

Student/Parent Handbook

2025-2026



Promise Prep School

206 Moonglow Rd, Fruitland, MD 21826

Romans 8:28 - So we are convinced that every detail of our lives is continually woven together for good, for we are his lovers who have been called to fulfill his designed purpose.

Who We Are:

Promise Prep is a K-8 church-exempt school situated in Fruitland, MD. As a ministry of the House of the LORD church, we are a kingdom family grounded in compassionate love of GOD.

At Promise Prep we educate our scholars both academically and spiritually. We prayerfully believe they will grow exceedingly and abundantly in both realms. Scholars receive academic curriculum at both current grade and independent levels. Biblical truths and an atmosphere of worship serve to deepen their personal relationship with the Lord. Daily, scholars are provided with time to soak in His presence, through prayer, worship and Bible reading. Promise Prep believes in and educates scholars on the gifts of the Holy Spirit (as found in 1 Corinthians 12:8-10). We believe and teach our scholars that the Lord speaks with His children through various avenues. His ways are limitless, involving signs, wonders, whispers, scripture, dreams, donkeys, nature, words of knowledge, prophetic messages, and other biblical truths. Our mission and hope is that each student develops discernment and learns how to hear the Lord's voice on a personal level.

- We believe in the one true God, the uncreated creator and sustainer of the universe, present in three persons: Father, Son, and the Holy Spirit.
- We believe a person must be born again in order to enter into the Kingdom of God and be saved from an eternity in hell.
- We trust in the truth, authority, infallibility, and inspiration of the Bible as the Word of God.
- We recognize the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
- We believe in the precious lamb of God, Jesus Christ who embodies perfection.
- We admire the 33 years our Lord and Savior Jesus Christ spent on earth.
- We have faith in the death, burial, and resurrection of our Lord and Savior Jesus Christ as the essential atonement for our sins.
- We acknowledge the powerful resurrection of our Lord and Savior Jesus Christ, which defeated the forces of darkness.
- We believe in the resurrection of the crucified body of our Lord and Savior Jesus Christ and the blessed anticipation for His return.
- We understand the Holy Spirit's power as the Helper, Comforter, Leader, Friend, as well as His transformative work in every believer who surrenders to Him.
- We embrace the spiritual unity among believers of our Lord Jesus Christ, irrespective of race, economic status, etc.
- We believe in covenant marriage between one man and one woman as a crucial aspect of God's creation and family structure.
- We believe in God's unchanging creation of individuals as either male or female from the time of birth through out the duration of their life.

OUR MISSION

We exist to honor and serve Jesus Christ by offering a comprehensive educational program founded upon Biblical truth, academic excellence and the leading of the Holy Spirit.

OUR VISION

Our vision is to rescue children from the waters of this culture by providing them with a biblically based full gospel learning environment. This vision initiates the ability to engage, excite, and equip scholars to become resilient learners, passionate world changers, and steadfast followers of Jesus Christ!

OUR CORE VALUES

Love the Lord with all your heart, mind, soul & strength

Live a life worthy of your calling

Love others as He has loved us

Love yourself as He loves you

Recognize your spiritual gifts

Recognize your worth

Recognize the worth of others

Speak life

Respect others

Grow as leaders and positive role models

Set high goals for academic, behavioral and spiritual growth and implement the necessary support to achieve such goals.

2 Corinthians 3:18

We can all draw close to him with the veil removed from our faces. And with no veil we all become like mirrors who brightly reflect the glory of the Lord Jesus. We are being transfigured into his very image as we move from one brighter level of glory to another. And this glorious transfiguration comes from the Lord, who is the Spirit.

2 Corinthians 5:21

For God made the only one who did not know sin to become sin for us, so that we might become the righteousness of God through our union with him.

John 17:23

For the very glory you have given to me I have given them so that they will be joined together as one and experience the same unity that we enjoy. You live fully in me and now I live fully in them so that they will experience perfect unity, and the world will be convinced that you have sent me, for they will see that you love each one of them with the same passionate love that you have for me.

Luke 2:52

And Jesus increased in wisdom and stature, and in favor with God and man.

John 13:35

Your love for one another will prove to the world that you are my disciples.

