

# **PARENT-STUDENT HANDBOOK 2019-2020**



## **GLADEVIEW CHRISTIAN SCHOOL**

**Home of the Panthers**

12201 S.W. 26<sup>th</sup> Street Miami, Florida 33175  
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FAX (305) 225-1632  
[www.gladeviewschool.org](http://www.gladeviewschool.org)

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## *Introduction*

Please read this handbook carefully as it describes the School practices and policies. Please review this information with any caregiver who will share responsibility for your child. The School reserves the right to interpret, change, delete, or modify any policy, procedure or condition at any time with or without prior notice.

### **History**

Gladeview Baptist Church was founded in April 1965 as a mission of Central Baptist Church. Originally, the founders rented the Village Green Community House. Then, the church built the existing school and chapel in 1965. The following month, the first service was led by Rev. Truett Smith. During the spring of 1969, the first preschool Christian program was organized and named Gladeview Baptist Kindergarten, which later became Gladeview Christian School.

In 1987, Pastor Michael Rodriguez founded Templo Biblico de Miami with a small group of Christians. After consistent growth and perseverance, the Lord allowed Templo Biblico de Miami and Gladeview Baptist Church to merge in 2002. They are now one congregation under the leadership of Pastor Michael Rodriguez. The church then initiated a process of reorganization, transformation, and growth in all areas of the ministry. This included building a new wing of classrooms for the school in 2007 and a new, beautiful sanctuary in September of 2014. Today, Gladeview Baptist Church and Gladeview Christian School are growing steadily and serving God through the school and the church. By God's grace, we are looking to establish an additional education building as we continue expanding our campus.

### **Statement of Faith**

Gladeview Christian School is a ministry of Gladeview Baptist Church. We believe in the inspiration of the Bible, both the Old and the New Testament; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ.

We believe in one God, existing in a Trinity of Persons; Father, Son and Holy Spirit, who are co-eternal and have equal dignity and power.

We believe in Jesus Christ's death on the cross for the redemption of our sin, and His resurrection on the third day for our justification. We believe that He has ascended into Heaven, and is now seated on the right hand of the father, interceding for all those who come unto God by Him. We are "looking forward for the Blessed hope and appearing of the glory of our great God and Savior, Jesus Christ."

We believe that the true church, which is the body of Christ, is formed by the work of the Holy Spirit in all those who trust in Christ as their personal Savior (Ephesians 2:22).

We believe that the Christian's ministry is recognizing the lost condition of all those who fail to accept the Gospel message and it is our responsibility to follow the Great Commission found in Matthew 28:19-20.

We believe man is saved by grace through faith in what Christ has done for us on the cross, not by our own merit; it is a gift of God

We believe that the child of God has been given a new nature at the time of salvation and is enabled to live a Godly life only by the power of the indwelling Holy Spirit.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). We believe that the term “marriage” has only one meaning: the uniting of one naturally born-man and one naturally born-woman in a single, exclusive union, as delineated in Scripture.

Believe that God has commanded that not intimate sexual activity can be engaged in outside of a marriage between one naturally-born man and one naturally born-woman.

We believe that any form of immorality are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1:26-29; 1Cor. 5:1; 6:9, 1Thes. 4:1-8; Heb. 16:4)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Gladeview Christian School.

### **Our Philosophy**

We believe in the value of Private Education, especially through a Christian worldview. Our School provides a unique blend of academic excellence and distinct values. We believe in providing a joyous and disciplined environment that strives to develop lifelong love of learning and desire for obedience to God.

### **Mission Statement**

Gladeview Christian School exists to provide Christ-centered education, and to equip students to live an active Christian life in today’s world. Our committed staff utilize creative teaching methods and curriculum based on biblical principles to afford students the opportunity to achieve their personal academic potential.

### **Statement of Non-Discrimination**

Gladeview Christian School is a private, non-profit, corporation, licensed under laws of the State of Florida #501(3)-(C). Gladeview Christian School admits students of any race, color, and national or ethnic origin. Gladeview Christian School will make every accommodation possible for individuals with disabilities.

### **Accreditation/Affiliations**

Florida Association of Christian Colleges and Schools (FACCS)  
National Honor Society and National Junior Honor Society (NHS, NJHS)  
Association of Independent Schools of Florida (AISF)  
Associations of Christian Schools International (ACSI)  
Southern Baptist Association of Christian Schools (SBACS)  
National Council for Private School Accreditation (NCPSA)  
Independent Schools of South Florida (ISSF)

### **School Spirit and Verse**

School Colors: Royal Blue & Gold

School Mascot: Panther

School Verse: Proverbs 22:6 *“Train up a child in the way he should go and when he is old, he will not depart from it.”*

### **Objectives of Gladeview Christian School**

The ultimate purpose of education at Gladeview Christian School is to equip students with the necessary skills, and tools, for educational and spiritual growth and development. We do this through the following foundational objectives:

- Provide students with an educational environment that will foster opportunity to become well-balanced, Christ-like persons through proper cognitive, physical, and social development.
- Empower and equip students to live an active Christian life in today’s world.
- Instill in students a sense of responsibility for their own continued spiritual and intellectual growth.
- Encourage students in the development of wholesome Christian attitudes and values by example and by design.
- Broaden the students’ world view through a Christ-centered curriculum that recognizes all truth is from God.
- Lead students to a saving knowledge of Jesus Christ (Mt. 16:26).
- Train students to know and to do the will of God (Ps. 16:8; Mt. 26:39).
- Convince students to stand firm for Biblical principles (Ps. 119:46; Prov. 1:10).
- Teach students self-discipline through submission to God and all other authority (Rom. 13:1; Heb. 13:7; Ps. 40:8).

### **Goals of Gladeview Christian School**

- To teach students that the Bible is the inerrant word of God, and the only reliable guide for living.
- To teach students that Jesus Christ is the only hope of salvation, and that each person must be born again by the Spirit of God to enter into fellowship with God.
- To teach students that truth must be based on Biblical truth to achieve true understanding and wisdom.
- To teach students to think clearly, analytically, logically, and critically.
- To teach students to express themselves in an accurate and clear manner, both orally and in writing.

