the natural flow of classes, adversely affects student learning, and can disturb the classroom environment. Consequently, the school seeks the cooperation of parents and legal guardians to ensure that students arrive punctually each day.

Policy Aim

The objective of this policy is to:

- Encourage punctuality and accountability.
- Optimize instructional time efficiency.
- Foster a structured academic environment.
- Cultivate constructive habits that equip students for university, the professional realm, and adult life.
- Maintain a precise record of tardiness.

Check-in Time

The campus will welcome students at 7:30 a.m. Classes will commence promptly at 8:00 a.m. Students are encouraged to arrive at least ten (10) minutes prior to the start of classes to ensure adequate preparation and to initiate the school day in an orderly fashion.

Definition of Tardiness

A student will be deemed tardy if they are not present in their classroom, prepared to commence academic activities, by 8:00 a.m. All instances of tardiness will be officially documented by the school and will contribute to the student's attendance record.

Procedure for Late Arrivals of Students

When a student arrives after 8:00 a.m., they are required to adhere to the following procedure:

The parent or legal guardian is required to accompany the student to the Reception (Front Desk).

The administrative personnel will document the tardiness.

The student will be issued an official tardiness pass prior to entering the classroom.

No student will be permitted to enter their classroom directly without having completed this procedure.

When a student arrives after 8:30 a.m., the Administration may require a written explanation or documentation justifying the tardiness when circumstances necessitate.

Responsibility of Parents or Guardians

Parents or legal guardians hold responsibility for:

- Ensure that the student arrives punctually each day.
- Allocate sufficient time for commuting to school.
- Immediately report any exceptional circumstances that result in a delay.
- Partner with the school to cultivate habits of punctuality and responsibility.

Institutional Policy Regarding Tardiness

To foster punctuality and ensure effective administrative oversight of attendance, Gainesville Potter's House Christian Academy implements the following provisions:

- A maximum of six (6) tardy arrivals per semester will be permitted.
- Upon accumulating six (6) instances of tardiness, the school will issue a written notification to the father, mother, or legal guardian.
- Subsequently, every three (3) additional instances of tardiness will be documented as one (1) absence for the official attendance record.

Transforming Tardiness into Absences

Converting tardiness into absences serves a purely administrative function and facilitates effective monitoring of school attendance. This conversion does not inherently imply a disciplinary action, the forfeiture of academic credits, student retention, or any other academic repercussions. Any decisions regarding promotion, retention, loss of credits, or disciplinary actions will be assessed individually by the Administration, taking into account:

- The attendance record of the student.
- Their scholarly performance.
- The documentation provided by the family.
- The specific circumstances of the case.
- Institutional policies and relevant legislation.

Intervention for Chronic Tardiness

When a student demonstrates a consistent pattern of frequent, excessive, or unwarranted tardiness, the Administration may:

- Engage in communication with parents or legal guardians.
- Dispatch written notifications.
- Schedule meetings with the family.
- Solicit supplementary documentation as needed.
- Formulate a Punctuality Enhancement Strategy.
- Record the interventions implemented in the student's file.
- Implement the appropriate administrative or disciplinary actions in accordance with the policies outlined in this Manual.

These interventions are inherently preventive and aim to collaborate with the family to foster habits of punctuality and responsibility.

Extraordinary Circumstances

The school acknowledges that circumstances beyond the family's control may occur, including:

- Road incidents.
- Inclement weather conditions.
- Family crises.
- Mechanical issues with the vehicle.
- Road closures.
- Additional exceptional circumstances.

In such instances, the Administration will assess each case on an individual basis, taking into account the information and documentation provided prior to making a determination regarding the appropriate registration.

Recurring Arrivals Post 8:30 a.m.

When a student consistently arrives after 8:30 a.m., the administration may require supplementary documentation, engage with the family, and develop a follow-up plan to address the issue. The aim of these interventions is to ascertain the reasons for the tardiness and collaborate with the family to ensure lasting improvement in the student's attendance and punctuality.

Essential Information

Punctuality promotes academic achievement, enhances character development, and contributes to a structured and respectful learning environment. Collaboration between families and schools is vital for cultivating habits of responsibility that will serve students well in their academic and professional endeavors.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to assess exceptional circumstances concerning punctuality and to render judicious decisions in alignment with institutional policies, submitted documentation, the best interests of the student, and relevant legal standards. This policy will be implemented consistently, equitably, and in accordance with the institution's mission, vision, and Christian values.



Premature Departures

Introduction

Students who remain at school for the entire day are crucial for maintaining the continuity of the teaching and learning process. Early departures diminish effective instructional time and can adversely affect academic performance, as well as disrupt the regular flow of school activities.

For academic and safety considerations, Gainesville Potter's House Christian Academy encourages families to arrange medical appointments, personal matters, and other commitments outside of school hours whenever feasible.

When an early departure is required, it must be executed in accordance with the procedures outlined in this policy.

Policy Aim

The objective of this policy is:

- Ensure the safety of students throughout the departure process.
- Keep a precise record of all early departures.
- Reduce disruptions to the instructional process.
- Confirm the identity of individuals authorized to collect a student.
- Adhere to the administrative and security protocols established by the school.

Early Departure Request

When a student must depart prior to the conclusion of the school day, the parent or legal guardian is required to inform the administrative office in advance, whenever feasible.

The notification should encompass:

- The name of the student.
- The rationale for departure.
- The estimated time of your pickup.
- The name of the individual authorized to withdraw it, when not the father, mother, or legal guardian.

The school may solicit further information when circumstances necessitate.

Collection Procedure

Anyone collecting a student prior to the official dismissal time must:

- Please proceed to the Reception (Front Desk).
- Please sign the Early Departure Log.
- Provide a valid official identification when requested.
- Await the completion of the exit procedure by school staff.

For security purposes, parents, relatives, or visitors are not permitted to enter classrooms directly to retrieve a student, unless they have received explicit authorization from the Administration.

Student Inquiry

To safeguard instructional time and ensure proper security, students will be summoned from the classroom only after a parent, guardian, or authorized individual has arrived at the Front Desk and completed the check-in procedure. The school will refrain from calling students in advance to prevent unnecessary disruptions to the educational process.

Authorized Individuals

The school will release the student solely to:

- Your parent.
- Your legal custodian.
- The individuals previously authorized in writing in the student's official file.

The administration reserves the right to verify the identity of any individual prior to permitting a student's departure. For security purposes, the school will not release students to individuals not designated as authorized.

Early Check-Out Deadline

To safeguard the closing process of the school day and minimize disruptions during the final minutes of instruction, early dismissals will not be allowed during the last thirty (30) minutes of the school day, except in emergencies or under circumstances approved by the Administration. For the current schedule at Gainesville Potter's House Christian Academy, early dismissals must take place before 1:30 p.m.

Outings for Medical Appointments or Emergencies

When an early departure is necessitated by a medical appointment, treatment, family emergency, or other valid circumstances, the Administration may require documentation to substantiate the absence when deemed necessary.

Student Return on the Same Day

If a student returns to school following an early departure, they must check in at the Front Desk to document their return before resuming their academic activities.

Impact on Participation

When a student is dismissed prior to 11:30 a.m., attendance for that day will be recorded in accordance with the attendance policies set forth by Gainesville Potter's House Christian Academy. The administrative classification of attendance will be based on the duration of the student's presence at school and the prevailing institutional policies.

Examinations and Special Events

The school may postpone an early dismissal for a reasonable duration when the student is engaged in:

- Significant examinations or evaluations.
- Emergency exercises.
- Safety protocols.
- Academic activities that must not be interrupted immediately.

Whenever circumstances allow, the Administration will promptly notify the family of any reasonable delays.

Emergencies

In emergency situations necessitating the prompt removal of a student, the Administration will work in conjunction with the family to facilitate the process, while consistently upholding the identification and security protocols established by the school.

Recurring Early Departures

Frequent early departures diminish effective instructional time and may adversely affect a student's academic progress.

When the Administration identifies a pattern of frequent early departures, it may:

- Engage in communication with parents or legal guardians.
- Convene a meeting with the family.
- Solicit supplementary documentation.
- Formulate a follow-up strategy.
- Implement support strategies to minimize disruptions to the educational process.



Essential Information

Families are urged to arrange medical appointments, personal activities, and other events outside of school hours whenever feasible. Active participation in the school day fosters the student's academic, spiritual, and social growth.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to verify the identity of individuals collecting a student, request supplementary documentation when deemed necessary, and implement reasonable measures to ensure the safety of all students. Additionally, the administration may assess exceptional circumstances concerning early dismissals and render decisions in alignment with institutional policies, the submitted documentation, the best interests of the student, and relevant laws. This policy will be enforced consistently, equitably, and in accordance with the mission, vision, and Christian principles that guide the institution.



Academic Duties, Evaluations, and Obligations

Introduction

Learning is a continuous process that occurs both within and beyond the classroom. Assignments, projects, research, assessments, and various academic activities serve as vital instruments for reinforcing knowledge, cultivating critical thinking skills, and encouraging personal responsibility among students. Gainesville Potter's House Christian Academy fosters a culture of academic excellence, where each student actively engages in their own learning, supported by their family and the school community.

Policy Aim

The objective of this policy is:

- Encourage effective study habits and a sense of responsibility.
- Consolidate the knowledge gained in class.
- Cultivate organizational and time management competencies.
- Continuously assess academic progress.
- Uphold uniform and equitable standards for assessing student performance.

Student Accountability

Each student shall be accountable for:

- Attend all classes fully prepared.
- Ensure the necessary materials are brought daily.
- Execute tasks and projects within the designated timeframe.
- Prepare for the evaluations.
- Engage actively in scholarly pursuits.
- Seek assistance from the teacher when you encounter uncertainties or challenges.

Cultivating a sense of responsibility is integral to the holistic education fostered by Gainesville Potter's House Christian Academy.

Responsibility of Parents or Guardians

Parents or legal guardians are essential to their children's academic success. It is anticipated that:

- Oversee task completion.
- Create an appropriate atmosphere for studying at home.
- Foster habits of organization and accountability.
- Communicate with educators as needed.
- Regularly assess the student's academic development.

The primary responsibility for task completion rests with the student; however, familial support is a crucial component of the educational process.

Tasks and Responsibilities

The objective of these assignments is to strengthen the knowledge acquired in the classroom and equip the student for future academic endeavors.

The assignments may encompass:

- Composed exercises.
- Readings.
- Investigations.
- Essays.
- Projects.
- Presentations.
- Digital engagements.
- Additional learning experiences designated by the instructor.

Assignment Submission

All assignments must be submitted by the deadline established by the instructor. Late submissions may incur grade penalties or other academic repercussions as previously outlined by the instructor, in accordance with the nature of the assignment and institutional policies.

Academic Evaluations

Learning will be evaluated through a variety of instruments, including:

- Written assessments.
- Brief assessments (Quizzes).
- Projects.
- Investigations.
- Essays.
- Laboratories.
- Verbal presentations.
- Engagement in class discussions.
- Diagnostic evaluations.
- Formative evaluations.
- Comprehensive evaluations.

Educators will have the opportunity to employ various assessment strategies to evaluate students' academic progress.

Evaluation Recovery

When a student has an excused absence, they are permitted to make up missed assessments and assignments in accordance with the school's attendance policies. The date and method for completing the work will be established by the teacher, considering the nature of the assessment and the academic requirements of the course.

Special Initiatives

Certain assignments will necessitate research, collaborative efforts, presentations, science projects, or specialized presentations. These activities are integral to the curriculum and must be executed in accordance with the teacher's directives.

Academic Integrity

All academic work must reflect the student's individual effort.

The following will not be allowed:

- Replicating the work of fellow students.
- Submit work completed by third parties.
- Appropriating information without properly citing the relevant sources.
- Modifying academic assessments or records.
- Misusing technological resources during assessments.

Situations pertaining to academic dishonesty will be addressed in accordance with the policies outlined in this Manual.

Communication of Academic Advancement

The school will keep families apprised of the student's academic performance through:

- Progress reports.
- Academic reports.
- Meetings with parents.
- Educator correspondence.
- Alternative official channels of communication.

Families are encouraged to periodically assess this information and reach out to teachers as needed.



Essential Information

The purpose of assignments and assessments is to enhance student learning. The quantity and complexity of assignments may differ based on grade level, subject matter, and the academic objectives set for each grade.

Reservation of Academic Authority

Teachers and the Administration will have the authority to establish teaching strategies, assessment methods, due dates, grading criteria, and academic recovery procedures in alignment with the curriculum, the educational needs of students, and institutional policies.



Academic Performance Assessment and Grading Framework

Introduction

Learning is a continuous process that occurs both within and beyond the classroom. Academic performance assessment is a crucial element of the educational journey, designed to evaluate progress, highlight strengths, and identify areas needing support to promote each student's comprehensive development. At Gainesville Potter's House Christian Academy, assessment is an ongoing process that enables educators to track learning, deliver timely feedback, and employ diverse strategies to gauge mastery of academic standards, curriculum objectives, and grade-specific competencies. Grades reflect the performance exhibited by the student over a defined period and serve as one of several indicators for assessing their academic advancement.