Acts 2:17-21

‘This is what I will do in the last days —I will pour out my Spirit on everybody and cause your sons and daughters to prophesy, and your young men will see visions, and your old men will experience dreams from God. The Holy Spirit will come upon all my servants, men and women alike, and they will prophesy. I will reveal startling signs and wonders in the sky above and mighty miracles on the earth below. Blood and fire and pillars of clouds will appear. For the sun will be turned dark and the moon blood-red before that great and awesome appearance of the day of the Lord. But everyone who calls on the name of the Lord will be saved.’

Education Philosophy:

We value the ability for each student to receive a strong education in a safe and supportive classroom setting. Our educational model allows our students to gain the knowledge necessary to launch into many possibilities after graduating from Promise Prep, whether in continuing education, exploring entrepreneurship, or entering the workforce.

Our purpose is to nurture a love for learning in our students and to help them understand their learning styles and strengths, thereby equipping them with the skills to be successful, self-directed learners.

Student Conduct:

It is not our aim for our school to be governed by a lengthy list of rules and regulations, however we do believe our students should be held to a high standard of conduct. Each student is a beloved son and daughter of Yahweh, which makes them part of a royal family, and royalty is expressed most authentically through noble character. Our desire as a staff is to see each student elevate their actions and behaviors to match their identity. This does mean that at times we will have to handle certain actions correctively, and in those instances our staff will communicate with the parents/guardians to inform them of the situation, how it was handled, and how we can partner together to see the student avoid those behaviors in the future. If certain negative behaviors and actions become habitual or ongoing, our staff will coordinate a meeting with the parents/guardians to discuss further action and any potential plans of suspension or expulsion moving forward. We believe that it is an honor to attend Promise Prep, and it is our goal to see each student and parent match that level of honor in their hearts and through the way they carry themselves and treat those around them.

We believe each student should:

1. Honor the school staff as well as their fellow students with their speech and their actions.
2. Take ownership of the order and cleanliness of the spaces they occupy.
3. Adhere to the dress code as defined by this handbook and instructed by the school staff.
4. Speak life over themselves and their peers.
5. Take initiative in making the most out of their educational opportunities.
6. Employ critical thinking skills as a self-directed learner.
7. Engage in every opportunity to participate in worship and chapel services.

8. Be punctual.
9. Honor the instructions given to them by their teachers, principal, and church staff.
10. Refrain from any romantic displays of affection.
11. Refrain from possessing inappropriate or harmful items on campus (weapons, drugs, alcohol, vapes, etc.)
12. Refrain from cheating, sharing answers, plagiarizing or using any unfair advantage (including Artificial Intelligence) to complete assignments, quizzes, or tests.
13. Avoid discussing or engaging in topics considered inappropriate.

Instances (including but not limited to) that may result in immediate disciplinary action including suspension or expulsion at the discretion of the Promise Prep staff:

1. Imposing or threatening harm to another student by any means of violence.
2. Possessing or threatening to possess a weapon or harmful item on school property.
3. Possessing or distributing any drugs, alcohol, or other illegal substances.
4. Engaging in and/or exposing other students to any inappropriate topics, use of electronic devices including pornography, inappropriate or threatening messages, or sharing personal/private information of a fellow student or staff member.
5. Utilizing any form of Artificial Intelligence or internet search to gain an unfair advantage in completing an assignment, essay, project, quiz, or test.

Electronics Policy:

Laptops & Tablets

Laptops and tablets are utilized in the classroom for the K-8th grade levels. These devices should only be used for educational purposes. No gaming, streaming, or other forms of entertainment should be engaged in unless specific permission has been given by the teacher. A student's laptop or tablet should NEVER be used to access any chat rooms, social media platforms, or any website containing inappropriate content.

AI Policy

The use of artificial intelligence (AI) for the completion of assignments, including but not limited to essays, projects, and any academic work submitted for assessment, is strictly prohibited. ***Students are expected to complete their assignments using their own intellect, knowledge, creativity and skills.***

Prohibited Activities:

- Using AI tools or software to generate essays, reports, or any other form of written or creative work that is to be submitted as a student's own work.
- Employing AI to paraphrase or rewrite existing content without substantial input and transformation by the student.
- Utilizing AI to solve problems, analyze data, or perform calculations that are part of the assignment requirements.

Consequences of Violation: Violations of this policy will be taken seriously and may result in disciplinary action, which could include but is not limited to:

- Receiving a failing grade for the assignment.
- Requiring the student to redo the assignment under supervision.
- Imposing additional academic penalties as deemed appropriate by school administration.
- Suspension or expulsion at the discretion of the Promise Prep staff.