- To teach students to exhibit Christian graces such as honesty, kindness, and courtesy toward others.
- To teach students to fulfill personal responsibilities.
- To teach students to appreciate American heritage and become productive citizens.
- To teach students to recognize their God-given abilities and to use those skills in a God-glorifying way.
- To teach students to exercise constructive leadership.
- To teach students to appreciate the fine arts and express their creative skills.
- To teach students to exercise discernment and discretion in wholesome physical and mental recreation.
- To teach students study techniques to prepare them for a lifetime of progressive learning.
- To teach students to share the gospel through evangelism and missions worldwide.

### **Resources**

Address: 12201 SW 26<sup>th</sup> Street, Miami, FL 33175  
 Phone Number: (305) 551-6143  
 Fax Number: (305) 225-1632  
 E-mail Address: office@gladeview.org  
 Website: www.gladeviewschool.org

### *Admission*

#### **Admission and Enrollment Procedures & Requirements**

All new incoming students must schedule a tour of the school and apply online. The cost to apply to our school is \$25.00 and it is non-refundable.

**Preschool Students:** Must schedule a class observation and submit reference forms if applicable.

K1: Must be one year old by Sept. 1<sup>st</sup> and walking

K2: Must be two years old by Sept. 1<sup>st</sup>

K3: Must be three years old by Sept. 1<sup>st</sup> and fully potty trained

K4: Must be four years old by Sept 1<sup>st</sup> (*The office of Early Learning only allows students entering K4 eligibility to use the VPK voucher certificate for one year only.*)

**Elementary & Middle School Students:** Must take the entrance exam and submit ALL required documents prior to taking the entrance exam. The cost for the entrance exam is \$50.00 Cash only (non-refundable) for Kinder-8<sup>th</sup> Grade. Required documents include current & previous year's report card (Kinder-8<sup>th</sup> Grade), FSA, SAT, IOWA, Scores (1<sup>st</sup> -8<sup>th</sup> Grade), Reference Forms (1<sup>st</sup> -8<sup>th</sup> Grade).

Our Admissions Team will review all of the applicant's information and notify the parents the status of the child's admission via email. Upon Receiving a letter of acceptance, parents may proceed with enrollment (Pre-K1 to 8<sup>th</sup> Grade) and provide the school the following additional documents before starting school.

Birth Certificate  
Social Security Card  
Student Health Forms (DH-680 and DH3040)  
Tuberculosis Clinical Screening

The certificate of immunization may be obtained from a private physician or the Dade county Health Department. If a child's vaccines are not up to date, or a child is not vaccinated, a letter from the Department of Health must be provided and kept on file.

Parents from Pre-school through Middle School are required to sign a statement of cooperation on their enrollment form.

Admission will be determined based on student aptitude, records and information provided, and availability of classroom space. If a student qualifies for admission in a class with no openings, they will be placed on a waiting list. As openings occur, students will be contacted in the order in which they appear on the list.

### **Re-enrollment**

To receive the early re-enrollment discount, current families must re-enroll by the dead line. The correct fees must accompany all submitted re-enrollment packets to ensure proper enrolment and securing the student's spot for the following year. Family accounts must be current and in good standing to be eligible for re-enrollment. There is a one month period where current families can re-enroll. After that enrollment is open to the public. Enrollment/re-enrollment is not secured until payment is received. Spaces are limited, when classes are filled, student's names are then placed on a waiting list.

- Account balances must be in good standing in order to be eligible for re-enrollment.
- Students must be in academic good standing and be eligible for grade level promotion.
- Students on probation are not guaranteed eligibility for re-enrollment.
- Current GCS K4 students are not guaranteed placement in kindergarten. They must pass the kindergarten entrance exam and pay the discounted fee of \$25.00

### **Kindergarten Admission**

Current GCS Pre-K4 students are not guaranteed automatic placement into Kindergarten. Students entering kindergarten must take the entrance exam and meet necessary academic requirements to be admitted. GCS Pre-School students will not be automatically admitted. Each child must pass the test for admission and complete the interview process as well.

### **Transfer Students**

Transfer students are required to complete all admission and enrollment procedures and provide records of schools previously attended.

### **Withdrawal**

If a family is considering withdrawal from school, please contact the principal before a final decision is reached. Withdrawals from school must be made through the school business office. School records and report cards will not be given to families whose financial account is past due. All accounts must be clear and in good standing for records to be released. Students must turn in all school hard cover books, locker locks, library books, or any other school property on his/her last day of school.

#### Withdrawal Procedures:

1. Notify the administration of the date of withdrawal in writing.
2. Make certain that financial account is clear by checking with financial administrator.
3. Return all school property.
4. Complete the withdrawal form through the business office.

#### **Waiting List**

All classes are capped based on room sizes, and student-teacher ratios. Once a grade level fills, if anyone is interested in being put on a waiting list, they must complete and submit an application and then will be placed on a waiting list in case of an opening. Siblings of students who are already enrolled will be given priority on the waiting list.

#### **Student Records**

The School must be able to contact you in case of illness or emergency that can take place during the school day. Any changes in phone number, employment number or address, are vital pieces of information that must be kept current at all times. This includes names of any person who is permitted to pick-up the student.

#### **Family Rights and Privacy at 20 USC S. 1232G**

Personal records and information will not be released to anyone other than the student's parents. A written request for release of records must be made through the business office with at least a 48 hour notice.

To release records to someone other than the student's parents, the school must receive written consent from the student's parents requesting release of records. The written consent must include the reason for release and the name of the person or organization receiving the records. Or, if the records are required to be released due to a judicial order or subpoena. Parents will be notified of any orders or subpoenas issued.

