



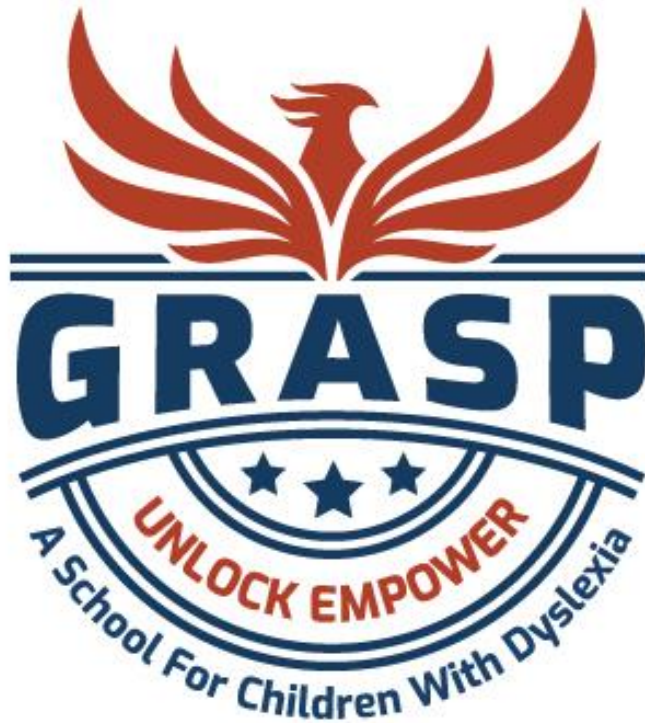
**GRASP Academy**

Guiding, Remediating, and Accelerating Student Performance

**Student/Parent Handbook**

2023-2024

# Parent & Student Handbook 2023-2024



GRASP Academy  
3101 JUSTINA RD  
JACKSONVILLE, FL 32277-3336



## GRASP Academy

Guiding, Remediating, and Accelerating Student Performance

### Student/Parent Handbook

**Phone:** 904-745-4909

**Mascot:** Phoenix

**School Colors:** Hunter Green, Navy Blue, White, Red

**Principal:** Annessia Powell

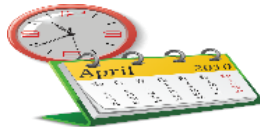


## **ADMINISTRATIVE STAFF**

- |                       |                 |
|-----------------------|-----------------|
| ➤ Principal           | Annessia Powell |
| ➤ Assistant Principal | Kindra Arneson  |
| ➤ Dean of Student     | Aatrice Davis   |
| ➤ Guidance Counselor  | Jewel Lundy     |

## **SUPPORT SERVICE STAFF**

- |                          |                     |
|--------------------------|---------------------|
| ➤ Principal's Secretary  | Sheri Steel         |
| ➤ Front Office Secretary | Tracy McCoy         |
| ➤ Front Office Secretary | Shannon Croft       |
| ➤ CRT Clerk              | Julialeanna Johnson |
| ➤ School Health Aide     | Francine Gore       |



## **ATTENDANCE**

- School hours are from 8:30 to 3:00. Regular and prompt attendance is vital for students to be successful. **Illness, accident, death in the family and extreme inclement weather conditions are the only reason for excused absences. When returning to school after an absence, an excuse note, signed and dated by the parent/guardian must be provided to the teacher. If not received within three**



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**days, the absence is considered unexcused.** Excessive absences will be referred to the district truant officer and then to the State Attorney's office.