Cell Phones and Smart Watches

Cell phones may be brought to school, but each student will be required to turn their phone in to their teacher when they arrive in the classroom for the teacher to keep in the teacher's possession during the day. Cell phones should remain on silent (no ringer or vibration) and may not be used at any point during the day unless specific permission is given by the teacher. **Smartwatches are permitted for use **only** as timekeeping devices* during the school day. **Texting and phone calls are not allowed during school hours.** If a student is seen texting, voice texting or scrolling on their smart watch device, they will be asked to keep it in their backpack or turn it in for the remainder of the day. We believe scholars should have zero distractions during the day. This also includes (but is not limited to) bringing other belongings from home.

School Calendar : Basic Outline

8/28/25: Open House

9/3/2025: 1st Day of School

10/17/25: Fall Break

10/30/25: End of 1st Quarter

10/31/25: P.D. Day / School Closed

11/26/25 – 12/1/25: Thanksgiving Break [note we are closed Monday 12/1 this year]

12/19/25: Last Day Before Christmas Break

1/5/26 : Return from Christmas Break

1/19/26: MLK Day - School Closed

1/23/26: End of 2nd Quarter

1/26/26: P.D. Day - School Closed

2/16/26: President's Day - School Closed

3/16/26: P.D. Day - School Closed

3/31/26: End of 3rd Quarter

4/1/26 – 4/6/26: Easter / Spring Break

5/25/26 – Memorial Day - School Closed

6/10/26 - Last Day of School / Award Ceremony

Daily Schedule:

Our school days are Monday - Friday from 8:15 AM - 3:00 PM. Doors will open for drop off at 8:00 AM. Before Care begins at 7:45 AM and After Care ends at 4:45 PM

Tuition Payments:

Registration Fee: \$250 per student (Special Savings if paid before May 1st and/or July 1st)

Curriculum Fee: \$250 per student (Due by July 25th)

Tuition: \$7,250 per student (annual)

Tuition Payment Options:

1) 10 Monthly Payments \$725 per student (1st payment due Aug. 1st - Final Payment May 1st)

2) 12 Monthly Payments \$615 per student (1st payment due July 1st - Final Payment June 1st)

Sibling Discount:

2 Siblings or more - \$25/mo discount [10 month plan] or \$15/mo discount [12 month plan]

Cash Accepted [Must be given to Mr. Gilbert & get a signed receipt]. Checks made payable to Promise Prep. Online payment option available - required to cover transaction fee.

Late Payments:

If a payment is missed the family will have 24 hours to contact Promise Prep to rectify payment. If we are not contacted within 24 hours and a solution has not been made, a \$25 late fee will be added to the balance owed PER STUDENT. If payment is not resolved within 30 days, Promise Prep reserves the right to suspend your student(s) from attending school and any transcripts, records, etc. will not be released to you or any other academic institution and will be withheld until balance is satisfied.

By signing our financial agreement you agree to pay the full year of tuition. If you select to make monthly payments, you are required to pay all 10 or 12 monthly payments regardless of whether you attend for the full year unless otherwise released from this obligation by the leadership of Promise Prep. If your child is suspended or expelled from school for any reason, you will still be required to satisfy the full year of tuition.

Dress Code:

*** Graphic Designs on Apparel, Footwear and Backpacks:**

No Scary, Evil or Gruesome graphics or designs. This includes: (but not limited to) zombies, witches, minions, vampires, monsters, bats, snakes, mermaids, dragons, leprechauns etc. Additionally, Halloween is not promoted or celebrated at Promise Prep. Please refrain from wearing any Halloween graphics, headpieces, socks, colors, etc. 2 Cor. 6:14: Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness?

BOYS & GIRLS

Tops: *Collared shirts, short sleeve and long sleeve are approved. No tank tops, crop tops, spaghetti strap, or wide mesh tops without the appropriate under shirt. No tall T's or Crop-tops. Shirts must go at least 2" past the waist band.*

Bottoms: *Pajama pants are not permitted. Pants with stylized tears can not show skin or undergarments (mid-thigh and up). Shorts need to have at least a 5" inseam. Biker shorts will need to be worn under any pair of athletic running shorts that doesn't go past mid-thigh.*

Girls: Must wear biker shorts under dresses and skirts. Loose leggings are permitted. Tight leggings can be worn under shorts or longer shirts that cover the backside. Boys are not allowed to wear girl clothes.