#### *Financial Information for 2019-2020*

#### **Tuition/Fees**

Preschool Tuition in 10 payments (August - May)

**1 Year Old Program \$5,950.00 annual tuition**

Full Day (7 am-6 pm)	\$595.00/month
Half Day (8:15 am-12 pm)	\$459.00/month
Enrollment	\$250.00
Curriculum Fee	\$100.00 due in June
Activity Fee	\$100.00 due October
School Improvement Fee	Charged per family/see below

**2 & 3 Year Old Program \$5,740.00 annual tuition**

Full Day (7 am-6 pm)	\$574.00/month
Half Day (8:15 am-12 pm)	\$455.00/month
Enrollment	\$250.00
Curriculum Fee	\$150.00 due in June
Activity Fee	\$100.00 due October
School Improvement Fee	Charged per family/see below

**4 Year Old Program (with VPK voucher) \$4,300.00 annual tuition**

Full Day (7 am-6 pm)	\$430.00/month
Half Day (TBA)	Free
Enrollment	\$250.00
Curriculum Fee	\$150.00 due in June
Activity Fee	\$100.00 due October
School Improvement Fee	Charged per family/see below

Elementary & Middle School Tuition in 11 payments (July - May)

**Kindergarten**

<b>\$5,830.00 annual tuition</b>	\$530.00/month
Registration	\$450.00
Curriculum Fee	\$300.00/due in June
Activity Fee	\$100.00 due October
Graduation Fee	\$225.00/ due February 2020
School Improvement Fee	Charged per family/see below

**1<sup>st</sup> Grade**

<b>\$6,446.00 annual tuition</b>	\$575.00/month
Registration	\$450.00
Curriculum Fee	\$400.00/due in June
Activity Fee	\$100.00 due October
School Improvement Fee	Charged per family/see below

**2<sup>nd</sup> – 5<sup>th</sup> Grade**

<b>\$7,106.00 annual tuition</b>	\$682.00/month
Registration	\$450.00
Curriculum Fee	\$400.00/due in June

Activity Fee	\$100.00 due October
School Improvement Fee	Charged per family/see below

**6<sup>th</sup> – 8<sup>th</sup> Grade**

<b>\$7,502.00 annual tuition</b>	\$682.00/month
Registration	\$450.00
Curriculum Fee	\$400.00/due in June
Activity Fee	\$100.00 due October
Science Lab Fee	\$70.00/ due August 1st
Graduation Fee	\$275.00/ due February 2020
School Improvement Fee	Charged per family/see below

**Description of Tuition and Fees**

Tuition is annual and broken down into 10 monthly installments for preschool, and 11 monthly installments for Elementary and Middle School. Please note all fees are non-refundable and must be honored by the due date to secure your child’s placement. The school does not reimburse tuition or fees due to holidays, family vacations, absences due to illness, acts of God, or weather related school closures.

**Enrollment Fee** is paid online and due upon submission of enrollment/reenrollment forms

**Curriculum Fee** is due on or before June 1<sup>st</sup>

**School Improvement Fee** is due on or before June 1<sup>st</sup> This fee is per family and is charged annually to generate funds for current and future facility improvements. We would greatly appreciate your consideration and prayer when making this decision.

- Panther’s Paw \$ 350.00 (minimum)
- Platinum Panther \$ 550.00 or more Families will be recognized in our school yearbook

**Activity Fee** is due on or before October 1<sup>st</sup>. The fee is per student but has a family maximum of \$200.00

**Graduation Fee** is due by February 1st. It includes 3 tickets to the banquet (graduate plus 2), as well as the cap and gown.

**Discounts Available:**

10% Discount on Siblings: 10% discount on the younger child(ren)’s tuition.  
(cannot be combined with other discounts)

5% Tuition Discount: Full annual tuition is paid by August 1, 2019 2.5% Half-year tuition discount: Advanced five month payment (excludes scholarships)

\$100.00 Off Enrollment Fee for active military (proof required)

\$200.00 Family referral credit. Referred student must be enrolled for at least one full semester. (August- December) and the referral family's name must be noted on the child's application form. Credits are issued the second semester.

## **Morning & After Care Fees**

### **Preschool:**

Morning and Aftercare are included in the tuition for FULL DAY Students

### **Elementary & Middle School:**

**Morning Care:** (7:00am- 7:45am) \$3.00/day per child for any time within those 45 minutes. (Students in Kinder-5<sup>th</sup> Grade who arrive before 7:45am will automatically be signed in to morning care, unless a parent is present.)

**After Care:** (3:30pm- 6:00pm) Except Wednesdays (2:45pm-6:00pm) \$4.00/hour per child (not available to half day only students, or to VPK ONLY students. Any student not picked up by 3:30 (or 2:45 on Wednesdays) will automatically be signed in to aftercare.

**Monthly Morning and Aftercare Bundle** (7:00am-6:00pm) \$130.00/monthly per child

## **Financial Policies**

- Account balances are due the 1<sup>st</sup> of the month. A late charge of \$50 will be applied if the balance is past due.
- Checks returned by a bank due to insufficient funds will incur a \$30 fine.
- If a payment is not received by the 10<sup>th</sup> of the month, students may be placed on financial suspension until the account is current. Financial suspension penalties include: a hold on student report cards and/or transcripts, ineligibility to sit for semester exams, participation from sports of extracurricular activities, and exclusion from end of year programs and/or graduation/promotion ceremonies.
- Full tuition is charged until a student is officially withdrawn from school. Any portion of the month is considered a month.
- All fees are non-refundable and must be paid by the due date. Enrollment fees must be paid online upon submission of a completed enrollment packet.
- A statement will be emailed the 20<sup>th</sup> of each month. This statement includes tuition charges, before and after school care, lunch, and any other applicable monthly charges.
- Any morning and aftercare charges will be added to monthly statements and be billed monthly.
- Extracurricular activities fees must be paid by the deadline and may not be added to account balances.
- The Office of Early Learning is responsible for finalizing the provider contracts. Hours of eligibility for VPK ONLY students are subject to change each year.
- VPK only students are required to adhere to the VPK attendance policy to avoid forfeiting their VPK certificate.
- **Late Pick Up Policy:** Students who are not picked up by 6:00 p.m. will incur a late charge of \$1.00 per minute. In the same manner, students who are sent home with an illness, fever, head lice etc. need to be picked up within an hour and a half of the time the parent is contacted.

## *General Information*

### **Hours of Operation**

#### *School Office Hours*

M-F 8:00AM - 4:00PM (Except on Holidays or days the school is closed).

To reach an aftercare staff member, call the school office and dial extension 1025.

### School Day Hours

#### Preschool

VPK ONLY students	8:15AM -11:15AM (subject to change each year)
8:15 AM -12:00 PM	Half-day Schedule
8:15 AM - 3:00 PM	Full Day Schedule

#### Elementary and Middle School Schedule

K-5	8:15 AM - 3:00 PM
1 <sup>st</sup> -5 <sup>th</sup> Grade	8:15 AM - 3:15 PM
Middle School	8:00 AM - 3:00 PM

#### Early Dismissal on Wednesdays

K1- Middle School 2:30 PM

### **Morning Care Hours**

Early morning childcare is available from 7:00 a.m. until 7:45 a.m. for \$3.00/day per child.