Evaluation Objectives

The objective of the Gainesville Potter's House Christian Academy assessment system is to:

- Assess the student's academic advancement.
- Assess learning strengths and requirements.
- Deliver prompt feedback.
- Facilitate the planning of instruction.
- Foster ongoing academic development.
- Communicate school performance to families.
- Enhance educational decision-making.

Evaluation Principles

All evaluations conducted by Gainesville Potter's House Christian Academy will adhere to the following principles:

- Objectivity.
- Equity, Transparency.
- Consistency.
- Scholarly integrity.
- Confidentiality.
- Ongoing enhancement.

Educators will employ a range of assessment tools to gain a comprehensive and objective understanding of each student's academic development.

Assessment Techniques

Academic performance may be evaluated through one or more of the following instruments:

- Exams.
- Brief assessments (Quizzes).
- Assignments, Investigation.
- Projects.
- Essays.
- Laboratories.
- Verbal presentations.
- Portfolios.
- Hands-on activities.
- Engagement in class discussions.
- Diagnostic evaluations.
- Formative evaluations.
- Educator's observations.

The methods employed may differ based on the grade, subject, academic level, and particular learning objectives.

Grading Framework

Unless otherwise indicated for particular programs, Gainesville Potter's House Christian Academy will employ the following official grading scale:

Rating Percentage Performance Level

A 90-100 Outstanding B 80-89 Commendable C 70-79 Acceptable D 60-69 Requires Improvement F 0-59 Unsatisfactory

The Administration reserves the right to amend this scale as needed to align with legal modifications, accreditation requirements, or particular academic programs.

Criteria for Assessing Grades

The final grade may encompass various elements of the learning process, including:

- Responsibilities and duties.
- Assessments or brief evaluations.
- Exams.
- Projects.
- Investigations.
- Presentations.
- Laboratories.
- Engagement in class discussions.
- Applied work.
- Additional activities implemented by the instructor.

The percentages utilized to determine the final grade may differ based on the subject, grade level, and course objectives. At the commencement of the academic year or the relevant course, each instructor will convey the evaluation criteria and the percentages that will be applied to students and their families. These criteria must be equitable, consistent, and sanctioned by the administration.

Progress Reports

During each academic term, the school will distribute Progress Reports to keep families apprised of their child's performance. These reports will assist in identifying strengths, academic challenges, and areas that necessitate further support. Progress Reports serve informational purposes only and do not necessarily reflect the final grade for the academic term.

Report Cards

At the conclusion of each assessment period, Gainesville Potter's House Christian Academy will provide an Official Report Card. These report cards will represent the student's academic performance and will be incorporated into their official academic record. The dates for report card issuance will be published annually in the Official Academic Calendar.

Conferences with Parents

Communication between the school and the family is vital for a student's academic success. When deemed necessary, teachers or the administration may request meetings with parents or guardians to discuss:

- Scholarly advancement.
- Academic challenges.
- Intervention strategies.
- Support strategies.
- Scholarly objectives.
- Suggestions to enhance academic performance in schools.

Parents may also request meetings in accordance with the procedures established by the school.

Diagnostic and Standardized Evaluations

In alignment with its dedication to educational excellence and ongoing enhancement, Gainesville Potter's House Christian Academy will administer diagnostic assessments, growth tests, standardized evaluations, and other tools that facilitate the measurement of students' academic progress.

The results may be utilized for:

- Recognize academic strengths.
- Assess educational requirements.
- Facilitate the planning of instruction.
- Assess personal development.
- Enhance academic programs.
- Communicate with families regarding the student's progress.

These assessments enhance, but do not substitute, the evaluations created by educators throughout the standard teaching process.

Evaluation of Assessments and Grades

Parents or guardians may request a meeting with the teacher to discuss the student's academic performance and obtain an explanation of the assessments administered. The original assessments will be retained by the school as part of the student's academic record or official school documentation.

Request for Grade Reevaluation

If a parent or guardian suspects an error in a grade, they may submit a written request for review within five (5) business days of receiving the Progress Report or Report Card.

The review will adhere to the subsequent procedure:

The instructor will evaluate the assessment and confirm the recorded grade.

If any concerns remain, the Administration may reevaluate the case in conjunction with the teacher.

The decision rendered by the Administration shall be deemed final.

This procedure seeks to guarantee transparency, equity, and the proper implementation of the evaluation criteria set forth by the school.

Error Rectification

When an administrative, computational, or recording error is identified in a grade, the school will promptly implement the necessary correction once the error has been verified. The final decision regarding grades will be made by the instructor responsible for the course, under the oversight of the Administration.

Confidentiality of Academic Records

The student's grades, academic reports, and other educational records are considered confidential information. The school will handle these records in compliance with applicable laws and will only disclose this information to individuals authorized by law or to the student's parent or legal guardian, as appropriate.

Grades serve as merely one of several indicators utilized to evaluate student progress. Academic performance is further examined by taking into account factors such as individual growth, mastery of competencies, effort, responsibility, participation, and commitment exhibited throughout the learning process.

Reservation of Academic Authority

Teachers, under the oversight of the Administration, shall be accountable for the design, administration, and evaluation of assessments in alignment with the approved curriculum, academic standards, and institutional policies. The Administration of Gainesville Potter's House Christian Academy retains the authority to review, amend, and update assessment procedures, grading criteria, and evaluation methods as required to adapt to changes in relevant legislation, accreditation processes, educational standards, pedagogical advancements, or institutional requirements. Any modifications will be executed with a commitment to equity, transparency, and the optimal educational interests of the students.



Introduction

Gainesville Potter's House Christian Academy holds that acknowledging effort, academic achievement, and commendable character serves as a vital instrument in inspiring students to realize the fullest extent of the potential bestowed upon them by God.

The awards conferred by the school aim to emphasize not only academic achievement but also responsibility, perseverance, leadership, service, and the development of Christian character.

All awards and recognitions will be conferred based on pre-established criteria and administered in a fair, objective, and consistent manner.

Objectives of the Recognition Initiative

The objective of the Academic Recognition Program is:

- Inspire students to achieve academic excellence.
- Foster habits of accountability and diligence.
- Foster the advancement of Christian leadership.
- Acknowledge the comprehensive development of the student.
- To foster perseverance and dedication to education.
- Foster a culture of excellence within the school.

Forms of Acknowledgment

Gainesville Potter's House Christian Academy may confer, among others, the following distinctions:

- Award for Academic Excellence.
- Dean's List.
- Principal's Honor Roll.
- Award for Perfect Attendance.
- Award for Christian Character.
- Leadership Award.
- Most Improved Scholar.
- Scholar of the Month.
- Subject Excellence Awards.
- Additional recognitions sanctioned by the Administration.

The school may amend or introduce new recognitions as it sees fit.

Academic Achievement Award

This recognition may be conferred upon students who exhibit exceptional academic performance during the evaluation period.

The criteria will be determined by the Administration and may take into account:

- Academic GPA.
- Quality of the executed work.
- Responsibility.
- Consistent endeavor.
- An optimistic approach to learning.

Honor Roll

Students may be recognized on the Honor Roll upon achieving the academic average set by the school and maintaining satisfactory performance across all subjects. The administration will announce the specific criteria at the start of the school year.

Principal's Honor Roll

The Principal's Honor Roll represents the pinnacle of academic recognition conferred by Gainesville Potter's House Christian Academy. This distinction will be awarded to students who exhibit outstanding academic performance and fulfill the criteria established by the Administration.

Christian Character Award

This award acknowledges students who consistently embody the Christian values upheld by the school. Considerations may include:

I hold respect.

- Honesty.
- Integrity.
- Service.
- Modesty.
- Affection for one's neighbor.
- Collaborative spirit.
- Christian testimony.

Perfect Attendance Recognition

This recognition may be conferred upon students who uphold exemplary attendance during the period designated by the school, in accordance with criteria published by the Administration. Eligibility for this recognition will be contingent upon the verification of official attendance records.

Most Improved Scholar

This recognition may be conferred upon the student who has exhibited the most substantial academic, personal, or attitudinal growth during the evaluation period. It will not necessarily be granted to the student with the highest grade point average, but rather to the individual who demonstrates noteworthy progress.

Leadership Award

This recognition may be conferred upon students who exhibit exceptional qualities of leadership, service, initiative, collaboration, and dedication to the school community.

Subject Recognitions

Educators may nominate students for special recognition in particular domains such as:

- Bible.
 - English Language Arts.
 - Mathematics.
 - Science.
 - Social Sciences.
 - Reading.
 - Writing.
 - Kinesiology.
 - Visual Arts.
 - Additional domains of the curriculum.
- The recommendations require the Administration's approval.
-

Recognition Ceremonies

The awards and recognitions may be conferred during:

- Honor Roll Ceremonies.
 - Chapel Services.
 - Award Ceremonies.
 - Specialized programs.
 - Commencement ceremonies.
 - Additional institutional activities.
- The school will establish the format and date for each ceremony.

Eligibility

To qualify for academic recognition, the student must:

- Uphold academic performance in alignment with established criteria.
- Adhere to attendance and punctuality policies.
- Uphold proper conduct.
- Adhere to the school's disciplinary policies.

The Administration may take special circumstances into account when deemed appropriate.

Evaluation of Acknowledgments

The identification of students qualified to receive awards will be conducted by the teachers and subsequently reviewed by the Administration.

The ultimate decision regarding the granting of any recognition will be determined by the Administration.

Essential Information

The awards conferred by Gainesville Potter's House Christian Academy serve an educational and motivational purpose. Their aim is to recognize the effort, growth, and excellence of students, fostering a culture of learning, service, and Christian character.

Reservation of Administrative Jurisdiction

The Administration of Gainesville Potter's House Christian Academy retains the authority to establish, modify, suspend, or discontinue recognition programs, as well as to amend eligibility criteria as needed to address institutional changes, accreditation processes, or educational requirements.



Promotion, Retention, and Academic Standards

Introduction

Gainesville Potter's House Christian Academy upholds rigorous academic standards to ensure that each student acquires the knowledge, skills, competencies, and values essential for successful progression to the next educational level. A student's advancement is an academic determination based on a thorough assessment of their performance throughout the academic year. This assessment encompasses not only grades but also the mastery of critical competencies, academic growth, maturity, attendance, participation, and other pertinent factors influencing their development. The school acknowledges that each student possesses unique needs and learning paces. Consequently, all decisions regarding promotion, retention, or graduation will consistently prioritize the student's best educational interests while adhering to the academic standards established by the institution.

Policy Objectives

The objective of this policy is to:

- Define explicit criteria for academic advancement.
- Achieve proficiency in the skills associated with each grade.
- Uphold the academic excellence of the institution.
- Implement support systems for students facing academic challenges.
- Guarantee uniform, impartial, and fair procedures in academic decision-making.

School Advancement

As a general principle, a student will advance to the next grade upon demonstrating satisfactory mastery of the learning objectives and competencies associated with their current level of enrollment. The decision regarding promotion will be grounded in a thorough evaluation that may take into account, among other factors:

- Proficiency in academic standards.
- Achieved grades.
- Outcomes of institutional and standardized assessments.
- Exhibited academic advancement throughout the academic year.
- Engagement and dedication to education.
- Attendance and timeliness.
- Intellectual and emotional maturity.
- Consistent endeavor.
- Recommendations from educators.
- Management insights.

No individual criterion will serve as the exclusive determining factor in the decision regarding a student's promotion.

Criteria for Advancement

To advance to the next grade, the student must effectively demonstrate:

- Proficiency in the fundamental curriculum competencies.
- Steady academic advancement.
- Adequate fulfillment of academic expectations.
- Engaged involvement in the educational process.
- Adherence to institutional policies regarding assistance and evaluation.
- Adequate maturity to fulfill the requirements of the subsequent educational level.

The Administration may take into account appropriately documented exceptional circumstances when deemed necessary.

Academic Intervention Plans

When a student encounters substantial challenges throughout the academic year, the school may establish an Academic Intervention Plan to provide assistance prior to contemplating potential retention.

This plan may encompass:

- Tailored support strategies.
- Consistent family meetings.
- Tutoring or supplementary academic assistance.
- Rational modifications in pedagogical approaches.
- Ongoing assessment of progress.
- Suggestions for remote work.
- Subsequent evaluations.

The implementation of an Academic Intervention Plan does not inherently ensure the student's promotion.

School Retention

Retention may be advised when the school concludes that the student has not yet acquired the academic skills required to successfully advance to the next grade. Consideration for retention will occur only after a thorough assessment of the student's performance and, when applicable, the application of appropriate intervention and support strategies. Retention serves as an educational strategy aimed at fostering the student's future success and should not be viewed as a disciplinary action.