Dress Code Cont.

Shoes: *No Heelys, Open-Toed or Flip-Flops are allowed. Athletic shoes must be worn on P.E. Days (no Croc's on P.E. Days).*

Outerwear: *Sweatshirts, Hoodies and Jackets are permitted, but hoods are not permitted in the building.*

Hair and Accessories

Hats: *Only solid color or Promise Prep beanies and hats may be worn at recess and or at P.E..*

Girls:

Hair should be combed and neat. Hair should not cover the scholars eyes. Hair pieces should not exhibit any form of evil.

Only natural hair coloring (Brown, Blonde, Auburn). No Unnatural Hair Color (example Pink, Purple, Red, Green etc.)

Hair Beads, Hair Ribbons, Hair Ties, Headbands, or String-Wrapped-Hair maybe be worn, as long as it is not a distraction.

No visible body piercings other than ears.

Girls in 6th grade and up may wear foundation or concealer to cover blemishes.

Boys:

Hair should be combed and neat. Hair should not cover the scholars eyes.

Only natural hair coloring (Brown, Blonde, Auburn). No Unnatural Hair Color (example Pink, Purple, Red, Green etc.)

Boys are not permitted to wear hair accessories or wear make-up.

Note: We do not observe Halloween or Saint Patrick's Day; therefore, students are prohibited from wearing festive items associated with these holidays at school.

Special Dress Days

The dress code for Special Dress Days will be discussed as we approach the special event. For instance, during our Christmas Party, students are invited to wear pajamas, provided they are appropriate in graphic design and length of fabric.

DRESS CODE VIOLATIONS

Minor dress code violations (as deemed by the school staff), will result in a notification being sent to the parent and will be expected to be corrected moving forward. Major dress code violations will result in the parent being notified, and the parent will be required to bring the student clothing that complies with the dress code.

Multiple dress code violations may result in a mandatory meeting between the principal and the parent/guardian as well as the student to discuss the importance of following the dress code as well as any potential plans of corrective actions moving forward.

Transportation and Parking:

Transportation to and from school is the responsibility of each family. If students will be dropped off and picked up, we ask that the parents/guardians adhere closely to the instructions given below.

IMPORTANT: For the safety of our students, we ask that parents and other approved pick-up drivers drive SLOWLY and CAUTIOUSLY while on campus as there will be many more vehicles entering and exiting the facility than in previous years. Students will not be allowed to exit the facility unless they are dismissed by a staff member directly to a vehicle.

DROP OFF:

Our doors will open at 8:00 AM for student drop off. Parents will enter the parking lot and park on the right side of the main building to drop their students off at the "Right Side Front Door". Doors will lock promptly at 8:15.

PICK UP:

Pickup will begin at 3:00 PM each afternoon. Parents will enter the parking lot and park on the right side of the main building to pick up their students at the "Right Side Front Door." Parents will park and walk to the entrance to sign out their students. If available, older students can be escorted to their parent's vehicle. Students will only be allowed to exit the building once their parent's vehicle has arrived at one of the front parking spaces.

Absences & Tardies:

If a student will be absent, the parent will need to email their student's teacher as soon as possible. If the teacher is not notified, and the student is not present by 9:00 AM, a member of our staff will reach out to the parents/guardians in effort to confirm the well-being of the student.

If a student has more than 2 unreported absences, the student and parents/guardians may be required to attend a meeting with the principal to discuss the importance of attendance and reporting absences as well as any potential plans of corrective actions moving forward.

Doors to the school will lock promptly at 8:15 AM, and students arriving after 8:15 AM will be considered tardy.

If a student exceeds 5 tardies in a quarter, a \$5 fee will be imposed for every additional tardy during the remainder of that quarter. This will be applied on a per student basis.

Morning worship and chapel services are not optional. They are part of our regular instructional school day and should not be treated as an extended time for arrival.

Check-in/Check-out Procedures:

Any student arriving after 8:15 AM or leaving prior to 3:00 PM will need to formally check-in or check-out. The parent or student driver will need to come in to check-in/check-out.

Lunches:

Students will bring their own lunch to school. Utensils, bowls, plates, etc. will need to be sent with the student's lunch. The school will not provide these items on days where students bring their lunch.

Lunch items are available for purchase via the Prep Pantry. Please view the monthly menu to see the variety of frozen foods, snacks and drinks available.