(This fee does not apply to those preschool students registered for the full day program)

- Students **may not** be dropped off before 7:00 a.m. Any student who is found on campus before 7:00 a.m. is considered trespassing and is subject to consequences of violations.
- Students are to remain in their designated Morning Care posts until a teacher comes to pick them up.
- Morning Care locations are subject to change each year according to the space limitations and the number of students enrolled. Please contact the school office for exact locations.

### **After School Care Hours**

After school care begins at 3:30pm for 1<sup>st</sup>-5<sup>th</sup> Grade, at 3:15 for Kinder and 6<sup>th</sup>- 8<sup>th</sup> Grade and ends at 6:00pm. During that time, students will have snack time, homework time and playground time. Aftercare locations are subject to change

*\*Aftercare begins at 2:45pm on Wednesdays due to early dismissal for all grades\**

### **Drop Off/Pick up & Dismissal**

#### **Gates/Entry/Exit**

**Please respect all traffic laws and security measures at all times.**

All vehicles must enter the school through the Coral Way entrance.

All Vehicles must exit through the back gate onto 122 Ave. (except half day dismissals, which enter and exit through coral way). **It is a RIGHT TURN ONLY when exiting through the back gate onto 122 Ave. Left turns are illegal.**

During the Drop off, all gates are open. At 8:15am, the middle gate closes and all students must enter through the main office. ***All parents must be off campus by 8:30am, unless there is a special event, or Chapel.*** During school hours all vehicles must enter and exit through the Coral Way gate. The middle gate will open at 2:50pm (2:15pm on Wed.) and will remain open until 3:30pm. After 3:30, parents must park in the main parking lot and pick up their child from aftercare. ***For security and safety reasons, only students who are signed in to aftercare are to***

*remain on campus. All other students and parents must be off campus by 4:00 p.m. unless they are participating in an extracurricular activity, school-sponsored activity, sports game, tutoring, or other activity approved by administration.*

The middle gate only remains open during home games for sports.

All Vehicles must park in a designated parking space. Any parked car that blocks another parked car, or is left unattended in a non-parking spot is subject to receiving a parking ticket by MDPD, or being towed.

### **Signing out Early**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final thirty (30) minutes of the school day unless there is an emergency, or sickness or is authorized by the Principal or Principal's designee.

If a student needs to be signed out before the regular dismissal time, the child must be signed out through the main office and wait for the child to be escorted to the office.

**Preschool Drop Off:** Parents must park and drop off their child(ren) in his/her classroom by no later than 8:15 am. After 8:15 am students must get a late pass from the office.

**Preschool Pick Up:** Parents must park and pick up their child(ren) in his/her classroom by 3:00pm. After 3:30pm students are signed in to aftercare, and at 4:00pm they are merged with another class within their age group range until 5:45pm. From 5:45pm -6:00pm students will be picked up in the Chapel (in front of the main office). Aftercare locations are subject to change. *Codes for the preschool hallway door, are issued annually at the beginning of the school year before the first day of school.*

### **Half Day Dismissal for Preschool Students**

Dismissal for half day students is at 12:00 PM. Parents must sign in and obtain a visitor's pass, and may go to their child's class between 11:55am and 12:15pm for pick up. All parents must be off campus by 12:30pm

**Elementary Drop Off:** All elementary students have the option to drive through drop off between 7:45am and 8:15am.

After 7:45am students are to report directly to their classrooms. After 8:15am students must get a late pass from the office.

**\*Please note: Parents are not allowed in the upstairs hallway as Middle School is in session during that time.** *Due to limited parking, and to give priority to preschool parents and lower elementary parents, drive through drop off is highly encouraged for students in 4<sup>th</sup> & 5<sup>th</sup> grade.*

### **Elementary Pick Up:**

Kindergarten pick up is at 3:00pm and students may be picked up from their classroom.

At 3:15pm, Kindergarten students will be signed-in to aftercare and taken to the cafeteria.

1<sup>st</sup>- 5<sup>th</sup> Grade dismiss from the cafeteria via drive through pick up at the back of the school (from 3:15pm - 3:30pm.

**Parents who wish to park and pick up their child(ren) from the cafeteria, must wait outside**

**the cafeteria and wait for their child to be called and come to the door. If a parent has a question or would like to speak to the teacher, they can email the teacher directly, or wait until after dismissal to speak to the teacher.** From 5:45pm -6:00pm students will be picked up in the Chapel (in front of the main office). Aftercare locations are subject to change.

**Middle School Drop Off:** Parents must use the drive through drop off for their child(ren).

**Parents are not allowed in the upstairs hallway.** Students must be in their class by no later than 8:00am. After 8:00am, students must get a late pass from the office.

**Middle School Pick Up:** Dismissal for middle school begins at 3:00pm. Parents must use the drive through pick up option at the front of the school. After 3:15pm students are signed in to aftercare and parents must park and get off to pick up their child. From 5:45pm -6:00pm students will be picked up in the Chapel (in front of the main office). Aftercare locations are subject to change.

Students will not be permitted to leave campus alone for any reason. If a weather emergency or any lock down procedure occurs before dismissal and extends past the end of the school day, students will NOT be dismissed until the weather emergency or lock down has terminated. During a weather emergency, parents may park and pick up their students directly from the classroom at their own risk. A student will only be released to a third party, during a weather emergency, if permission is given to a teacher or an administrator by the parent.

No students will be authorized to get into a taxi, Uber or any other form of transportation without an authorized adult being present. Written consent must be provided to authorize the student. If a student is being picked up by another parent, written permission must be given ahead of time to the school office and teacher.

Dismissal is a very busy time of the day with many people on campus. Please be patient and respectful to others in the drive through line and while being on campus.

Students will only be dismissed to a parent, legal guardian, or an authorized person listed on the child's enrollment form. Any student being signed out early, must be signed out through the school office. The receptionist will call the classroom to send the child to the office. Parents are not permitted in the hallways or classrooms during the school day. As a protection for your child, we cannot accept a telephone call as a satisfactory way of requesting early dismissal.