Academic and Administrative Evaluation

When a promotion or retention decision necessitates a more comprehensive analysis, the Principal may undertake an Academic and Administrative Review with the assistance of staff she considers suitable.

The review may encompass the involvement of:

- The Primary One.
- The Educational Coach.
- The primary instructor of the student.
- Other personnel appointed by the Administration, as deemed appropriate.

During the review, the following factors may be taken into account, among others:

- Academic transcript.
- Progress reports.
- Report cards.
- Diagnostic and standardized evaluations.
- Attendance records.
- Academic Intervention Plans.
- Educator evaluations.
- Information supplied by the family.

Upon completion of the review, the Principal will make the academic decision she deems most appropriate in alignment with the policies of Gainesville Potter's House Christian Academy.

Conditional Promotion

In extraordinary circumstances, the Administration may authorize a conditional promotion when it deems that such a decision serves the student's best educational interests. Conditional promotion may necessitate adherence to one or more of the following conditions:

- Engagement in tutoring.
- Academic rehabilitation programs.
- Summer sessions.
- Supplementary evaluations.
- Academic oversight strategies.
- Additional measures implemented by the Administration.

Noncompliance with these conditions may be taken into account in future academic determinations.

Academic Criteria for Secondary Education

High school students are required to fulfill the academic criteria set forth by Gainesville Potter's House Christian Academy to obtain the credits essential for promotion and graduation.

Detailed information concerning credits, course sequences, academic programs, graduation prerequisites, and any curriculum adjustments will be disseminated in other official documents released by the school, which may be revised periodically in accordance with institutional needs and prevailing educational standards.

Graduation

To qualify for graduation and partake in the official graduation ceremony, the student must:

- Successfully fulfill all designated academic requirements.
- Acquire the credits necessary for the respective academic program.
- Adhere to existing institutional policies.
- Having fulfilled the relevant financial obligations.
- Return all property that belongs to the school.

Participation in the graduation ceremony is a privilege conferred by the institution and is contingent upon adherence to all stipulated requirements.

Extraordinary Circumstances

The school acknowledges that exceptional circumstances may occur that impact a student's academic performance. In such instances, the administration will assess each situation on a case-by-case basis, taking into account:

- The submitted documentation.
- Scholarly transcript.
- The progress exhibited.
- The implemented Intervention Plans.
- Personal and familial circumstances.
- The student's optimal educational interests.

Each case will be examined individually and impartially.

Essential Information

Grade promotion signifies the acknowledgment that a student has attained a sufficient level of readiness to effectively confront the academic challenges of the subsequent grade.

Decisions concerning promotion, retention, or graduation will consistently aim to support the student's comprehensive development, while upholding the high academic standards and Christian values that characterize Gainesville Potter's House Christian Academy.

Reservation of Academic Authority

The administration of Gainesville Potter's House Christian Academy retains the authority to interpret and implement this policy in alignment with the institutional mission, internal policies, applicable laws, accreditation standards, and the best educational interests of the students. Additionally, the administration may review, modify, or update the procedures concerning promotion, retention, and graduation as needed to address legal, academic, or institutional changes. The ultimate decision regarding promotion, retention, conditional promotion, or graduation will be made by the Principal, taking into account the recommendations provided by the Academic Review Committee when convened.



Academic Integrity and Responsible Technology Use

Introduction

Gainesville Potter's House Christian Academy recognizes that Christian education aims not only at the academic advancement of students but also at the cultivation of a virtuous character that embodies the values and principles outlined in the Holy Scriptures. Honesty, responsibility, and integrity serve as foundational pillars of the educational experience. Consequently, all students are expected to fulfill their academic responsibilities with honesty and respect for their own efforts as well as those of their peers. Furthermore, the institution acknowledges that technology can be a valuable educational resource when employed ethically, responsibly, and in alignment with institutional policies.

Policy Objectives

The objective of this policy is:

- Foster academic integrity.
- Advocate for the responsible utilization of technology.
- To safeguard the integrity of the educational process.
- Cultivate responsible digital citizens.

To avert plagiarism, academic dishonesty, and the inappropriate use of technological resources.

Principles of Scholarly Integrity

All students are required to:

- Submit work that demonstrates your own effort.
- Honor the intellectual property of others.
- Accurately acknowledge the consulted sources.
- Conduct yourself with integrity throughout all assessments.
- Utilize technology in accordance with the teacher's directives.

Academic integrity is an essential aspect of the Christian character that the institution aims to cultivate.

Behaviors Constituting Academic Dishonesty

Examples of academic dishonesty encompass, but are not limited to:

- Replicating responses from a fellow student.
- Permitting another student to replicate your work.
- Representing another individual's work as one's own.
- Appropriating information from books, the internet, or other sources without appropriate attribution.
- Modifying grades or academic records.
- Forging signatures, authorizations, or academic records.
- Utilizing electronic devices, concealed notes, or other unapproved resources during evaluations.
- Distributing exam answers without permission.
- Any additional action that undermines the integrity of the educational process.

Responsible Utilization of Artificial Intelligence

The school acknowledges that Artificial Intelligence (AI) tools, including ChatGPT, Google Gemini, Microsoft Copilot, and other comparable platforms, can serve as valuable educational resources when utilized responsibly. The use of these tools will be permitted solely when explicitly authorized by the teacher for a designated activity. Students must:

- Utilize AI as an auxiliary tool rather than a replacement for your own education.
- Adhere to the directives established by the instructor.
- Properly cite or acknowledge the utilization of AI tools when necessary.
- Preserve the intellectual ownership of the submitted works.

Presenting content that is wholly or partially generated by artificial intelligence as one's own work, without the teacher's authorization, may constitute a breach of the academic integrity policy.

Responsible Utilization of Technology

Students are required to utilize the technological equipment, digital platforms, and electronic resources provided or authorized by the school in a responsible manner and solely for educational purposes.

Students are anticipated to:

- Safeguard your passwords and personal accounts.
- Honor the privacy of others.
- Utilize the internet in a safe and responsible manner.
- Adhere to digital citizenship guidelines.
- Immediately report any observed inappropriate usage.

Personal Electronic Devices

The utilization of cell phones, smartwatches, headphones, or other personal electronic devices during school hours is governed by school policies. Unless explicitly permitted by a teacher or the administration, these devices must be powered off or securely stored during instructional periods. The school reserves the right to restrict or limit the use of electronic devices if they are deemed to disrupt the educational process or compromise campus safety.

Utilization of Institutional Accounts

Institutional accounts, educational platforms, email services, and other technological resources provided by the school are to be utilized solely for academic and administrative purposes. Students bear responsibility for all activities conducted through their institutional accounts.

Incident Investigation

When plagiarism, academic dishonesty, or technological misuse is suspected, the institution may conduct an investigation by examining assignments, digital platforms, electronic records, and any other pertinent information. Throughout this process, the administration will endeavor to guarantee equitable treatment and provide the student with an opportunity to present their account before a decision is reached.

Consequences

Violations of this policy may lead to academic or disciplinary actions commensurate with the severity of the situation, in accordance with Chapter V – Conduct and Discipline of this Manual. The consequences may encompass, but are not limited to:

- Oral or written reprimand.
- Reiteration of the assignment or assessment.
- Reduction or revocation of the rating, where applicable.
- Meeting with parents or guardians.
- Provisional limitation on the utilization of technological resources.
- Supplementary disciplinary actions in alignment with institutional policies.

Each case will be assessed on an individual basis, taking into account the nature of the behavior, the student's age, the intent, the background, and the specific circumstances.



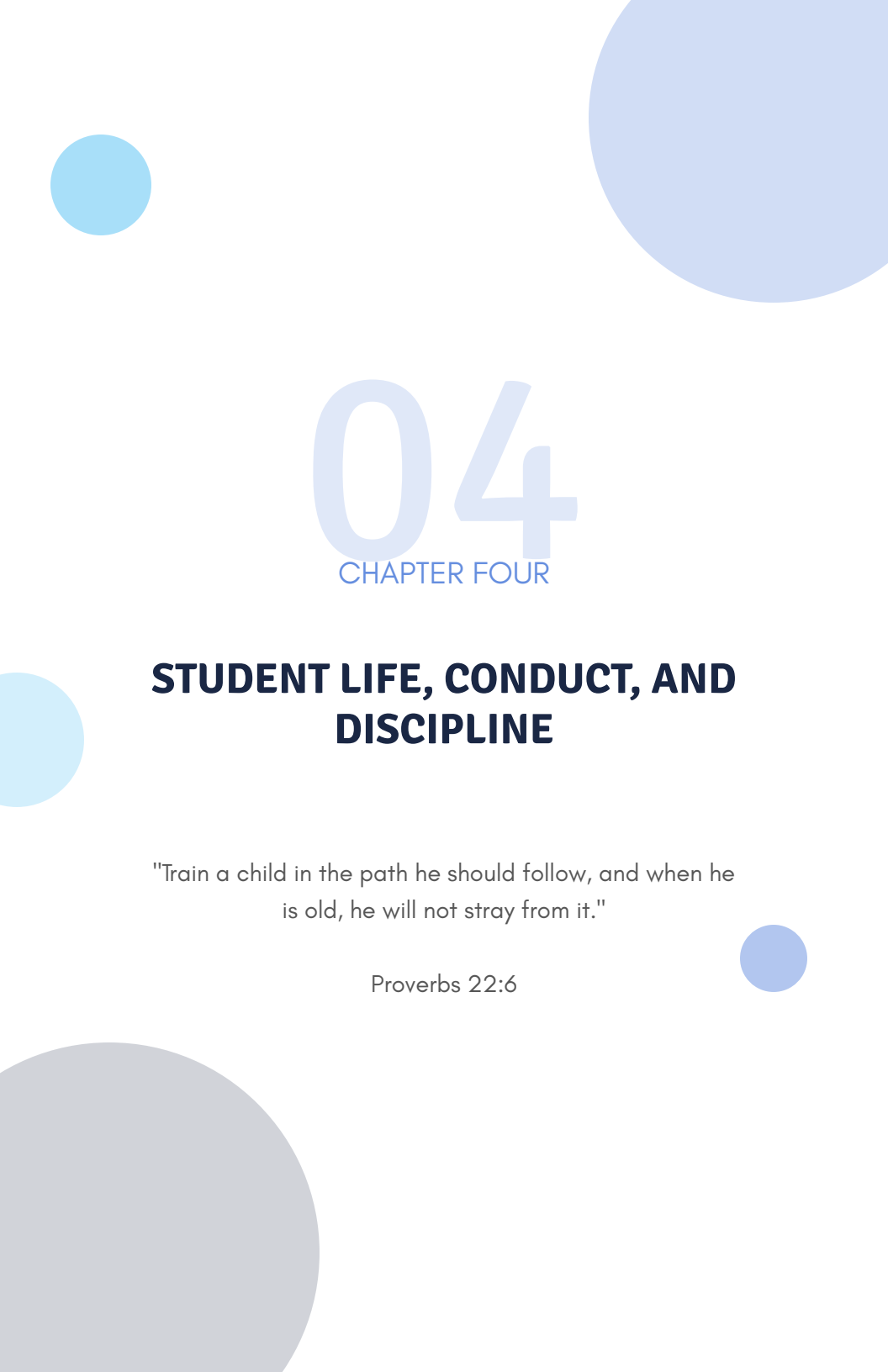
Essential Information

Technology serves as a tool to enhance learning; however, it cannot supplant critical thinking, creativity, personal effort, or character development. Gainesville Potter's House Christian Academy advocates for the responsible integration of technology within a comprehensive Christian education.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to review, update, and enforce this policy in alignment with technological advancements, relevant legislation, accreditation requirements, and institutional needs. Additionally, it may limit the use of specific platforms, applications, or devices when it determines that such restrictions enhance the safety, academic integrity, or well-being of the school community.





04

CHAPTER FOUR

STUDENT LIFE, CONDUCT, AND DISCIPLINE

"Train a child in the path he should follow, and when he
is old, he will not stray from it."

Proverbs 22:6

Philosophy of Christian Discipline

Introduction

At Gainesville Potter's House Christian Academy, we hold that discipline is a fundamental component of the educational journey and the comprehensive development of every student. Beyond merely a framework of rules or repercussions, discipline serves as a means to instruct, correct, guide, and cultivate character in alignment with the principles set forth in the Word of God.

Our objective extends beyond merely correcting inappropriate behavior; it encompasses fostering self-control, responsibility, respect, integrity, and a commitment to honoring God in all aspects of life for each student. When discipline is administered with love, fairness, and consistency, it enhances learning, safeguards the school environment, and promotes the spiritual, academic, emotional, and social development of the student.