- For safety reasons, students are not allowed to report to school prior to 8:00. **Additionally, students must not be dropped off and left unsupervised by their parent/guardians before 8:00.**
- Children are not allowed to leave school without permission from the principal or her designee. A parent who wishes to pick up a child during school hours must come to the central office and sign the student out. The parent or other authorized party must be listed on the student information card/Focus to sign the student out of school. **A photo ID is required in all cases.** An office staff member will call for the student. For the protection of all students, parents are not allowed to go to the classroom to pick up a student. **Students will not be released during the last 30 minutes of the school day without permission from the principal or designee.** This causes a disruption to the closing routines for all students. **Dismissal time is 3:00 each day. Early release day's dismissal time is 12:50.**
- Students arriving after the first bell, 8:30 am, are tardy and must go directly to the central office. **A parent must accompany the child to the office if he/she is tardy to sign the student in.** Bus students are not considered tardy when the bus is late.
- The DCPS Attendance Policy states, students will not be recognized by the School for perfect attendance when they have three or more unexcused tardies or three or more unexcused early check outs in a nine-week grading period.

## BUS INFORMATION



- **Transportation Department Number:** (904) 858-6200
  - **Parents are responsible for supervising their child at the bus stop.**
  - Bus schedules will be distributed to all students transported by bus. Bus rules are listed in the Code of Student Conduct.
  - Bus students are expected to be transported to and from school daily and are to be at the stop 10 minutes before picking up time. Students must ride the bus to which they are assigned. Parents and children may not change their bus assignment without prior approval from the principal or her designee. If you would like your student to ride home with a friend on a different bus, you must email Ms. McCoy prior to 2:30pm.



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- The principal or her designer may suspend any transported students from the privilege of riding on a school bus for violations stated in the Code of Student Conduct.

### SCHOOL BUS CODE

- Safety Rules
- Be respectful to the bus operator, monitor, and all other passengers
- Enter bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip
- Face forward and remain in your seat until you get off at your bus stop
- Talk quietly
- Keep all parts of the body and objects inside the bus window at all times
- Keep hands, legs, and belongings to yourself
- Eating, drinking, and smoking is not allowed
- Follow directions given by the bus driver or monitor at all times



### **CAR RIDERS (PICKMYKID system)**

- Students who are picked up in a car will be dismissed from class at 3:00 p.m. **Students** will be housed in the main hallway as they wait for their car to arrive. The car rider lane will NOT move until the bell has rung at **3:00 p.m.** **Please** plan accordingly. Each car will be provided with a name plate with your student(s) name and grade(s). Please make sure to have your plate in the front window or the visor to help dismissal move quickly. **If the plate is not present, it will be required that the vehicle park in the parking lot and enters the office to show a photo ID.**



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## CAFETERIA

- The cafeteria is a vital part of our school. Students will receive free breakfast and lunch daily. Students may also bring their lunch to school. Lunch boxes must be clearly marked with the child's name. Food cannot be taken out of the cafeteria. We ask that parents to not send candy or gum with a child's lunch. For safety reasons, no glass bottles or pop-top cans are to be sent in a child's lunch.



## VISITORS/VOLUNTEERS

- Visitors/Volunteers are always welcome at the GRASP Academy. There are several volunteer opportunities to help support our staff and students.
- Volunteers must have a background check prior to being allowed to volunteer at school or chaperon during a school support event. This is for the safety of all students. The forms must be completed online using this link: <https://dcps.infomart-usa.net/app/index.php?aid=28> . Please allow up to 2 weeks for this to be processed. Visitors and Volunteers must sign in and out in the front office and wear visitors badge.

## STUDENT CODE OF CONDUCT (2023-24 UPDATES)



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## STUDENT CODE OF CONDUCT

- Duval County Public Schools is committed to maintaining a safe, secure, and respectful school environment that reflects the highest standards of our community and society. All persons, students, teachers, administrators, parents, and others on our campuses are expected to conduct themselves in a considerate and respectful manner and support a safe and respectful school environment conducive to learning and constructive, civil dialogue. Teachers, administrators, and staff must operate in a safe and secure environment and receive the respect their positions demand if they are to effectively perform their duties. Offensive language, threats, assault or any other disrespectful or intimidating conduct directed toward a teacher or other school district employee will not be tolerated. Any such conduct by any student will result in immediate removal of the student from the subject classroom or school environment and requires parental engagement and school discipline. For specific questions or different information please review the district web page <http://www.duvalschools.org/Page/9868>.