**After dismissal, the GCS field, basketball court and playgrounds are STRICTLY OFF LIMITS to any student, sibling of a student, or parent. These areas are for students to use while they are in the care of a teacher or Gladeview staff member. In the same manner, during the school day, these areas are OFF LIMMITS, to siblings of students, parents or GCS students who are dismissed from any half day program.**

**Siblings of GCS students who attend another school MAY NOT be in aftercare or on campus unless picking up their sibling from aftercare or accompanied by a parent.**

**Any violations of these policies are considered a breach of security and could result in legal action.**

## School Lunches

Gladeview Christian School has a hot lunch program available. Students may also bring a nutritious lunch from home. Parents will receive a lunch menu in advance to pre-order meals. Preordered lunches are \$4.50 per meal. Lunches that are not preordered or submitted by the deadline (10<sup>th</sup> of the previous month) are \$6.50 per meal and limited to alternative options only. If a child preorders a regular meal, and they would like to change to an alternative option after the submission deadline, they are subject to the \$6.50 charge as they did not pre-order an alternative option. Lunch menus should be submitted to the teacher or e-mailed to the office at [office@gladeview.org](mailto:office@gladeview.org)

- Bottles of any kind, sodas, and canned puddings, fruit, etc. with metal tops are not allowed.
- Students should not have candy or gum packed in their lunch.
- A relaxing atmosphere without loud talking or rowdiness is expected. Students are also expected to keep the cafeteria tables and floor clean. Failure to abide by this expectation can result in cafeteria cleanup duty.
- Students will be expected to conduct themselves in an orderly manner while going to, in, and returning from the lunchroom. This includes showing respect to their peers as well as all school authority/personnel. Students who do not comply will be subject to disciplinary action, including but not limited to detention, lowered conduct grade, suspension or expulsion.
- The student should conduct himself/herself as though he/she were in a classroom participating in a class activity in which normal conversation is permitted.
- Students are required to eat lunch in the cafeteria unless approved by administration otherwise to eat in another designated area.

### Cafeteria Rules:

1. Use table manners.
2. Speak only to students seated at same table in a low voice. If the lunch room is too loud, students will be required to have silent lunch.
3. Stay seated until lunch dismissal.
4. Each person cleans up his/her own trash from the table and the floor.
5. Line up and stand quietly.

Students will **not** have access to microwave ovens. Therefore, all foods brought from home that require pre-heating will have to be prepared at home and brought in a thermos container (no glass vacuum-ware). We apologize for any inconvenience.

Lunches brought from home must be in a lunch box. No paper or plastic bags allowed except for field trips.

**For the safety reasons, food delivery services to students is strictly prohibited and will not be allowed on campus.**

Elementary and middle school students may only eat or drink in classrooms with the teacher's permission or during parties approved by the administration. Students with medical conditions (such as diabetes or anemia), which may require that they eat or drink at certain times, must inform administration.

The vending machines and the concessions are off-limits to students except during lunch, snack times and after school.

### **Breakfast**

Many mid-morning complaints of headache and nausea can be attributed to a lack of breakfast or dehydration. There are an alarming number of students who come to school without any food or drink for breakfast. Please insure that you have snacks (i.e. Nutri Grain bars, etc.) in your child's backpack for those mornings when they may miss breakfast. Failure to eat breakfast not only affects their physical well-being, but affects their ability to concentrate in school.

GCS sells a variety of breakfast items most school mornings. On special occasions, or half day dismissals where there is no aftercare, no breakfast is served. Students who are eating breakfast are required to eat at the designated tables **ONLY**.

### **Food Standards & Allergies**

**GCS is a peanut & nut sensitive school. Due to the amount of allergies in children, please avoid sending any peanut or nut products. Alternatives such as almond butter or sunflower butter are acceptable.**

- Parents **MUST** notify the teacher and the school office if their child has any allergies, both verbally and in writing.
- **If a child is on a special diet**, food must be prepared from home, and parents must provide a written note to the office about the diet. A copy will be given to the teacher for the safety of the child.
- Any half-day preschool student who is not picked up on time by 12:30 p.m will automatically be given a hot lunch from the school. The parent will be responsible for the lunch charge of \$6.50 that will appear on the financial statement.

### **Immunizations**

Students attending GCS must meet all the State of Florida immunization requirements in order to attend class. Students who do not have immunizations up to date must provide a letter from the Department of Health.

**AS REQUIRED BY THE DEPARTMENT OF HEALTH, NO STUDENT WILL BE ALLOWED TO ATTEND SCHOOL WITHOUT CURRENT HEALTH FORMS OR A CERTIFICATE OF WAIVER ON FILE.** Failure to provide these forms on time, will result in the child being sent home from school until proper immunization(s) have been completed. **NO EXCEPTIONS. All health forms must be renewed each year.**

### **Head Lice**

For the protection of all GCS students, there is a "NO NIT" policy in place at the school. Lice are spread by close physical contact. **Parents should check their child's hair weekly**, using a fine comb and bright light. Please notify the school if you discover lice in your child's hair. Throughout your child's schooling, GCS will arrange head lice inspections of students.

The management of head lice infection works best when all children are involved in our screening program. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

The inspections of students will be conducted by a Gladeview staff trained person approved by the principal. Before any inspections are conducted, the person conducting the inspections will explain to all students what is being done and why, and it will be emphasized to students that the presence of head lice in their hair does not mean that their hair is less clean or well-kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying, and something can be done about it. The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the principal. The school will make appropriate contact with the parents/guardians.

**Please note that health regulations require that when a child has head lice, that child should not return to school until appropriate treatment has been completed and the child is nit free.**

- If a child is found to have head lice, the child will be removed from the classroom, the parent(s) will be notified to come pick up their child and have the lice properly treated.
- The child **MUST** be nit free, and provide a doctor's note or certificate of clearance before returning to school.
- The student will need to be picked up **within an hour and a half** of the time the parent was contacted to avoid charges.
- All parents of that particular class will also be notified that there has been a case of lice in the classroom, but all privacy policies will be respected.
- **NO STUDENT WILL BE ALLOWED BACK IN SCHOOL AFTER BEING SENT HOME WITH HEAD LICE WITHOUT FIRST BEING RECHECKED BY THE SCHOOL OFFICE PERSONNEL.**

### **Communicable Diseases**

Any student or employee with a communicable disease for which an immunization is required by law or is available, will be temporarily excluded from school while ill and during the contagious period. Students and employees with communicable diseases for which an immunization is not available will be excluded from school while ill. A doctor's note may be required to verify the student is not contagious. **It is the responsibility of the parents to report any communicable disease that their student may have so that appropriate measures may be taken.**

Gladeview Christian School reserves the right to make all final decisions necessary in order to control the spread of communicable diseases in the school.