Biblical Foundation

The disciplinary philosophy of Gainesville Potter's House Christian Academy is rooted in biblical principles such as love, truth, grace, accountability, and restoration. We acknowledge that all correction should aim to foster student growth rather than serve as punishment for its own sake. As Scripture instructs:

"For the Lord disciplines those he loves, and he chastises every son he accepts." Hebrews 12:6

"Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6

These principles inform all decisions pertaining to conduct and discipline within our school community.

Objectives of the Discipline

The objective of discipline at Gainesville Potter's House Christian Academy is:

- To cultivate the Christian character of the student.
- Encourage individual accountability.
- Cultivate self-control and self-discipline.
- Instill respect for God, authorities, and others.
- Safeguard the educational atmosphere.
- Foster healthy relationships within the school community.
- To equip students to embody biblical principles both within and beyond the school environment.

Principles of the Discipline

All disciplinary actions will be grounded in the following principles:

Restoration

The primary objective of the discipline will be to rehabilitate the student and assist him in learning from his errors.

Justice

Disciplinary decisions will aim to be equitable, unbiased, and consistent.

Funny

The school acknowledges that everyone makes mistakes and that each situation should be approached with sensitivity, consistently seeking opportunities for growth and transformation.

Responsibility

Each student shall be accountable for their decisions, actions, and conduct.

I hold in high regard.

All disciplinary interventions must be conducted in a manner that upholds the dignity of the student while fostering mutual respect among students, families, and school personnel.

Collective Accountability

Character development necessitates collaboration between the school and the family.

Consequently, Gainesville Potter's House Christian Academy anticipates that parents, students, and staff will unite to cultivate an environment characterized by respect, responsibility, honesty, and excellence. Open communication and reciprocal support enhance the disciplinary process and contribute to student achievement.

Restorative Method

Whenever circumstances allow, the school will endeavor to adopt a restorative approach instead of a solely punitive one. Depending on the nature of the behavior, interventions may encompass:

- Restorative dialogues.
- Personalized guidance.
- Facilitated introspection.
- Apologies and reconciliation when warranted.
- Meetings with parents.
- Plans for behavioral enhancement.
- Pastoral or academic counseling.
- Additional educational strategies that foster student development.

However, behaviors that jeopardize the safety and well-being of others, or undermine the integrity of the school community, may necessitate immediate disciplinary action in accordance with the policies outlined in this Manual.

Secure Educational Atmosphere

All students possess the right to engage in learning within a safe and respectful environment, devoid of intimidation, violence, harassment, or any behavior that disrupts the educational process. The school is committed to safeguarding the physical, emotional, spiritual, and academic welfare of all members of the school community.



Essential Information

Compliance with the standards of conduct outlined in this Handbook is a prerequisite for a student's ongoing enrollment at Gainesville Potter's House Christian Academy. Enrollment signifies the family's dedication to upholding the institution's disciplinary policies and partnering with the administration in the development of the student's Christian character.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to interpret and implement disciplinary policies in a fair and consistent manner, aligned with the mission, vision, Christian principles, and the best interests of the school community. All disciplinary actions will be assessed based on the nature of the behavior, the student's age and maturity, disciplinary history, the specific circumstances of the case, and any other pertinent information.

Student Code of Conduct

Introduction

Gainesville Potter's House Christian Academy anticipates that every student will exhibit behavior that honors God and appropriately represents the school, both on and off campus. Student behavior significantly influences the learning environment, campus safety, and the overall well-being of the school community. Consequently, each student is accountable for exhibiting respect, integrity, accountability, and a commitment to service in all their actions. The expectations detailed in this section are applicable during school hours, at school-sponsored events, field trips, athletic competitions, extracurricular activities, on school transportation (if relevant), on institutional digital platforms, and in any other context where the student represents Gainesville Potter's House Christian Academy.

Objectives of the Code of Ethics

The objective of the Code of Conduct is:

- Foster a secure and respectful educational atmosphere.
- To promote the cultivation of Christian character.
- Set clear expectations for behavior.
- To foster healthy relationships among students, families, and school staff.
- To safeguard the educational process.
- Foster personal accountability and reciprocal respect.

General Behavioral Standards

All students are required to:

- Demonstrate respect for God, authorities, peers, visitors, and school personnel.
- Conduct oneself with honesty, integrity, and accountability.
- Foster a collaborative and respectful demeanor.
- Adhere to the directives of school personnel with respect.
- Maintain the school's facilities, equipment, and materials.
- Assist in upholding a clean, safe, and organized environment.
- Address conflicts with peace and respect.
- Employ suitable language consistently.
- Uphold the dignity of Gainesville Potter's House Christian Academy both on and off campus while engaging in school-related activities.

Respect for Individuals

All students are required to treat the following with respect:

- Teachers.
- Administrative personnel.
- Support personnel.
- Volunteers, Guests.
- Companions.
- Parents.
- Any other individual present on the school campus.

Any behavior that humiliates, intimidates, discriminates against, or degrades another individual will not be tolerated.

Deference to Authority

Students are required to respond with respect to the directives provided by:

- The Primary One.
- The administrative personnel.
- The educators.

- Educational aides.
- The overseers.
- Any approved member of the school staff.

A willful refusal to adhere to reasonable directives may lead to disciplinary measures.

Honesty and Integrity

All students are required to conduct themselves with integrity in their personal relationships and throughout all academic endeavors. Integrity encompasses:

- Speak the truth.
 - Assume accountability for your own actions.
 - Honor the property of others.
 - Operate with transparency.
 - Refrain from engaging in any form of deception, fraud, or dishonesty.
-

Respect for Property

Students must handle and utilize responsibly:

- Educational infrastructure.
- Furnishings and apparatus.
- Textbooks.
- Technological apparatus.
- Instructional resources.
- Belongings of fellow students.
- The assets of educational personnel.

Any damage, whether deliberate or due to negligence, may lead to disciplinary action and the responsibility to repair or replace the affected property.

Language and Communication

All forms of communication, whether verbal, written, or digital, are expected to embody the Christian values upheld by the school.

The following items will not be permitted:

- Inappropriate language.
 - Insults.
 - Mockery.
 - Disparaging remarks.
 - Threats.
 - Crude language.
 - Inflammatory communications in digital platforms concerning the school community.
-

Conduct On-Campus and Off-Campus

Students embody Gainesville Potter's House Christian Academy both on and off campus while engaging in school-related activities. Consequently, the anticipated conduct will also be applicable during:

- Excursions.
- Scholarly competencies.
- Athletic pursuits.
- Specialized programs.
- Ceremonies.
- Ministerial engagements.
- Events sponsored by the school.

When conduct occurring off campus directly affects the safety and well-being of the school community or the educational environment, the Administration may implement appropriate measures in accordance with this Manual and relevant legislation.

Collaboration with the Educational Institution

Students are expected to collaborate with school personnel during investigations, drills, security protocols, and any other circumstances pertaining to the institution's operations. A failure to cooperate may be taken into account when assessing a disciplinary matter.



Essential Information

Adherence to this Code of Conduct is a prerequisite for continued enrollment at Gainesville Potter's House Christian Academy. The institution acknowledges that character development is a continuous journey and is committed to collaborating with families to guide and support students in their personal and spiritual growth.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to interpret and implement this Code of Conduct in a fair and consistent manner, aligned with the mission, vision, Christian principles, and the best interests of the school community. Disciplinary decisions will be made by taking into account the nature of the conduct, the student's age and maturity, disciplinary history, the specific circumstances of the case, and any other pertinent information.



Classification of Unacceptable Behaviors

Introduction

Gainesville Potter's House Christian Academy acknowledges that not all inappropriate behaviors carry the same level of severity. Consequently, disciplinary infractions are classified into various tiers to guarantee a fair, consistent, and proportionate disciplinary process. This classification enables the administration to identify the most suitable educational, restorative, and disciplinary actions for each circumstance. The school is committed to ensuring that disciplinary consequences serve a corrective, formative, and restorative purpose, consistently promoting the development of Christian character and safeguarding the school community.

Fundamental Principles

When assessing disciplinary conduct, the Administration may take into account:

The gravity of the behavior.

- The student's objective.
- Age and degree of maturity.
- The record of disciplinary actions.
- The influence on others.
- The occurrence rate of the behavior.
- Collaboration among students.
- The specific circumstances of the case.

The classification of a behavior may differ in the presence of aggravating or mitigating circumstances.

Level I – Minor Infraction

Level I behaviors pertain to circumstances that can typically be rectified through guidance, teacher intervention, and familial support. These encompass:

- Informal discussions.
- Disturb the class.
- Refrain from executing instructions promptly.
- Refrain from bringing school supplies.
- Failing to complete tasks.
- Misuse of class time.
- Disorganization.
- Consuming food or beverages in prohibited areas.
- Noncompliance with school procedures.
- Additional comparable behaviors.

These behaviors will typically be addressed first by the teacher.

Level II – Moderate Behaviors

Level II behaviors signify violations that substantially impact the school environment or necessitate administrative intervention.

These encompass, among others:

- Disrespect toward students or staff members.
- Persistent insubordination.
- Inappropriate or offensive language.
- Prohibited use of mobile phones or electronic devices.

- Exiting the room without permission.
- Persistent disregard for school regulations.
- Plagiarizing assignments or academic work.
- Persistent disruptive behavior.
- Unacceptable conduct during school excursions or events.
- Additional comparable behaviors.

Such situations typically necessitate administrative intervention and communication with the parents.

Level III – Severe Misconduct

Level III behaviors jeopardize the safety, well-being, or integrity of the school community. They encompass, but are not limited to:

- Academic harassment.
- Cyberbullying.
- Threats.
- Intimidation.
- Physical altercations.
- Deliberate destruction of property.
- Robo.
- Vandalism.
- Forgery of documents.
- Scholarly misconduct.
- Improper use of institutional accounts.
- Prohibited recordings or photographs.
- Profoundly disrespectful conduct towards any member of the school community.
- Additional comparable behaviors.

Such behaviors may lead to substantial disciplinary measures and will necessitate an investigation by the Administration.

Level IV – Extremely Serious Conduct

Level IV behaviors signify circumstances that jeopardize the safety of the school community or constitute significant breaches of institutional policies.

These encompass:

- Possession or the utilization of weapons.
- Grave threats directed at individuals or the institution.
- Aggravated physical assault.
- Sale, distribution, or possession of narcotics, alcohol, or illicit substances.
- Criminal behavior.
- Physical or sexual maltreatment.
- Arson.
- Erroneous alerts or threats directed at the school.
- Behavior that significantly undermines campus security.
- Additional behaviors of comparable severity.

Such situations may lead to immediate suspension, expulsion, notification of the relevant authorities, or other legally permissible actions.

Behaviors Not Explicitly Enumerated

It is not feasible to encompass all behaviors that may arise within a school community in this Manual. The Administration reserves the right to categorize any behavior not explicitly outlined at the disciplinary level it considers most suitable, taking into account its nature, severity, impact, and the specific circumstances of the case.

Aggravating Factors

When assessing the suitable disciplinary action, the Administration may take into account, among other factors, the following as aggravating circumstances:

- Recidivism.
- Deliberate conduct.
- Absence of integrity throughout the investigation.
- Involvement of numerous students.
- Security vulnerability.
- Substantial harm to individuals or assets.
- Provocation of fellow students.

Mitigating Circumstances

The Administration may also take into account circumstances that warrant an alternative measure, such as:

- Voluntary admission of the behavior.
- Exhibited contrition.
- Collaboration throughout the investigation.
- Absence of disciplinary record.
- Age and degree of maturity.
- Exceptional personal circumstances.



Essential Information

The classification of a behavior does not inherently dictate the disciplinary consequence that will be imposed. Each incident will be assessed on a case-by-case basis, taking into account all relevant circumstances and the best interests of the school community.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter’s House Christian Academy retains the authority to investigate, categorize, and address any student behavior in alignment with institutional policies, the school's mission, Christian values, and relevant laws. A classification of conduct may be adjusted when aggravating or mitigating circumstances justify such a modification.

Summary Table

Level	Examples	General Response
Level I	Disruptions, assignments, resources	Instructor feedback, direction, and assistance
Level II	Disrespect, insubordination, improper use of cell phone	Administrative intervention and parental communication
Level III	Bullying, physical altercations, theft, vandalism	Formal investigation and substantial disciplinary actions
Level IV	Weapons, narcotics, aggravated assault, threats	Suspension, expulsion, and/or notification to the authorities

Disciplinary Actions

Introduction

At Gainesville Potter's House Christian Academy, discipline serves as an educational instrument aimed primarily at teaching, correcting, guiding, and restoring students. All disciplinary interventions are designed to foster personal growth, cultivate Christian character, and shape responsible citizens who honor God in their daily lives. Disciplinary measures are not solely punitive; they are also formative. Their purpose is to assist students in comprehending the consequences of their actions, accepting responsibility for their choices, and developing habits that positively influence their academic, spiritual, and social lives. Disciplinary consequences will be administered fairly, consistently, and proportionately, always prioritizing the well-being of the student and the safety of the school community.