### Updates (2023-2024)

- Head coverings, including, but not limited to the hood portion of a hoodie (sweatshirt/shirt), ski masks, caps, hats, bandannas, hair curlers/bonnets, and/or sunglasses, shall not be worn on school property, unless worn for religious observation or required by a physician or authorized by school personnel.
- **All secondary students must have a visible school ID card on school grounds, transportation, or school sponsored event.**



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- **ADD Language to School Bus Code** o A student is required to scan their student ID badge when boarding and disembarking the bus for all school-to-home services. If the student does not have their ID badge, the student must give the driver their full name and/or student ID number.



## **CELL PHONES**

- Cell phones are addressed in the Student Code of Conduct. Specifically, students may have them at school if they are turned off and kept out of sight inside a bookbag, purse or similar item. The use of a cell phone or camera to take pictures of other students at school is prohibited without prior written permission from the parent. The school is not responsible for lost or stolen items.

## **DRESS CODE/GENERAL CODE OF APPEARANCE**



### **DRESS CODE: 2023-2024**

*GRASP Academy is a Uniform School. Students in grades 1-8 are **REQUIRED** to follow the Uniform Policy:*

*GRASP uniform colors are Hunter Green, Navy Blue, White and/or Red.*

- Solid Colored Plain Collared Polo- hunter green, navy blue, white, or red polo/golf styled collared shirts (short or long sleeve).



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- PTA or school logo t-shirts can also be worn at any time. **\*\*Only T-shirts permitted are school logo t-shirts\*\*** Golf/collared shirts can be plain or school logo.
- Khaki or navy shorts, skirts, jumpers, or full-length pants - must not be skintight/form fitting/stretch pants.
- Jeans are NOT part of the school uniform.
- Note: BLACK is not a school uniform color.
- Leggings can only be worn under skirts or shorts. They need to be white, khaki, or navy solids only. No leggings/jeggings/yoga pants/stretch khakis without skirt or shorts covering bottoms.
- Headbands with "ears," "hats," and other distracting items sticking up are not permitted (except on a special school hat day!).
- No rubber athletic slides, slippers, or Flip-Flops - sandals must have a backstrap and crocs must also have a backstrap (sports mode).
- Zip up hoodies must be in solid school uniform color with or without the GRASP Logo. Zip up hoodies can be worn but hoods **cannot** be worn during school hours. No other hoodies are acceptable.
- No hats are worn in the building except on designated hat days.
- Students grades 6-8 must wear their student ID on a lanyard around their neck at all times on campus.

#### Duval County Public Schools Dress Code:

- Elementary school students are not allowed to wear shoes without closed heels or back straps.
- Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
- Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
- See-through or mesh garments shall not be worn without appropriate undergarments.
- Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting, as determined by the school administration. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.
- Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency.
- Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.
- Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Clothing, which is not worn appropriately, is not properly fastened, is suggestive, or has tears that reveal or expose body parts, has printing with words or pictures that have a sexual connotation will not be permitted. All trousers, including oversized or low-





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hanging trousers, must be worn and secured at waist level. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.

- Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- All students must adhere to these minimal guidelines for acceptable apparel and appearance. To maximize instructional time, students will be given an opportunity to immediately correct dress code infractions. All dress code infractions will follow Duval County student code of conduct.



## INTERNET USE

- Students will follow the student code of conduct as it relates to internet use.  
<https://dcps.duvalschools.org/Domain/4385>



## TEXTBOOKS/ LIBRARY BOOKS/ SUPPLIES

- Personal supplies such as notebooks, pencils and other consumable supplies used by the student are the responsibility of the parent. **Students are not allowed to bring backpacks on wheels to school.** Teachers will notify you at the beginning of the year of the supplies required for each student to be successful.
- Students and guardians are responsible for textbooks, library books, and other materials loaned for their use. Parents and guardians are liable for any loss, destruction, or failure to return books (Florida Statute, Section 233.47). Written notification of lost or damaged books will be sent to parents through the school year at which time the parent is responsible for monetary reimbursement to the school.