A staff member who suspects that a student has a communicable disease will immediately inform the principal. The reported diseases include the following:

• Amebiasis

• Legionellosis

• Shigellosis

<ul style="list-style-type: none"> <li>• AIDS</li> <li>• Babesiosis</li> <li>• Campylobacteriosis</li> <li>• Chancroid</li> <li>• Chlamydia</li> <li>• Chickenpox (Varicella)</li> <li>• Clostridium Difficile Infection</li> <li>• Crabs</li> <li>• Cryptosporidiosis</li> <li>• E Coli</li> <li>• Eastern Equine Encephalitis (EEE)</li> <li>• Ehrlichiosis</li> <li>• Giardiasis</li> <li>• Gonorrhea</li> <li>• Hepatitis A   B   C</li> <li>• Herpes</li> <li>• Hib/Haemophilus</li> <li>• Influenza Type A or B</li> <li>• HIV</li> <li>• Human Papillomavirus</li> </ul>	<ul style="list-style-type: none"> <li>• Lyme</li> <li>• Measles</li> <li>• Malaria</li> <li>• Meningitis</li> <li>• Molluscum Contagiosum</li> <li>• MRSA</li> <li>• Mumps</li> <li>• Nongonococcal Urethritis (NGU)</li> <li>• Norovirus Infection</li> <li>• Pediculosis</li> <li>• Pelvic Inflammatory Disease (PID)</li> <li>• Pertussis (Whooping Cough)</li> <li>• Polio</li> <li>• Rubella (German Measles)</li> <li>• Rabies</li> <li>• Rocky Mountain Spotted Fever</li> <li>• Salmonellosis</li> </ul>	<ul style="list-style-type: none"> <li>• Scabies</li> <li>• Sexually Transmitted Diseases</li> <li>• Streptococcal Disease (Group A)   B</li> <li>• Syphilis</li> <li>• Tuberculosis</li> <li>• Varicella (Chicken Pox)</li> <li>• West Nile Virus</li> </ul>
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**Sick Policy:**

When a child is not feeling well, exhibits chills, fever 100.0 or over, any communicable diseases, red or swollen joints, constant coughing caused by virus, heavy nasal discharge, diarrhea, nausea vomiting, earache, skin rash or sores, inflamed or swollen eyes, or sore throat, he/she should remain at home until he/she is no longer contagious.

**If your child has a fever or diarrhea, and is vomiting during the night, DO NOT bring your child to school the following day. Students must be Fever free for at least 24 hours without**

### **medication before returning to school.**

**A doctor's note may be required to return to school if the child has been out of school for more than 3 days.**

GCS offers care for minor injuries & scrapes. In case of an emergency, the school will call 911 and then contact the parent.

First aid will be administered; however, no medical treatment or medication will be given without a physician's written consent.

If a student visits the office due to illness and is unable to return to class, parents will be contacted and arrangements made for him/her to go home. **The student(s) must be picked up within an hour and half of the time a the parent was contacted.** Students with any type of infectious illness or condition such as childhood communicable disease, infections of the skin or eyes, head lice, etc. must receive proper treatment from a physician must bring a note and be checked by the school office before returning to class. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school regarding any limitation of activities or special consideration.

Some students have medical conditions such as diabetes, asthma, allergies, seizures, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school. In some cases, additional training may need to be provided by the parent to a GCS staff member to ensure proper care and administration as well as provide written consent for care.

### **Administering Medicine**

*All medication that is administered by the school must come from the parent or physician with written consent stating the proper dosage and name of the medication.*

If a student needs to take a prescribed medicine during the school day, the medicine must be left in the school office accompanied by a GCS medication form that is to be completed by the parent, or a doctor.

All prescription drugs and over the counter medications must be left at the office to be administered to the student at specified times.

*The parent is responsible for calling the school and advising the staff of the time to administer medication.* Students are not permitted to administer medications to themselves or others. Students could be expelled if found with medication in their possession.

### **Administering Medicine on a Field Trip**

The medication policy during field trips is a simple extension of the on-campus medication policies. No student is allowed to carry either on their person or in their bags any over the counter or prescription medications. **THIS INCLUDES TYLENOL AND COUGH MEDICINE.** This is for the protection of your child and other students on the trip. Parents should give any medications deemed necessary during a field trip to the chaperone in charge of their child on the field trip with a medication authorization form.

### **Website**

Many important documents, such as the monthly calendar of events, lunch menu, uniform policies, employment, student resources and parent handbook are posted on the website regularly. Links to Parents Web are also available for academic grades. As part of the enrollment/re-enrollment process, each parent must read the parent handbook and acknowledge by signature upon submitting the enrollment/re-enrollment packet. Parents must also acknowledge **web consent (approved or denied)** regarding consent to use photographs in school publications and social media accounts operated by GCS.

### **Lost and found**

Students and parents are encouraged to mark all personal items that are brought to school including each piece of clothing. A lost and found area is located in the school office for unmarked items. At the end of each quarter those items not claimed will be given to a charitable organization.

### **Lockers**

It is the responsibility of each student to take care of his locker. Lockers should be clean and orderly. School locks, which are school property, will be issued during the first week of school. No other lock will be permitted. If school lock is lost, a replacement must be obtained from the school office and account will be charged \$5.00. Students should never give their combinations to other students. It is the student's responsibility to keep the locker combination secure and locker locked. Students are requested to limit the number of trips they make to lockers to minimize congestion. Additionally, it is each student's responsibility to take care of their books and all other personal possessions. All belongings must be either placed in the student's locker or be carried by the student in his/her school bag. Personal belongings must NEVER be left unattended during the school day. No locker changes may be made without prior approval from the administration. Any student found to be damaging or altering their own or somebody else's locker will be found in violation of school property and will be disciplined accordingly. Parents may be subject to be financially responsible for damages. All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate. The school assumes no financial responsibility for items taken from lockers. Gladeview Christian School reserves the right to open lockers for periodic examination if necessary.