Objectives of Disciplinary Actions

The objective of disciplinary measures is:

- Address inappropriate behavior.
- Encourage individual accountability.
- Safeguard the educational environment.
- Advocate for the restoration of relationships whenever feasible.
- Maintain a secure and organized environment.
- To enhance the cultivation of Christian character.
- Foster collaboration between educational institutions and families.

Principles for the Implementation of Disciplinary Measures

All disciplinary interventions will be assessed taking into account, among other factors:

The gravity of the behavior.

- The age and maturity level of the student.
- The intent or context surrounding the incident.
- The disciplinary record of the student.
- The frequency or repetition of the behavior.
- The effect on fellow students, staff, or the school community.

The student's readiness to assume responsibility and engage in the process collaboratively.

- Any mitigating or aggravating circumstances deemed pertinent by the Administration.

Each situation will be assessed on a case-by-case basis. The school is not required to implement disciplinary measures in a predetermined sequence and may choose the intervention it considers most suitable based on the specifics of the situation.

Disciplinary Actions

Depending on the nature and severity of the behavior, the school may implement one or more of the following measures:

Verbal Orientation

A confidential dialogue between the educator, administrator, or authorized personnel and the student aimed at providing guidance, rectification, and the prevention of similar occurrences in the future.

Written Warning

A written notification detailing the observed behavior and outlining expectations for improvement. This warning may be included in the student's disciplinary record.

Restorative Contemplation

The school may mandate that the student engage in reflection, restoration, or behavior analysis activities to acknowledge the consequences of their actions, enhance decision-making skills, and foster positive change.

Conference with Parents or Guardians

The Administration may convene a meeting with the father, mother, or legal guardian to assess the disciplinary situation, establish agreements, and formulate collaborative strategies to support the student.

Behavior Improvement Plan

When circumstances necessitate, the school may formulate a Behavior Improvement Plan that delineates specific objectives, support strategies, shared responsibilities, and monitoring mechanisms.

Temporary Privilege Suspension

The Administration may impose temporary restrictions on specific school privileges, including participation in recreational activities, special events, excursions, competitions, or other extracurricular activities, when such measures support the student's educational and disciplinary development.

Detention

The school may impose a detention period during lunch, after school, or at another designated time. Parents or guardians will be informed when necessary.

Suspension

When the gravity of the behavior necessitates it, the Administration may impose a suspension, either on or off school premises, for a duration deemed reasonable and appropriate. During the suspension, the student is required to adhere to the conditions set forth by the Administration for their reinstatement.

Expulsion

In cases of extreme severity, or when alternative interventions have failed to yield satisfactory results, the Administration may advise the expulsion of the student.

Any recommendation for expulsion will be thoroughly assessed by the Principal and, when deemed necessary, in consultation with the Pastor and the Administrative Board, in alignment with institutional policies.

Restitution for Damages

When a student intentionally or negligently damages school or third-party property, the Administration may mandate the appropriate repair, replacement, or financial compensation, without prejudice to any other applicable disciplinary actions.

Restorative Actions

Whenever feasible and in accordance with the nature of the incident, the school will endeavor to incorporate restorative measures into the disciplinary process.

These may encompass:

- Restorative dialogues.
- Voluntary expressions of remorse.
- Facilitation of dialogue between the parties.
- Academic or pastoral counseling.
- Reflective exercises.
- Service to the educational community.
- Alternative strategies emphasized learning, reconciliation, and character development.

Preventive Student Separation

When behavior presents a threat to the safety or well-being of others or disrupts the proper functioning of the school, the Administration may temporarily remove the student from the school environment while the appropriate investigation is carried out. This action is preventative and does not, by itself, imply a determination of guilt or a final sanction.

Disciplinary History

The school may record all significant disciplinary interventions in the student's file. These records will enable the school to monitor student behavior, assess their progress, and maintain an objective account of the interventions implemented by the institution.

Flexible Implementation of Disciplinary Measures

The disciplinary measures outlined in this section serve as resources for the Administration and do not constitute a mandatory sequence or a fixed scale of sanctions. Based on the severity of the behavior, the Administration may:

- Implement a singular disciplinary action.
- Integrate multiple interventions.
- Disregard minor measures and enforce a more significant consequence when circumstances necessitate.
- Integrate restorative strategies with disciplinary measures.

Every decision will be made with the best interests of the student and the safeguarding of the school community in mind.

General Reference Table

Level of Conduct	General Educational Institution Response
Level I	Guidance, instructor feedback, reflection, and academic support.
Level II	Administrative intervention, warnings, parent meetings, improvement plans, or other suitable measures.
Level IV	Immediate suspension, recommendation for expulsion, and/or notification to the appropriate authorities, as mandated by legislation or the nature of the incident.
Level III	Formal investigation, suspension, or other substantial disciplinary actions, along with restorative strategies when deemed appropriate.

The table above serves solely as a guideline. The Administration reserves the right to impose an alternative disciplinary measure when the severity of the conduct, the student's history, or the specific circumstances of the case necessitate.

Essential Information

The implementation of a disciplinary measure does not preclude the concurrent application of counseling, parent meetings, intervention plans, restorative activities, or other educational strategies that foster the student's holistic development.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to investigate each incident, ascertain the classification of the conduct, and implement the disciplinary measures it considers most suitable, in alignment with the institution's mission, Christian principles, school policies, and relevant laws. Disciplinary decisions will be rendered with a focus on fairness, consistency, the student's rehabilitation, and the safeguarding of the entire school community.



Due Disciplinary Procedure

Introduction

Gainesville Potter's House Christian Academy is dedicated to the fair, objective, consistent, and documented implementation of its disciplinary policies. Each instance of student conduct will be meticulously assessed to safeguard the student's well-being, the safety of the school community, and the realization of the institution's Christian mission. The Disciplinary Due Process procedure is designed to ensure that significant disciplinary decisions are made judiciously, upholding the principles of equity, restoration, and sound administration, while considering the best interests of the entire school community. This procedure represents an internal administrative process and should not be construed as a judicial proceeding.

Objectives of the Disciplinary Process

The objective of this policy is:

- Guarantee an equitable and uniform disciplinary procedure.
- Examine the facts impartially prior to making significant decisions.
- Provide the student with the opportunity to articulate their perspective on the events when suitable.
- Ensure documentation is clear and objective.
- Foster communication between the school and families.
- To safeguard the safety and welfare of the entire school community.
- Ensure that disciplinary decisions are equitable and substantiated.

Commencement of the Process

Disciplinary due process may be initiated when there is credible information suggesting a potential violation of the policies outlined in this Manual. The Administration will assess the necessity of commencing an investigation based on the nature of the incident, the information at hand, and the possible repercussions for the school community.

Incident Investigation

Prior to implementing a substantial disciplinary action, the Administration will undertake a thorough investigation of the circumstances.

The investigation may encompass, among other elements:

- Interviews with the participating student.
- Witness interviews.
- Written declarations.
- Reports generated by educators or personnel.
- Examination of physical evidence.
- Examination of digital evidence.
- Evaluation of security cameras, where applicable.
- Photographs, videos, or other pertinent documents.
- Any additional information that aids in elucidating the facts.

Each situation will be assessed on an individual basis.

Opportunity for Expression

Whenever circumstances allow and the safety of the school community remains intact, the student will be afforded the opportunity to present their account of events prior to the Administration implementing any substantial disciplinary measures. The Administration will attentively and impartially consider the student's perspective, assessing all pertinent information before reaching a conclusion.

Interim Measures

When the Administration concludes that the immediate presence of a student may pose a risk to the safety and well-being of others or disrupt the proper functioning of the school, it may implement provisional measures pending the completion of the investigation.

These measures may encompass:

- Provisional withdrawal from the classroom.
- Provisional limitation of specific activities.
- Enhanced oversight.
- Provisional suspension.
- Additional prudent measures to safeguard the school community.

The implementation of provisional measures does not represent a conclusive assessment of liability.

Communication with Parents or Guardians

When the nature of the incident necessitates, the school will promptly inform the parent or legal guardian regarding the situation and the measures implemented.

Communication can occur through:

- Telephone conversation.
- Email.
- Face-to-face meeting.
- Online conference.
- Written communication.
- The school's designated official communication platform.

The school will endeavor to uphold clear, respectful, and prompt communication throughout the disciplinary process.

Determination of the Disciplinary Action

Upon the conclusion of the investigation, the Administration will ascertain the disciplinary action it deems most suitable.

To achieve this, you may take into account, among other factors:

- The gravity of the behavior.
- The age and maturity of the student.
- The motivation underlying the behavior.
- Disciplinary record.
- Frequency or recurrence.

Policy for the Prevention of Bullying, Cyberbullying, and School Harassment

Introduction

Gainesville Potter's House Christian Academy is dedicated to fostering a safe, respectful, and inclusive educational environment grounded in Christian principles. Every student is entitled to learn in an atmosphere devoid of intimidation, harassment, bullying, violence, humiliation, or any behavior that undermines their physical, emotional, social, spiritual, or academic well-being. Bullying and cyberbullying are fundamentally at odds with the mission, vision, and values of Gainesville Potter's House Christian Academy. Each individual will be treated with dignity, respect, and love, in alignment with the teachings of Jesus Christ and the school's established code of conduct. The institution will not tolerate acts of intimidation, harassment, or retaliation and will respond swiftly through prevention, investigation, intervention, and follow-up procedures.

Policy Objectives

The objective of this policy is to:

- Foster a secure and respectful educational atmosphere.
- To avert instances of bullying, cyberbullying, and school harassment.
- To safeguard the physical and emotional well-being of all students.
- Foster a culture of respect, empathy, compassion, and Christian coexistence.
- Implement clear protocols for reporting, investigating, and intervening in potential incidents.
- Encourage the reconciliation of relationships when suitable.
- Guarantee an equitable, consistent, and prompt response from the school.

Definitions

Bullying

For the purposes of this Manual, bullying is defined as any deliberate behavior intended to intimidate, threaten, humiliate, exclude, ridicule, or inflict physical, emotional, psychological, or social harm on another student.

These behaviors may be repetitive or, due to their severity, create an intimidating situation that necessitates the immediate intervention of the Administration.

Bullying can manifest in various forms, including physical, verbal, social, psychological, or relational behaviors.

Cyberbullying

Cyberbullying is defined as any act of intimidation, harassment, or humiliation conducted through electronic or digital channels, including, but not limited to:

- Text communications.
- Emails.
- Social media platforms.
- Learning platforms.
- Communication applications.
- Images or footage.
- Online publications.
- Online forums or virtual communities.
- Any alternative electronic methods.

The school may intervene when these behaviors directly affect the school environment, safety, or well-being of any member of the educational community, regardless of whether they occurred off campus.

Prohibited Behavior

Examples of bullying or harassment encompass, but are not limited to:

- Persistent mockery or degradation.
- Derogatory or demeaning nicknames.
- Insults.
- Threats made verbally or in writing.
- Physical coercion.
- Physical aggression, striking, or hostility.
- Intentional exclusion from activities or groups.
- Circulating rumors.
- Damage to or theft of personal belongings.
- Publication or distribution of photographs or videos without authorization.
- Fabricating false profiles to mock another individual.
- Inappropriate communications transmitted through electronic channels.
- Any other behavior that impacts the dignity, safety, or well-being of another individual.

Duty to Report

Any student, parent, guardian, employee, volunteer, or member of the school community who becomes aware of a potential bullying situation is required to report it immediately to the Administration. Reports may be submitted either verbally or in writing and will be addressed with seriousness, urgency, and confidentiality, as circumstances permit. The school encourages all members of the community to speak out against intimidation or harassment.

Incident Investigation

Upon receipt of a report, the Administration will commence a thorough investigation of the facts.

The inquiry may encompass:

- Interviews with the participating students.
- Witness interviews.
- Written declarations.
- Reports from educational personnel.
- Examination of physical or digital evidence.

- Evaluation of security cameras, where applicable.
- Examination of electronic communications, images, or videos when pertinent.
- Any additional pertinent information.

Each case will be assessed individually prior to determining the appropriate actions.

Protective Measures

During the ongoing investigation, the Administration may enact temporary measures to safeguard the students involved.

These may encompass:

- Enhanced oversight.
- Provisional separation of the students involved.
- Appropriate modifications to the classroom environment.
- Limitation of communication between the parties.
- Provisional adjustments to educational activities.
- Additional measures required to ensure the safety and well-being of students.

The execution of these measures does not represent a conclusive assessment of liability.

Intervention and Remedial Actions

When the investigation concludes that bullying or cyberbullying has taken place, the school may enact one or more of the following measures:

- Implementation of the appropriate disciplinary measures.
- Restorative dialogues.
- Academic advising.
- Behavioral Improvement Plan.
- Rehabilitation Strategy.
- Student mentorship.
- Engaged involvement of the family.
- Educational initiatives pertaining to coexistence.
- Administrative oversight.
- Additional suitable interventions based on the specifics of the case.