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Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a safety hazard to our students will be referred to the proper law enforcement agency.

## **CONFERENCES**

- Parent-teacher conferences are encouraged for the purpose of providing each person with a better understanding of the child's needs. Please call the school office to schedule a parent-teacher conference. Please note that conferences cannot be conducted while the teacher is supervising his/her class.

## **SCHOLARSHIP WARNING**

- This report indicates that a student is in danger of failing a subject or is having severe difficulty in a particular area. Upon receiving the scholarship warning, the parent should contact the teacher. They are to be signed by the parents and returned to the teacher within three days



## **REPORT CARDS**

- Report Cards are issued every 9 Weeks and can be viewed on FOCUS.



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**GRADES**



- Duval County School Board has adopted the following grading scale for all students in K-12:

|   | <b>Description</b>         | <b>Percentage</b> |   | <b>Description</b>      | <b>Percentage</b> |
|---|----------------------------|-------------------|---|-------------------------|-------------------|
| A | Outstanding Progress       | 90-100%           | I | Incomplete              | 0%                |
| B | Above Average Progress     | 80-89%            | E | Excellent Progress      | (K-1)             |
| C | Average Progress           | 70-79%            | S | Satisfactory Progress   | (K-1)             |
| D | Lowest Acceptable Progress | 60-69%            | N | Needs Improvement       | (K-1)             |
| F | Failure                    | 59% and below     | U | Unsatisfactory Progress | (K-1)             |



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- The student progression plan details all the retention and promotion requirements and can be located at <http://www.duvalschools.org/Page/10013>

## Communication

- Communication between the school and home is essential. This year our district will be utilizing the app Bloomz. Parents will have the ability to contact teachers/staff through the app as well as receive updates and notifications regarding their child. This app will be used in all grade levels 1<sup>st</sup>-8<sup>th</sup>.
- Students in grades 5-8 will also be provided with an agenda in order to record homework and other general information.



## FIELD TRIPS

- Field trips provide valuable educational experiences. Before a student is permitted to go on a field trip, he/she must have a field trip permission form signed by his/her parent/guardian. This form is sent home by the school for a signature. **Permission may not be granted over the telephone or be handwritten.** Money (cash or money order only, checks are not permitted) and permission slip must be submitted to the school by the due date listed on the permission slip. If not, the school has the right to deny the child the opportunity to attend the field trip.



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## **School Counselor**

- Counseling services are provided by the school counselor. The primary function is to assist students with their educational and personal development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, individualized educational testing and working with the RtI (Response to Intervention) team. GRASP is a full service school and upon recommendation from the school counselor, a student can receive additional services.
- Jewel Lundy- School Counselor – [lundyj@duvalschools.org](mailto:lundyj@duvalschools.org)

## **CHANGE OF ADDRESS/PHONE NUMBER**

- If you are moving, please provide your new address and telephone numbers to the front office. You will need to update your information in FOCUS. It is imperative that the correct information be on file in case of an emergency. Contact Ms. Johnson if you need assistance with FOCUS.



## **IMMUNIZATION**

- Florida law (Florida Statutes 232.032(8) (1)) requires that all students show proof of immunization before admission to school. All students who fail to show proof of immunization will be excluded from school until such proof is presented to the school.

## **HEALTH/ILLNESS OR ACCIDENTS AT SCHOOL**



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- When a student has become ill or has an accident at school, the teacher will direct the child to the central office. If deemed appropriate, a parent will be called. However, the school clinic does not have adequate facilities to care for a sick child for a prolonged period
- <https://dcps.duvalschools.org/Domain/10121>.

## **MEDICATION**

- The school clinic is prohibited from giving any internal medicine (including aspirin) unless the parent follows the following procedure:
  - Provide a copy of the directions for administering the medicine from a licensed doctor or dentist attached to the original container.
  - Sign a medication liability release form and have it filed in the central office.
  - Have the medicine (original prescription bottle only) placed in the locked cabinet so that it may only be administered by office personnel.