P.E.:

Students will have P.E. on Monday, Wednesday, and Friday. They will be participating in various athletic activities, so the following dress code should be followed:

- Athletic shoes must be worn for all PE activities. Socks must be worn with their close-toed shoes - bare feet are not permitted.
- Daily attire should be suitable for running, jumping, and engaging in outdoor play.

Art:

Art is scheduled for Thursday's. From time to time, we may use markers and/or paint during our sessions. Please wear suitable clothing or bring a smock to protect your attire.

Contact Information:

www.Promise-Prep.com

Admin@Promise-Prep.com or Christy@Promise-Prep.com

<https://www.facebook.com/Promise-Prep>

<https://www.youtube.com/@PromisePrep>

Mr.Gilbert (432) 349-6176

Handbook Updates:

There may be instances that necessitates certain revisions be made to the handbook. In this case, the most recent version of the handbook will always be published on our website. Parents will be notified of any updates. The most updated version will always supersede any previous versions that were published. It is the responsibility of all parents, guardians, and students to refer to and comply with the latest edition of the handbook for updated policies, procedures, and guidelines pertaining to Promise Prep.

Amendment to Code of Conduct: 1:a: Effective October 3, 2025

Before & Aftercare Policy Update

To ensure the safety and proper supervision of all students, families who plan to use Before or Aftercare on a drop-in basis must notify the school in advance.

- A minimum of 24 hours' notice is requested to allow us time to arrange for appropriate staffing. *(This has been implemented since 2023, but we wanted to remind new families.)*
- We understand that unexpected emergencies may arise, and in such situations, please contact the school administration as soon as possible.
- Without proper notice, we may not be able to guarantee space or supervision for your scholar during Before or Aftercare.

This policy helps us maintain a safe, structured environment and ensures that each child receives proper care and attention.

Sickness & Illness Policy Update

As a small school community, it is important that we take extra precautions to prevent the spread of illness. In recent years, other Christian schools in our area have been forced to temporarily close due to a high percentage of students becoming ill. To avoid similar situations and to keep our scholars and staff healthy, the following guidelines will apply:

- If your scholar has a virus, contagious illness, or any sickness that recommends a 3-day quarantine, we ask families to add an additional day before returning to school.
- Even if your scholar feels better after the first day of medication, they must remain home until they are fully symptom-free for the required extended period.
- For example:
 - If a doctor says your child is no longer contagious after 24 hours of antibiotics, we will wait 48 hours (one extra day) to ensure they are truly clear of the illness.
- This applies to all viral or bacterial infections, including but not limited to: flu, strep throat, COVID-19, and other contagious illnesses.

This policy is designed to protect the health of the entire Promise Prep community, minimize school disruptions, and ensure a full recovery period for each child.

Amendment to Code of Conduct:

1:a: Effective October 3, 2025

Behavior Policy

A student may be dismissed from campus immediately if Promise Prep Staff deem it as necessary. Behaviors that may result in a temporary dismissal from school include, (but are not limited to):

1. Safety & Violence

- Physical aggression or fighting (punching, kicking, hitting, or any attempt to injure another person).
- Possession or use of a weapon (including look-alike weapons, pocket knives, or other dangerous objects).
- Credible threat of harm to self or others (verbal, written, or digital).

2. Substance Use

- Possession, use, or distribution of drugs, alcohol, vaping products, or other controlled substances on school property or at school events.

3. Severe Disruption or Defiance

- Willful destruction of property causing damage or safety risk.
- Extreme verbal abuse or profanity directed toward staff or students.
- Repeated refusal to comply with directions given by Promise Prep staff.
- Refusal to comply with repeated safety directives (fire drill, lockdown, evacuation).
- Exiting the building without the guidance of an approved staff member.

4. Bullying & Harassment

- Harassment, intimidation, or bullying involving physical contact, severe verbal abuse, or repeated cyber-bullying that creates an unsafe environment.

5. Health & Legal Concerns

- Contagious illness where immediate removal is necessary to protect other students.
- Law enforcement request for removal (such as when a student is involved in a criminal matter on campus).

Implementation Notes

- **Immediate Parent/Guardian Contact:** Parents will be notified to pick up the student promptly.
- **Incident Documentation:** Staff will complete a written report the same day.
- **Next-Day Procedures:** Re-entry meeting with parent/guardian and administration may be required before returning.
- **Further Consequences:** Depending on severity: suspension or expulsion may follow.