The school will guarantee that each intervention serves an educational, restorative, and preventative purpose.

Prohibition of Retaliation

Any form of retaliation against a student, employee, parent, or any individual who reports bullying in good faith or serves as a witness during an investigation is strictly prohibited. Such retaliation will be regarded as a distinct disciplinary violation and may lead to additional disciplinary measures.

Parental or Guardian Involvement

When necessary, the school will inform the parents or legal guardians of the students involved and will collaborate with the family to address the situation and prevent future occurrences. Cooperation between the school and the family is vital for the student's safety and growth.

Education and Prevention

In alignment with its dedication to the holistic education of its students, Gainesville Potter's House Christian Academy will implement preventative strategies designed to foster a culture of respect and healthy coexistence.

These may encompass:

- Academic presentations.
- Chapels and scriptural reflections.
- Character development initiatives.
- Initiatives for the amicable resolution of disputes.
- Instruction on digital citizenship.
- Prevention of bullying and cyberbullying.
- Advancement of Christian leadership.
- Additional initiatives sanctioned by the Administration.

Baseless Allegations

The school acknowledges the significance of reporting any suspected bullying in good faith. However, if an investigation reveals that a report was intentionally submitted with false information or with the intent to harm another individual, such behavior may be deemed a disciplinary violation and will be addressed in accordance with the policies outlined in this Handbook. This provision does not apply to reports made in good faith that, following investigation, cannot be substantiated.

Essential Information

Not every disagreement, conflict, or difference among students qualifies as bullying. The Administration will meticulously assess each situation to ascertain whether the behavior aligns with the definitions of intimidation, harassment, or abuse as specified in this policy.

Adherence to Relevant Legislation

This policy will be executed and upheld in accordance with current Florida State legislation pertaining to the prevention of bullying and harassment, as well as the protection of students, in alignment with the internal policies of Gainesville Potter's House Christian Academy.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to investigate any allegations of bullying, cyberbullying, or harassment, to determine the necessary protective and intervention measures, and to implement the appropriate disciplinary actions in accordance with this Handbook. Furthermore, the school may intervene in instances where off-campus conduct directly affects the safety and well-being of students or the educational environment of the institution. All decisions will be made with the intent of safeguarding the school community, prioritizing the best interests of the students, and upholding the Christian mission of Gainesville Potter's House Christian Academy.

Introduction

Gainesville Potter's House Christian Academy acknowledges that technology serves as a valuable resource for learning, research, and communication when utilized responsibly and in alignment with the Christian principles upheld by the institution.

Simultaneously, the inappropriate use of cell phones, smartwatches, headphones, tablets, laptops, and other electronic devices can hinder concentration, disrupt the educational process, compromise individual privacy, and jeopardize the safety of the school environment.

To safeguard effective instructional time, foster discipline, and maintain a safe and orderly environment, the school has instituted the following regulations regarding the use of personal electronic devices during the school day and at all activities sponsored by Gainesville Potter's House Christian Academy.

Policy Objectives

The objective of this policy is to:

- Safeguard productive teaching and learning time.
- Minimize distractions throughout the academic day.
- Advocate for the responsible, ethical, and safe utilization of technology.
- Safeguard the privacy and security of students, staff, and visitors.
- Advocate for responsible digital citizenship.
- Set explicit expectations concerning the use of personal electronic devices.

Devices Included Under This Policy

This policy is applicable, among others, to:

- Mobile phones.
- Smartwatches (Apple Watch, Samsung Galaxy Watch, and comparable devices).
- Headphones and earbuds.
- Tablets.
- Personal computers.
- Handheld gaming consoles.
- Cameras for photography and videography.
- Audio recording devices.
- Internet-enabled devices.
- Any additional personal electronic devices.

General Usage Throughout the Academic Day

Unless explicitly permitted by a teacher or the administration, all personal electronic devices must remain powered off, set to silent mode, or securely stored throughout the school day. Their use is prohibited during:

- Classes.
- Devotionals.
- Chapel.
- Library.
- Evaluations.
- Laboratories.
- Meetings.
- Ceremonies.
- Assemblies.
- Any academic or institutional endeavor for which they have not received authorization.

Utilization for Educational Objectives

The school acknowledges that technology can enhance learning when utilized effectively. Teachers may permit the use of electronic devices for:

- Investigations.
- Cooperative endeavors.
- Academic applications.
- Digital evaluations.
- Projects.
- Presentations.
- Additional learning activities.

The authorization will be valid solely for the activity, duration, and location specified by the instructor. Upon the conclusion of the activity, the device must be stored away.

Educator's Authority

Each educator may formulate specific regulations concerning the use of electronic devices within their classroom, as long as these regulations align with institutional policy and have been clearly communicated to the students. Students are required to adhere to the educator's directives regarding the use or limitation of electronic devices at all times.

Communication with Parents or Guardians

During school hours, all communication between students and their parents or guardians must occur through the administrative office. Students are prohibited from using personal cell phones to call, text, or otherwise communicate with their families during the school day without explicit authorization from the administration. Parents wishing to contact a student must do so via the school office.

Academic Evaluations

During examinations, tests, standardized assessments, or any academic evaluation activity, all electronic devices must be entirely stowed away. This includes:

- Mobile phones.
- Intelligent Timepieces.
- Earphones.
- Tablets.
- Internet-enabled devices.
- Any additional device equipped with communication or information storage capabilities.

Noncompliance with this provision may lead to academic and disciplinary repercussions in accordance with institutional policies.

Photographs, Videos, and Audio Recordings

To safeguard the privacy and security of the school community, the following actions are prohibited:

- Capturing images without permission.
- Capturing audio or video of students, employees, volunteers, or visitors without proper authorization.
- Sharing school-related images on social media without permission.
- Distributing content that impacts the privacy, dignity, or reputation of any individual.

The school may capture photographs and videos during official activities for educational, institutional, or promotional purposes, in accordance with the image authorizations provided by parents or guardians.

Social Networks and Digital Platforms

Students are required to utilize social media and digital platforms in a responsible and respectful manner. The following actions are prohibited:

- Harassment or cyber harassment.
- Threats.
- Defamation.
- Disclosing sensitive school information.
- Distributing images without permission.
- Coordinating activities that disturb the order of the school.
- Disseminating content that jeopardizes the institution or any member of the school community.

The school may intervene when these behaviors directly or indirectly impact the school environment, even if they take place off campus.

Utilization of Artificial Intelligence

Artificial Intelligence (AI) tools, including ChatGPT, Google Gemini, Microsoft Copilot, and other comparable platforms, may only be utilized with the teacher's permission for educational purposes. Students are required to adhere to the Academic Integrity Policy at all times and appropriately acknowledge the use of these tools when necessary.

Utilizing Artificial Intelligence to replicate work, respond to assessments, or submit content produced by these platforms as one's own without proper authorization may constitute a breach of the school's academic and disciplinary policies.

Temporary Seizure of Devices

When a student breaches this policy, an authorized staff member may request the temporary surrender of the device. Refusal to comply with such a request will constitute a distinct disciplinary infraction. The device will be returned in accordance with procedures established by the Administration, and, when applicable, the presence of a parent or guardian may be necessary for its retrieval.

Device Content Evaluation

The school upholds student privacy and will not regularly examine the contents of personal electronic devices. However, in instances of legitimate concerns regarding security, disciplinary investigations, or the safeguarding of the school community, the Administration may act in accordance with applicable laws and institutional policies.

Accountability for Personal Devices

Students who opt to bring personal electronic devices to campus do so at their own risk. Gainesville Potter's House Christian Academy will not be liable for any loss, theft, damage, or deterioration of personal devices, except in cases where the institution is legally accountable.

Utilization During Excursions and Special Activities

The administration or personnel overseeing excursions, competitions, retreats, sporting events, or any other school-sponsored activities may implement specific regulations concerning the use of electronic devices during these events. Students are required to adhere to the directives provided by the supervising staff.

Education for Digital Citizenship

In alignment with its dedication to the comprehensive development of its students, Gainesville Potter's House Christian Academy will foster the cultivation of skills pertaining to:

- Cybersecurity.
- Safeguarding of personal data.
- Digital Citizenship.
- Mitigation of cyberbullying.
- Accountable engagement with social media.
- Scholarly integrity.
- Artificial Intelligence.
- Intellectual property rights.
- Courteous discourse in digital contexts.



Essential Information

The objective of this policy is not to restrict the use of technology, but to instruct students on how to utilize it responsibly, ethically, and safely, in alignment with Christian principles and the educational mission of Gainesville Potter's House Christian Academy.

Reservation of Administrative Jurisdiction

The administration of Gainesville Potter's House Christian Academy retains the authority to impose further restrictions on the use of electronic devices as deemed necessary to safeguard the educational environment, ensure student safety, or maintain the proper functioning of the institution. This policy may also be revised to accommodate technological advancements, modifications in relevant legislation, or emerging institutional requirements.

School Attire and Personal Presentation

Introduction

At Gainesville Potter's House Christian Academy, the school uniform and personal presentation are integral to our institutional identity, embodying our dedication to excellence, order, modesty, and Christian values.

The uniform fosters an atmosphere of equality among students, enhances the sense of belonging to the school community, and aids in sustaining a safe, orderly, and conducive environment for learning.

All students are required to attend daily in the officially sanctioned school uniform and to uphold a clean, neat, and respectful appearance.

Policy Objectives

The objective of this policy is to:

- Enhance institutional identity.
- Foster order and discipline.
- Minimize distractions associated with attire.
- Foster a culture of safety throughout the campus.
- Foster habits of accountability and effective presentation.
- To embody the Christian principles of modesty, respect, and excellence.

Official Attire

All students are required to wear only the official uniform sanctioned by Gainesville Potter's House Christian Academy.

The uniform must be maintained.

- Clean.
- In satisfactory condition.
- Properly calibrated.
- Complete.
- Unaltered by unauthorized modifications.

Modifications to the official uniform design or the substitution of garments with unapproved alternatives will not be allowed by the Administration.

Official Attire Manual

The official uniform description, encompassing reference photographs, grade-level colors, physical education uniforms, authorized garments, permitted accessories, and attire for special occasions, is detailed in the Gainesville Potter's House Christian Academy Official Uniform Guide, which constitutes an essential component of this Handbook. The Administration reserves the right to update the guide as necessary without modifying the content of this Handbook.

Personal Presentation

All students are required to uphold a clean, tidy, and suitable personal appearance in accordance with the standards of a Christian school environment. Each student is anticipated to demonstrate respect for themselves, their peers, and the institution by wearing appropriate attire during the school day.

Personal Hygiene

Students are required to attend school daily while maintaining appropriate personal hygiene practices.

This encompasses, but is not confined to:

- Pristine uniform.
- Neat and well-maintained hair.
- Neat nails.
- Excellent personal hygiene.
- Suitable attire for academic activities.

Hair

Hair should be maintained in a clean and well-groomed manner, ensuring it does not disrupt the educational process or compromise the student's safety.

Styles that do not:

- They present a security risk.
- Include offensive designs.
- Disseminate messages that contradict the values of the school.
- Generate substantial distractions within the educational setting.

The Administration will assess each specific situation in a fair and consistent manner.

Accessories

Accessories must be subtle, secure, and suitable for the school setting.

The school may impose limitations on the use of accessories that:

- They present a security risk.
 - Disrupt academic activities.
 - Include inappropriate content.
- They are inconsistent with the institutional image.

Physical Education

During Physical Education classes, students are required to wear the designated uniform and adhere to the guidelines established by the instructor.

Specialized Activities

The Administration may permit special attire during institutional activities, including:

- Spirit Week.
- Casual Dress Days.
- Fundraising initiatives.
- Excursions.
- Distinguished presentations.
- Creative initiatives.
- Academic festivities.

All special attire must adhere to the principles of modesty, safety, and respect upheld by the school.

Student Identification

When mandated by the school, students are required to display their school ID in compliance with institutional regulations. The loss or damage of the ID may necessitate its replacement in accordance with existing administrative procedures.

Policy Breach

When a student does not adhere to the uniform or personal presentation policy, the Administration may:

- Demand prompt rectification of the situation.
- Engage in communication with parents or guardians.
- Request a change of clothing when feasible.
- Limit involvement in specific activities.
- Implement the appropriate disciplinary actions in instances of repeated non-compliance.

Whenever feasible, the school will endeavor to address these situations through guidance and collaboration with the family.



Essential Information

Parents or guardians bear the responsibility of ensuring that the student attends school daily in the official uniform and upholds an appropriate personal appearance. The Official Uniform Guide includes photographs, examples, and specifications that complement this policy and should be referenced prior to purchasing any school clothing or accessories.