## **COMMUNICABLE DISEASES**

- If a child has one of the listed communicable diseases (chicken pox, hepatitis, measles, mumps, pinkeye, ringworm of the scalp or skin, scarlet fever, whooping cough) he/she must remain at home until after treatment from your doctor or clinic and a release is provided from a licensed practitioner.
- <https://dcps.duvalschools.org/Page/14089>

## **HEAD LICE**

- Early detection and treatment help eliminate head lice. A child with head lice will not be permitted to attend school until it is free of lice and nits by order of the Duval County Health Department. We will do the following to keep this under control: <https://dcps.duvalschools.org/Page/14089>
- Any child found to have head lice or nits will be isolated and sent home immediately. A call will be made to the student's guardian.
- The child will be excluded from school until they are free of lice and nits (eggs).
- Other children in the classroom/grade level will be checked for lice.
- A letter will be sent to parents of all the children in the classroom where live lice are found, to inform them of how to detect head lice and its treatment.



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- A school employee will examine the child prior to admission back to school. **A parent/guardian must accompany the child for this examination. If lice or nits are found, the student MUST leave the school premises for treatment.**

## **HAZEL HEALTH**

- Through our partnership with Hazel Health, [SCHOOL] students have access to on-demand doctor visits and mental health counseling at school. These services are available to your child at no cost to your family. Through on-demand virtual doctor visits from school, Hazel Health doctors evaluate your child's symptoms and provide appropriate treatment. Watch this 1-minute video to learn more about how Hazel works. To access this service, your child will need a signed consent form. Please take two minutes to sign the student health consent form: [my.hazel.co/district](https://my.hazel.co/district)
- <https://www.youtube.com/watch?v=LFXGIRuiLc0>

[Why Sign Up for Hazel? \(MH+PH\)](#)



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## Illness and Use of Medications:





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- The office staff will always attempt to contact parents/guardians in the event their child becomes injured or ill while at school. Please make sure we always have current phone numbers and the required emergency information available throughout the school year. Parents are required to log in all medications (prescribed and over the counter) with detailed information for administration. All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. A signed authorization form is required for each student who needs to receive medication at school. Over the counter medications may not be dispensed by office staff unless approved by a physician. For safety reasons, students may not bring or keep medications in the classroom. Medications will only be dispensed as indicated on the medication label.
- **Any medication not picked up by the last day of school will be discarded.**



## LOST AND FOUND

- Students are responsible for their own belongings. Please instruct your child not to lend or borrow money from other students. All thefts must be reported to the school. However, neither the school nor its personnel will be responsible for any losses of individual property.
- All lost and found articles should be placed in the Main Office. Students' sweaters, hats and gloves should be labelled to facilitate the return of each article to its rightful owner. At the end of the year, unclaimed articles will be donated to charity at the end of the school year.

## PTSA/ SAC

- All parents and interested individuals are encouraged to join the PTSA, attend PTSA meetings and participate in PTSA related activities. Membership dues are a donation which assists in providing special programs and activities throughout the year.
- PTA Meeting Dates:
  - August 10<sup>th</sup>
  - September 7<sup>th</sup>
  - October 12<sup>th</sup>
  - November 2<sup>nd</sup>
  - December 7<sup>th</sup>
  - January 11<sup>th</sup>
  - February 1<sup>st</sup>



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- March 7<sup>th</sup>
  - April 4<sup>th</sup>
  - May 2<sup>nd</sup>
- Our School Advisory Committee, SAC, is composed of parents, staff, business partners and community members. The committee meets at least four times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. Attendance by the public is encouraged at all meetings



## **SCHOOL PARTIES**

- School Board Policy states two parties per year may be held during school hours. Providing special birthday/holiday treats should be arranged in advance with the teacher and should occur during your student's lunch period. Store bought items only please.