### **Chapel**

Traditionally, Gladeview Christian school shares responsibilities with the parents for character development. Part of this responsibility is expressed through Chapel, which occur once a week. All students are expected to be present for Chapel.

GCS is committed to proclaiming God's Word through these weekly chapel services and to transforming lives through the work of the Holy Spirit. Chapel services provide an opportunity for corporate worship and praise through prayer, singing, testimonies, special music, and Biblical teaching. Services are designed to minister to the student body and to encourage personal growth and service to God. Visiting pastors, guest speakers, musical groups, drama groups, faculty, and students all have opportunities to speak in chapel throughout the school year. Parents are always welcome to attend chapel services.

In Middle School, a week is set aside each semester for Spiritual Emphasis. Chapel is held every day during these weeks as the school focuses on what it means to love and serve God. All students in Kindergarten – 8<sup>th</sup> grade are required to wear proper Chapel attire.

### **School Closures**

Please refer to the annual calendar for specific dates of school closures and events. Event dates are subject to change, and school closures due to natural disasters are subject to be rescheduled.

### **School Closures due to Natural Disasters**

In case of emergencies such as hurricanes, disasters, etc., information will be made available via email, social media and through our parent alert system. Announcements regarding school closures will also be announced on local TV stations. ***We typically observe the same closures as Dade-County Public Schools.*** Parents will be advised of the reopening of the school by administration via parent alert or by email and or social media. If an emergency requires early dismissal, the usual dismissal procedures will be followed. In the event of emergencies, all students who remain after the early dismissal will be under supervision in the school office until picked up.

### **Field Trips**

Teachers plan field trips from time to time during the school year and will email parents with an explanation of the field trip. Any student who is on disciplinary or academic probation is subject to be excluded from participating in field trips. All students attending must have a signed liability release permission form from their parents in order to participate in field trips. Parents are welcome on school field trips; however, space is often limited on school vehicles for only one parent to ride the bus. Therefore, any additional chaperones or parents may have to provide their own transportation. Additionally, some entrances allow only a limited number of chaperones. If you are unable to chaperone your child's field trip, you must sign written consent for another parent or staff member to chaperone your child.

**Preschool field trips require that every child has an adult chaperone in order to participate.**

All students and chaperones participating in a field trip must wear Gladeview Christian School uniform, or Friday T-shirt for all field trips unless otherwise specified by the teacher or principal. Friday T-shirts are available for parents to buy and wear on field trips in the school office. Parent volunteers/chaperones attending school functions are also requested to follow these standards.

Childcare is not provided to preschool students who do not attend field trips.

Elementary and Middle School students that are not participating for any reason other than illness, his/her attendance is **required at school** for the entire day. If students do not participate in the field trip and do not come to school, it will be an unexcused absence unless otherwise authorized by the principal.

For liability reasons the school is responsible for contracting transportation services that carry the state required liability coverage. All students and parents attending the field trip must ride on the

bus to/from the field trip. Students may NOT leave the field trip on any other form of transportation.

The only exceptions are as follows:

1. If the parent chooses to go to the field trip on their own accord with their child. The student to be taken or picked up by their own parent understands that their child is their responsibility and is not covered under the insurance.
2. The bus is full and may require additional chaperones to follow in their own car.

If the school does not provide transportation, the parent will be responsible to make arrangements for their student. Students should wear Friday t-shirts to field trips unless otherwise specified by the teacher or administration.

### **Fundraisers**

In order to enable Gladeview Christian School to purchase additional items or make additional improvements, while keeping tuition rates as low as possible, fund raising campaigns will be conducted throughout the year. Parent participation is encouraged.

Fundraisers that are for particular classes or class trips are limited to no more than 2 per month and must be approved by administration.

### **School Pictures**

School pictures for the yearbook will be taken twice a year, once during the first month of school as well as a makeup session, and another session in the Spring for class group pictures. There are no makeup sessions for class group pictures. Pictures are handled by Herff Jones Photography, Any payments or retakes are handled directly by Herff Jones.

GCS may host special holiday photos and offer packages for sale. Retakes or refunds are not offered. Sports team photos are handled by GCS.

### **Faculty Credentials**

The faculty and staff of Gladeview Christian School are selected on the basis of Christian character, teaching ability, and scholastic achievement. The entire faculty is born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. Each member has been carefully selected and prayerfully chosen by the administration. Teachers meet all standards set by the state of Florida. Preschool teachers are required to have training be certified in Early Childhood Education. Each teacher, is required to complete 25 continuing education hours each year.

### *Attendance*

#### **Attendance/Absence**

Attendance and punctuality are essential for learning. Excused absences include those for illness, death in the family, and medical appointments. Medical appointments should be scheduled after school whenever possible. Absences for vacation will not be excused unless permission is

requested and approved in advance, and the student is performing satisfactorily.

A student may not participate in sports on a day when he/she is not present in school. Athletes are required to be in attendance by 10am in order to participate in an athletic event on that day.

Absences without a note are considered unexcused. Parents will have 3 days to present a note to the office stating the reason for absence. After 3 days, if a note is not received, the absence will be unexcused regardless of the reason.

A doctor's note may be required to return to school if a student has been absent three consecutive days or more.

### **Tardies**

A student is considered tardy if he or she is not in the classroom at the time class is scheduled to start. A note from a parent or doctor must be presented if the tardy is to be excused.

Tardiness without a note is considered unexcused. Parents will have 3 days to present a note to the office stating the reason for tardiness. After 3 days, if a note is not received, the tardy will be unexcused regardless of the reason.

Understandably, emergencies and unexpected events can cause tardiness, however, the school is unable to control the amount of traffic during arrival times, therefore, it is the parent's responsibility to ensure that their child(ren) are in school on time. We strongly ask for your cooperation in helping your child get to school on time so they will learn to be reliable and responsible.