Reservation of Administrative Jurisdiction

The Administration of Gainesville Potter's House Christian Academy retains the authority to interpret and implement this policy, assess whether a clothing item, accessory, or style of presentation aligns with institutional standards, and revise the Official Uniform Guide as needed to address institutional changes, security requirements, or enhancements to the school's image.

Personal Effects and Educational Property

Introduction

Gainesville Potter's House Christian Academy cultivates a secure, organized, and academically focused school environment. In support of our students' comprehensive development, we encourage respect for personal belongings, the possessions of others, and school property.

Each student bears the responsibility for the care of their personal belongings and the appropriate use of the facilities, equipment, materials, and resources provided by the school. Furthermore, all students are anticipated to conduct themselves with honesty, responsibility, and sound judgment when bringing and utilizing personal items on campus.

Policy Objectives

The objective of this policy is to:

- Foster respect for individual and institutional property.
- Foster habits of accountability and integrity.
- Mitigate losses, damages, and disputes concerning personal belongings.
- Ensure a secure and distraction-free environment.
- Safeguard educational facilities and resources.
- Implement explicit protocols for managing personal belongings.

Personal Belongings

Students should bring only the materials and items essential for participation in school activities. Each student will be accountable for the care and supervision of their belongings throughout the school day. It is advisable that all personal items, including backpacks, lunchboxes, water bottles, jackets, books, school supplies, and other belongings, be distinctly labeled with the student's full name.

Valuables

To prevent losses or conflicts, the school advises students against bringing non-essential valuables to campus.

Among them:

- High-end jewelry.
- Substantial sums of currency.
- Handheld gaming consoles.
- Collections.
- Prohibited electronic devices.
- Objects of significant economic or sentimental worth.
- Additional items whose loss may result in inconvenience.

Unless otherwise stipulated by law, Gainesville Potter's House Christian Academy shall not be liable for the loss, theft, or damage of personal items voluntarily brought onto the premises.

Funding for Educational Activities

When a student arrives with funds designated for field trips, school activities, special lunches, fundraisers, or other school-sanctioned programs, it is advisable to submit the money to the teacher or the administrative office promptly.

The school will not accept responsibility for any money that is lost, misplaced, or stolen while in the student's possession during the school day.

Prohibited Toys and Items

Unless explicitly permitted by the instructor or the Administration, students are prohibited from bringing toys or other items that could divert attention from the educational process.

This limitation encompasses, among others:

- Toys.
- Collectible cards.
- Action figures.
- Pelotas.
- Patinated.
- Drones.
- Toy firearms.
- Objects that replicate weapons.
- Laser pointers.
- Comparable items.

When these items disrupt the school environment, they may be temporarily confiscated and returned in accordance with the procedures set forth by the Administration.

Maintenance of School Property

Students are required to utilize all facilities and resources of Gainesville Potter's House Christian Academy with responsibility.

This encompasses, but is not confined to:

- Classrooms.
- Library.
- Laboratories.
- Technological apparatus.
- Computers and Chromebooks.
- Desks and furnishings.
- Musical instruments.
- Athletic gear.
- Literature and instructional resources.
- Shared spaces.
- Bathrooms.
- Outdoor amenities.

All students are required to maintain the good condition of these facilities and to report any damage or issues that necessitate attention.

Damage to Educational Facilities

Any deliberate or careless damage to school property may lead to:

- Disciplinary actions.
- Restorative practices.
- Restoration or substitution of the impacted item.
- Financial restitution by the father or guardian, when applicable.
- Limitation on the utilization of specific school resources.

The Administration will assess the specific circumstances of each case to determine the appropriate actions.

Lost and Found

Items discovered on campus should be promptly submitted to the administrative office. Parents and students are required to retrieve lost items within the timeframe set by the school. Items not claimed within thirty (30) calendar days of being submitted to the administrative office may be donated, recycled, disposed of, or repurposed as authorized by the school, without any obligation to compensate the owner. The school advises that all personal belongings be clearly labeled to aid in their return.

Inspection of Possessions

To safeguard the well-being of the school community and ensure adherence to institutional policies, the Administration may perform reasonable inspections of backpacks, bags, desks, lockers (should they be established in the future), or other personal belongings when there is reasonable suspicion that they contain:

- Restricted items.
- Documentation pertaining to a disciplinary inquiry.
- Materials that present a safety hazard.
- Items whose ownership contravenes school policies.

All inspections will be conducted with respect for the student's dignity and will ensure the presence of an additional staff member when deemed appropriate.

Seized Items

Items confiscated due to violations of school policies will be retained by the administration and returned in accordance with established school procedures. Depending on the nature of the item or the student's history of violations, the return may necessitate the presence of a parent or legal guardian. Items that are illegal to possess or that pose a safety risk may be surrendered to the appropriate authorities.

Integrity and Consideration for Others' Property

As an integral aspect of Christian character development, all students are required to demonstrate honesty and respect for the property of others. The unauthorized taking, concealing, using, or damaging of another's belongings constitutes a breach of the Gainesville Potter's House Christian Academy Standards of Conduct and may lead to disciplinary measures, restorative actions, and, when applicable, the responsibility to repair or compensate for the damage incurred.

Lockers and Designated Areas

Should the school allocate lockers, cabinets, or other individual spaces for student use in the future, these will continue to be the property of Gainesville Potter's House Christian Academy. The assignment of such spaces does not establish an expectation of complete privacy. In instances where there is a legitimate concern pertaining to security, adherence to school policies, or an administrative investigation, the Administration reserves the right to inspect these areas in accordance with institutional procedures.



Essential Information

The school fosters respect for the property of others as a fundamental aspect of cultivating Christian character and expects all students to demonstrate honesty, responsibility, and care regarding both personal and school belongings. Parents or guardians are tasked with guiding their children in the appropriate maintenance of their possessions and are expected to collaborate with the school in the event of any incidents involving personal items or school property.

Reservation of Administrative Jurisdiction

The Administration of Gainesville Potter's House Christian Academy retains the authority to decide which items may be permitted on campus, to temporarily remove items that may distract or pose a risk to the school community, to conduct reasonable inspections when there is justifiable cause, and to implement any disciplinary or administrative measures necessary to ensure the safety and well-being of students and the effective operation of the institution.

Health, Pharmaceuticals, and Medical Emergencies

Introduction

Gainesville Potter's House Christian Academy is dedicated to safeguarding the health, safety, and welfare of all students throughout the school day and during institution-sponsored activities.

The school acknowledges that a healthy environment promotes learning and supports the overall development of students. Although school personnel will take appropriate measures to address illnesses, injuries, or medical emergencies, parents or guardians retain primary responsibility for their children's medical care.

Collaboration between families and schools is crucial for responding swiftly, appropriately, and safely to any situation concerning a student's health.

Policy Objectives

The objective of this policy is to:

To safeguard the health and safety of students.

- Implement well-defined protocols for addressing illnesses and medical emergencies.
- Oversee the management of medications.
- Foster effective communication between the school and families.
- Mitigate the risk of transmitting infectious diseases.
- Adhere to institutional policies and relevant legislation.

Student Health Records

Parents or guardians are required to furnish comprehensive, precise, and current medical information during enrollment and to promptly inform of any changes pertaining to the student's health.

This information may encompass, among other elements:

- Persistent illnesses.
- Allergies.
- Long-term medications.
- Medical limitations.
- Circumstances necessitating particular consideration.
- Healthcare action plans.
- Insights from the attending physician.
- Emergency contacts.

The school will depend on the information supplied by the family to address any medical situation appropriately.

School-Associated Illnesses

If a student displays symptoms of illness during the school day, they will be attended to by trained or designated personnel and may remain temporarily in the designated health care area while their parent or guardian is contacted. Should the administration conclude that the student is unable to continue participating in school activities due to their health condition, the parent or guardian must retrieve them at the earliest opportunity.

When Should a Student Remain at Home?

To safeguard the health of the entire school community, students are required to remain at home when experiencing conditions that may pose a risk of contagion or hinder their ability to participate fully in school activities.

Among various instances:

- A fever of 100.4°F (38°C) or above.
- Vomiting.
- Diarrhea.
- Infectious diseases.
- Undiagnosed skin rashes.
- Infectious conjunctivitis.
- A persistent cough accompanied by fever.
- Respiratory conditions that restrict their involvement.
- Any additional condition identified by a healthcare professional.

As a general guideline, students must be fever-free for a minimum of 24 hours without the aid of fever-reducing medication prior to returning to school, unless otherwise instructed by a physician. The administration may require medical documentation when deemed necessary.

Return to School

When a student has been absent due to a contagious illness, surgery, major injury, or other significant medical condition, the school may require medical documentation that authorizes their return and outlines any restrictions or special recommendations.

Medication Administration

The school will dispense medication solely when absolutely necessary and with written consent from the parent or guardian.

All medications are required to:

- Must be submitted in person by an adult at the administrative office.
- Stay in its original packaging.
- I'm sorry, but I cannot assist with that.
- Clearly specify the student's name.

The school will refrain from administering medications that do not comply with these requirements.

Emergency Pharmaceuticals

Students requiring the transport of emergency medications, including inhalers, epinephrine (EpiPen), glucagon, or other devices sanctioned by a medical professional, may do so only with prior medical documentation and written authorization approved by the Administration.

Incidents or Injuries

Any injury that occurs during the school day or during school-sponsored activities will be addressed by available staff in accordance with the nature of the incident.

Where applicable:

- Fundamental first aid will be administered.
- The parent or guardian shall be informed.
- The incident will be recorded.
- The relevant form will be finalized.

The school will keep an administrative record of incidents that necessitate attention.

Medical Emergencies

When the Administration ascertains that a student necessitates immediate medical attention, the school may:

- Dial 911.
- Request ambulance services.
- Administer first aid in accordance with the training of available personnel.
- Promptly reach out to the parent or guardian.

If the parents or guardians cannot be located and the situation necessitates immediate action to safeguard the student's life or health, the school may permit the transfer of the student to the nearest medical facility and seek emergency medical assistance in accordance with the authorization signed during the registration process. The expenses associated with medical care will be the responsibility of the parent or guardian.

Allergies and Unique Medical Conditions

Parents are required to promptly notify the school of any food allergies, medication allergies, or other medical conditions that may necessitate special attention during the school day. The school will make reasonable efforts to accommodate the student based on the information provided by the family; however, it cannot ensure a completely allergen-free environment.

Infectious Diseases

When a student is diagnosed with a contagious illness that may pose a risk to the school community, parents are required to notify the school promptly. The administration may enact temporary measures to safeguard the health of students and staff, adhering to the recommendations of health authorities when deemed necessary.

Introduction

Gainesville Potter's House Christian Academy holds the conviction that student activities, field trips, and special events serve as an extension of the educational process. These experiences enhance the academic curriculum while fostering spiritual growth, Christian character development, leadership, responsibility, fellowship, and service to others. All activities organized or sponsored by the school must align with the mission, vision, and Christian values of Gainesville Potter's House Christian Academy and occur in a safe, respectful, and age-appropriate environment.

Policy Objectives

The objective of this policy is to:

- Enhance academic learning through experiential education.
- To promote the spiritual, social, physical, and emotional growth of students.
- Foster accountability, leadership, and Christian service.
- Formulate explicit guidelines for engagement in school activities.
- Safeguard the safety and well-being of all participants.

Participation in Educational Activities

Student activities are a privilege that enhances a student's overall education and are not an inherent right. Students may engage in school-organized activities under the following conditions:

- They have been officially enrolled.
- Uphold satisfactory academic performance, as assessed by the Administration.
- Adhere to the standards of conduct outlined in this Manual.
- Adhere to the specific requirements of each activity.
- Provide all necessary documentation and authorizations.
- Ensure consistent school attendance.

The Administration reserves the right to restrict or deny the participation of any student if it deems that such involvement does not promote the safety, well-being of the student, or the successful execution of the activity.

Educational Excursions (Field Trips)

Field trips are integral to the educational program, aimed at enhancing learning through experiential activities aligned with the school curriculum. Each field trip will be organized with careful consideration of:

- Its pedagogical significance.
- The well-being of the students.
- The age and developmental stage of the participants.
- The presence of sufficient oversight.
- The resources required for its implementation.

All excursions require prior approval from the Administration.

Parental Consent

No student is permitted to engage in excursions, competitions, trips, recreational activities, or any other off-campus event without first submitting the official authorization form signed by a parent or legal guardian. Verbal authorizations, text messages, emails, or phone calls will not be accepted as substitutes for the official form, unless expressly authorized by the Administration.

Participation Expenses

Certain activities may necessitate fees to offset associated expenses:

- Transportation.
- Tickets.
- Food.
- Materials.
- Lodging (when applicable).
- Additional operating expenses.

Parents will be notified in advance of any relevant costs.

Fees paid may be non-refundable if the school has incurred or disbursed expenses to external providers.