## **Extended Day**

- Parents will use the "PICKMYKID" app to register their child for the "Extended Day" dismissal group. School personnel will verify the student is in the correct dismissal group daily and escort the group to the Media Center for check in. Parent pickup from Extended Day begins at 3:30 p.m. Parents will scan the QR code located on the door to request their child for dismissal. Parents are to wait for students outside of the entry door/Media Center, as a part of our safety procedures



## **Student ID Badges**

- Each student is issued an ID Badge, which is used to purchase lunch, check out library books and access transportation (bus).
- Middle school students grade 6th-8th are require to wear their badge on campus at all times.
- Replacement Costs: ID Cards, lanyards, and a plastic sleeve will be sold in a set for \$10.

## **School-Wide Expectation Plan**



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The purpose of our school-wide expectation plan is to provide students with the instruction and practice needed to develop and maintain self-control. Guidelines and modeling serve as visual reminders of expectations for the classroom and common areas (resources, cafeteria, playground, hallways, etc.).

Please read the Student Code of Conduct for detailed language regarding infractions, disciplinary actions, and interventions.

Each teacher develops and shares their individual classroom plan with students and parents.

Statement of Respect:

We are the Phenomenal Phoenix

We are:

**Powerful**

**Positive**

**Polite**

## **Common Area Behavior Expectations**

### **Hallways (Morning Arrival) Guidelines/Expectations**

- Enter the building by walking on the right side of the hall (on the BLUE).
- Students must wear ID's at all times.
- Students report to their designated holding area. Students in grade 5-8 report to the cafeteria. Students in grades 1-4 report to their homeroom.
- All phones need to be put away. No phones during this time.
- Students are respectful and follow guidance given by teachers and adults.
- Students may use the restroom once they enter class/cafeteria.
- Visiting teachers and wandering is not permitted during this time.

### **Cafeteria Guidelines/Expectations**

- Bring ID card daily.
- Politely request food items and say, "thank you."



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- Always use appropriate table manners and use a level 1 voice (whisper).
- Walk and maintain a Level 0 voice while entering and exiting.
- Raise your hand for assistance.
- Clean up after yourself.
- No sharing or trading food. Several students have allergies.
- Opened containers and purchased food are not to be taken out of the cafeteria.
- Remain seated until dismissed by an adult.

## **Playground Guidelines/Expectations**

- No physical contact.
- Please do not bring balls or other items from home.
- Use age-appropriate equipment safely.
- Stay within assigned boundaries and where your teacher can see you.
- Be patient, take turns and apologize if you accidentally touch another student.
- Look and listen for your teacher's signal to leave.
- Notify the teacher if help is needed problem solving.

## **Dismissal Guidelines/Expectations**

- Walk to your destination at level 0.
- Walk on the right side of hallway (next to the BLUE) and down stairwell in a single file line.
- Students are to report to their designated dismissal location immediately.

## **Friendly Reminders:**

*TOYS ARE NOT ALLOWED AT SCHOOL OR IN EXTENDED DAY. THIS INCLUDES ITEMS SUCH AS TRADING CARDS, PLAY JEWELRY, HANDHELD ELECTRONICS, PLAYGROUND EQUIPMENT (EX: BASEBALLS, TENNIS BALLS, FOOTBALLS, ETC.). THESE OR ANY OTHER SIMILAR ITEMS MAY CAUSE DISTRACTIONS AND CONFLICTS AMONG STUDENTS.*



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Parent Handbook & School Wide Discipline Plan  
Acknowledgement Form

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

Our signatures acknowledge we have read and discussed the GRASP Academy Parent Handbook and School Wide Expectation Plan. We understand it contains information about the policies and procedures of our school. We understand it is our responsibility to learn the rules and help our child(ren) understand their role in making GRASP a safe and enjoyable learning environment.

**Student Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_



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**Date** \_\_\_\_\_

\*\*\*Note: Failure to return this acknowledgement form will not exempt a student and/or parent/guardian from responsibility for knowledge of or compliance with the procedures and policies stated in this plan.