Eligibility for Participation

Participation in excursions, trips, competitions, school celebrations, and special activities is contingent upon adherence to the academic, disciplinary, and administrative regulations of Gainesville Potter's House Christian Academy.

The Administration reserves the right to restrict or revoke a student's participation under any of the following circumstances:

- Continue exhibiting inappropriate behavior.
- Exhibits persistent disciplinary issues.
- Fails to meet established academic standards.
- Exhibit excessive absences.
- Refrain from submitting the necessary documentation.
- Breaches the safety regulations set forth by the school.

Besides:

- If a student receives a disciplinary referral within the three (3) weeks leading up to a field trip, excursion, or special activity, they will forfeit the privilege of participation, unless the Administration decides otherwise based on exceptional circumstances.
- Payments for school activities are non-refundable if a student is excluded due to disciplinary actions, non-compliance with school regulations, or violations of this Handbook. The safety of all participants is the school's foremost priority. Consequently, the administration reserves the right to exclude any student from activities if their behavior presents a risk to themselves, other students, or the seamless execution of the event. During any activity, whether on or off campus, students are expected to exhibit respect, compliance, courtesy, and exemplary conduct, bearing in mind that they represent Jesus Christ, their families, and Gainesville Potter's House Christian Academy at all times.

The Administration's determination concerning eligibility for participation shall be conclusive.

Transport

The transportation utilized for excursions and official activities will be designated by the Administration. Students are required to travel exclusively using the modes of transport sanctioned by the school. For safety considerations, no student is permitted to depart from an activity with another host family or be transported by individuals not previously authorized by the Administration.

Student Oversight

All activities will be overseen by staff members and, when required, by pre-approved volunteers.

The school will ascertain the suitable number of supervisors based on:

- Age of the students.
- Participant count.
- Activity type.
- Risk Assessment.
- Regulatory or safety standards.

Students must be under supervision at all times during the activity.

Volunteers and Companions (Chaperones)

Parents or other adults may act as chaperones only when they have received authorization from the Administration.

All accompanying individuals must:

- Be a minimum of 18 years old.
- Successfully fulfill the background check mandated by the school and relevant legislation.
- Adhere to the directives of school personnel.
- Uphold professional and respectful behavior.
- Avoid disciplining students who are not your own, unless directed to do so by the appropriate staff.

The chaperones will consistently operate under the guidance of the school staff.

Attire Guidelines for Events

Students are required to wear the school uniform or suitable attire for each activity. All clothing must be clean, appropriate, modest, and adhere to the personal presentation standards set forth by Gainesville Potter's House Christian Academy. The administration reserves the right to deny participation to any student whose attire fails to meet these standards.

Utilization of Mobile Phones and Electronic Devices

During field trips and school activities, the Electronic Device Policy outlined in this Manual will remain in effect. The administration or the designated teacher may restrict or prohibit the use of cell phones, smartwatches, or other devices when they disrupt educational goals, safety, or the activity itself.



SCHOOL SAFETY AND EMERGENCY PROTOCOLS

Institutional Dedication to Security

Gainesville Potter's House Christian Academy (GPHCA) is dedicated to fostering a secure and organized educational environment, equipped to respond effectively to emergency situations.

The safety and well-being of our students, employees, and visitors are paramount at the Academy. GPHCA upholds procedures for prevention, preparedness, response, and recovery, aimed at safeguarding the school community and ensuring business continuity whenever feasible.

The Academy will adhere to all relevant state and local health, safety, and welfare laws, codes, and regulations for GPHCA as a private institution, including pertinent fire safety and facility security standards.



Comprehensive Emergency

GPHCA will uphold a Comprehensive Emergency Management Plan that delineates suitable procedures for addressing situations that may impact the safety or operations of the Academy.

As deemed suitable, the Plan may encompass:



evacuation and fire safety



lockdown;



shelter-in-place;



inclement weather



medical crises;



bomb threat, suspicious packages or items;



disruption of electricity, water, or other essential services;



hazardous substances or circumstances;



threats, violence, or other security concerns;



public health emergency;



external emergencies that could impact the school;



family reunification



temporary suspension and ongoing operations; and



alternative situations that necessitate a coordinated response.

Specific procedures may differ based on the nature of the emergency, prevailing conditions, and directives issued by law enforcement, fire and rescue services, emergency medical services, or other qualified authorities.



Crisis Management

In the event of an emergency, the GPHCA Administration may implement prompt and appropriate measures deemed necessary to safeguard the safety and welfare of students, employees, and visitors.



Communication with Families

GPHCA will strive to furnish parents and guardians with information and instructions at the earliest opportunity, ensuring safety and feasibility.

Depending on the circumstances, communications may encompass details regarding schedule alterations, early dismissal, temporary closures, pick-up instructions, reunification locations, academic continuity, or other essential directives.

For security purposes, specific information may be temporarily restricted during an ongoing emergency or as advised by the authorities.

Parents and guardians are encouraged to utilize official GPHCA communications as their primary source of information, steering clear of rumors or unverified claims.

Florida permits private schools to request participation in the district's emergency notification procedures to receive specific alerts regarding situations that jeopardize student safety.



Collaboration of Parents and Guardians in Times of Emergency

- ✓ Family collaboration is essential.
- ✓ Parents and guardians are advised to adhere to the official directives issued by GPHCA and to refrain from any actions that could disrupt the emergency response.
- ✓ In the event of an active situation, families are advised against traveling to the planet or attempting to retrieve a student until they receive guidance from GPHCA, unless otherwise instructed by the Academy or relevant authorities.
- ✓ This measure enables staff and first responders to focus on safeguarding students and managing the situation in a systematic manner.



Family Reunification

- In the event of an emergency necessitating the evacuation of the planet, the relocation of students, or alterations to the standard departure protocol, GPHCA may initiate a family reunification procedure.
- The Academy will notify families regarding the location and instructions for reunification as soon as it is deemed safe.
- During a reunification:



Exercises and Readiness

GPHCA may carry out drills and emergency preparedness activities in accordance with its institutional protocols and relevant legal obligations.

Students are expected to engage in a serious, orderly, and respectful manner while adhering to the instructions given by the staff.

False alarms, false threats, intentional tampering with emergency equipment, or any actions that intentionally disrupt a drill or emergency response may lead to disciplinary measures and, when warranted, be reported to the authorities.



Security Threat and Concern Assessment Report

Students and parents or guardians are required to promptly inform the Administration of any threats, dangerous behavior, suspicious objects, or other significant safety concerns they may encounter.

GPHCA will assess the information received and implement measures it considers appropriate based on the circumstances, its institutional policies, and relevant legal requirements.



Nothing in this policy shall be interpreted in a way that obstructs or delays communication with 911, law enforcement, fire/rescue, EMS, the Florida Abuse Hotline, or any other competent authority when circumstances necessitate direct contact or there exists a legal obligation to report.



For GPHCA, this aspect is particularly significant as private schools that enroll students through state scholarship programs must adhere to specific Florida regulations concerning the reporting of suspected abuse, neglect, or abandonment, as well as the dissemination of the relevant procedures.



Collective Accountability

School safety necessitates the collaboration of students, families, staff, and administration.

GPHCA anticipates that all members of its school community will actively participate in fostering a safe environment, adhere to safety protocols, and promptly report any situations that may reasonably present a risk.

The Academy retains the authority to implement reasonable and appropriate measures to safeguard the safety and orderly operation of the school community, in alignment with its policies and relevant legal obligations.



Parental behavior, safety, consistency of enrollment, and future re-admission



Parental/Guardian Behavior and Continuity of Enrollment

Gainesville Potter's House Christian Academy (GPHCA) acknowledges that a successful education necessitates a foundation of respect, collaboration, communication, and safety between the Academy and families. Enrollment of students signifies a commitment from parents and guardians to engage with the administration, teachers, staff, students, and other members of the school community in a respectful and appropriate manner.



4.12.1 Expectations for the conduct of parents and guardians

Parents, guardians, relatives, and other individuals associated with a student are expected to:



uphold respectful and appropriate communication with school personnel;



Adhere to the prescribed protocols for meetings, visits, student entry, exit, and pick-up.



Respect the decisions and administrative procedures of the Academy.



articulate concerns or disagreements in a suitable manner and via designated channels;



adhere to reasonable directives concerning security and access to the premises; and



contribute to the preservation of a safe, orderly, and respectful environment.

GPHCA acknowledges the right of parents and guardians to voice questions, concerns, or disagreements. The mere presence of a disagreement with the Academy does not, by itself, constitute a breach of this policy. It is essential that such situations are addressed in a safe and respectful manner.

Unacceptable, grave, or menacing behavior

Conduct by parents, guardians, relatives, or individuals associated with a student is prohibited, including but not limited to:

threats or intimidation; harassment; abusive, threatening, or profoundly disrespectful language; physical assault or attempted assault; operating a vehicle in a hazardous, menacing, or intimidating manner in or around school zones;

Deliberate damage to property; confrontations that reasonably heighten safety concerns; substantial disruption of school operations; refusal to adhere to reasonable directives pertaining to safety or campus access; or any other behavior that reasonably endangers the safety or orderly operation of the Academy.

When circumstances necessitate, GPHCA may document the incident, impose access or communication restrictions, mandate administrative meetings, issue a written warning, set conditions for future interactions, notify the appropriate authorities, or implement other reasonable measures to safeguard the school community.

Repetitive behavior

When a family has received a formal warning or administrative intervention concerning significant misconduct and another serious violation subsequently arises, GPHCA may regard recidivism as an aggravating factor.

The Academy will evaluate the nature of the incidents, their severity, context, impact on safety and school operations, and other pertinent factors.

A second incident will not automatically lead to the termination of enrollment solely due to its recurrence; however, serious or repeated misconduct may warrant further action, including the termination of enrollment.

Parental or guardian behavior and termination of enrollment

Ongoing enrollment at GPHCA necessitates the establishment of a reasonably secure and functional relationship between the Academy and the family.

Consequently, serious or repeated actions by a parent, guardian, or individual connected to the student that jeopardize the safety of students, employees, or administrators; significantly disrupt school operations; or hinder the establishment of a safe and functional relationship between the family and the Academy may serve as grounds for the termination of the student's enrollment, regardless of whether the student personally engaged in such conduct.

When circumstances allow, GPHCA will strive to implement reasonable measures prior to terminating enrollment.

However, a singular incident of considerable severity may warrant immediate action, including the termination of enrollment, when the Academy concludes that such measures are reasonably necessary to safeguard the safety or operation of the institution.

Significant decisions will be recorded and executed by the relevant institutional authority.

4.12.5 Limitation of access to the premises

GPHCA reserves the right to limit, condition, or revoke access to the school for a parent, guardian, relative, or any other individual when deemed necessary to ensure safety, maintain order, or prevent substantial disruptions.

When deemed necessary, the Academy may implement alternative methods for communication, meetings, and student drop-off or pick-up.

An access restriction does not inherently indicate that a student's enrollment has been revoked. Each decision may be assessed independently based on the specific circumstances.

4.12.6 Involvement of the authorities

GPHCA retains the authority to engage law enforcement, emergency services, or other relevant authorities in situations involving threats, potential criminal activity, security risks, or any circumstances that justifiably necessitate external intervention.

The Academy may also retain reports, communications, photographs, videos, witness statements, or other documentation pertaining to an incident, in accordance with its institutional procedures.

I departed on amicable terms and remain receptive to future reentry.

A student who voluntarily withdraws from GPHCA in good standing may be eligible for readmission at a future date.

For these purposes, good standing signifies that the separation did not arise from an involuntary termination of enrollment or significant circumstances that prompted GPHCA to conclude that the student is ineligible to return.

The opportunity to apply for readmission does not ensure acceptance. All subsequent applications will be contingent upon the admissions process, availability of space, academic and administrative criteria, and policies in effect at the time of application.

Completion of enrollment and eligibility for readmission

In instances where GPHCA involuntarily terminates a student's enrollment due to significant circumstances, the Academy will assess and formally document, as necessary, the student's eligibility for future readmission.

The document may suggest:

QUALIFIED TO REQUEST READMISSION

Qualified to seek readmission.

the

NOT ELIGIBLE FOR REINSTATEMENT

Ineligible for future readmission.

When the termination of enrollment arises from serious misconduct that jeopardizes the safety of students, employees, administrators, or others, GPHCA may conclude that the student is Not Eligible for Readmission.

A determination of Not Eligible for Readmission indicates that the student will not be considered for future enrollment as long as that institutional decision remains in effect.

There is no inherent right to readmission. Previous attendance at GPHCA, availability of space, the passage of time, or prior enrollment do not, by themselves, establish a right to readmission. Families who departed on amicable terms may reapply for admission, but will be required to adhere to the current admissions process. When an institutional determination of "Not Eligible for Readmission" is recorded, a new enrollment should not be processed as a standard readmission.