**A student with more than 3 unexcused tardies per quarter will not be eligible for Honor Roll. A student with 10 or more unexcused tardies per quarter will not be eligible for after school sports or performances for the remainder of the year and may not be eligible to participate in any other school related activities.**

### *Home/School Communication*

#### **Communication**

Communication is an essential tool in achieving academic success. The vehicles for communications from teachers may include telephone calls, personal notes, progress reports, and notes of commendation. Parents may also communicate with faculty and administrators by e-mail. Parental concerns and questions should be directed first to the respective teacher. If parents do not receive a satisfactory response from the teacher, parents may contact the Assistant Principal or the Principal.

#### **RenWeb**

All families are expected to open a *free* RenWeb online account to stay connected and informed via email, as well as text message parent alerts, keep student information up to date, view grades etc. For your convenience, a RenWeb app is available for a small annual charge, but it is not required.

Elementary school parents and students have access to their child(ren)'s grades through RenWeb. We encourage parents to be active members and to consult these grades on a regular basis. Please keep in mind that teachers need adequate time to grade and update these records for your convenience.

Middle School Parents also have access to the homework through RenWeb.. A parent's or student's access to certain aspects of the open gradebook could be limited if the family has any kind of outstanding financial balance with the School.

### **Signed Documents**

Parents must sign and return important notices and school papers such as permission slips, referrals, uniform notices, discipline notice, or detention slips etc. promptly. Questions regarding grades, school functions, classroom practices, or disciplinary action should be directed to the respective teacher, the office or administration.

### **Orientation Meetings**

Each year, NEW families are invited to attend "New Family Orientation". Before the school year begins, parents and students are invited to attend "Back to School Open House" for a meet and greet opportunity as well as drop off school supplies. At least one parent of each student is encouraged to attend.

Each year, there is an Open House night for parents only, that is broken into three sections: Preschool, Elementary, and Middle School. Each group first meets in the chapel to be addressed by the Principal and/or Assistant Principal. New rules and policies will be thoroughly explained. Once school wide policies have been reviewed, parents will be dismissed to visit individual classrooms where the teacher will explain class procedures, rules and expectations.

Middle School parents will rotate to each of their classes for fifteen minutes at a time.

### **Parent-Teacher Conferences**

Parents are encouraged to schedule conferences at least once a year with teachers to discuss student progress. Parents can schedule conferences by emailing their child's teacher. Attempts should not be made to confer with teachers during school programs or at unscheduled times before and after school. Teachers are always willing to work with parents to schedule conferences at mutually convenient times.

**Teachers cannot take calls during the school day to answer questions. The best way to contact the teacher is to send an email, or call the school and leave a message for the teacher. He/she will contact you at his/her earliest convenience.**

In the event of a conflict, parents should always speak to the teacher first about an issue at a scheduled meeting. Parents should make an appointment so the teacher's daily schedule will not be interrupted. If a parent meets with a teacher and the issue cannot be resolved, then the teacher will schedule a meeting time where the teacher, principal or assistant principal, and parent will all be present.

### **Surveys**

An end-of-year survey is distributed to all families with students enrolled at GCS. The survey covers many areas such as school grounds, facilities, teachers, administration, cost of tuition, and extracurricular activities. The survey is completely anonymous and is to be submitted to the school office in a designated drop box.

### **Cell phones**

A telephone in the office is available for use by the students and parents. Students must get

permission from the office before using the phone. Telephones may be used before and after school, at lunch, or with a note from the teacher. Students will not be allowed to make arrangements on the phone for going home with other students. These arrangements must be made in advance and a written permission slip must be presented to the office in order to allow a student to leave with other student.

\*It is Gladeview Christian School's policy never to give out phone numbers or addresses of any student, parent, or staff member without prior permission.

Students with cell phones MUST leave their cell phones OFF, or on silent mode while at school. **Elementary students** must keep their cell phones in their bookbag at all times. If a student needs to call home, he/she must get permission to do so and use the school office phone.

**Middle school students** must keep their cell phones OFF or on silent mode and must place it in the appropriate holster provided in each classroom. Students who do not comply with this policy will be subject to receive demerits.

**Cell phones found in the possession of students during the school day will be confiscated. Confiscated phones will only be returned to the parents by their request to the school office. Gladeview Christian School is not responsible for loss or damage of any student cell phone.**

### **Visitation**

Once the school day begins, all parents must be off campus by 8:30am for security reasons. In order for teachers to begin their daily scheduled activities. K5-8th grade parents are not allowed to go to their child's classroom after class has begun. *Students in K1-2<sup>nd</sup> Grade who arrive late, may be escorted to their class by a parent with clearance from the front office.*

If lunches, homework, or any other articles, need to be dropped off for any student (K1-8<sup>th</sup> Grade) they may do so at the front office. The office personnel will make sure these items are delivered. If parents need to speak to the teacher, please leave a message in the front office and the teacher will call you at his/her convenience. Students may not be interrupted from their school day to be called to the office unless they are being signed out.

Classroom visits are not permitted unless solicited by the teacher or administration.

All visitors are required to check in with the security guard and the front desk. Visitors must sign in and obtain a visitor's pass to wear the entire time they are on campus. All visitors must display a visitor parking pass on their dashboard.

Security breaches are not taken lightly, violators are subject to be persecuted by the law.

### **Birthday Parties**

Birthdays can be celebrated in the courtyard during lunchtime on Fridays for no more than 30 minutes. The parents of children celebrating their birthdays need to coordinate the activity with the teacher in advance. Birthday celebrations should be simple as far as food and decorations. No clowns, dressed up characters, bounce houses or face painting is allowed.

Parents are responsible for dropping off and picking up their children every day. **If someone other than a parent is transporting a student, they must be listed as an emergency contact and authorized to pick up their child(ren).**

**Hired Transportation**

Parents who use a bus service to transport their child(ren) are also required to list them as an emergency contact including the name of the bus driver(s).

Parents are also responsible for transportation to off-campus events, such as spelling bee competitions, or sports events, unless a transportation service has been hired by the school. Please see the section entitled “Field Trips” for complete details regarding hired transportation.

*Academics*

Gladeview Christian School is committed to providing quality education and care and strives to establish lifelong learning in every student. GCS offers a variety of programs beginning in Pre-K 1 through 8<sup>th</sup> grade. All of our students are provided with fundamental tools to obtain an excellent education. GCS students use a Christian worldview curriculum that challenges them and enables them to perform at higher academic levels. Our 8<sup>th</sup> grade graduates, leave GCS with High School credits in Math, Science and Foreign Language.

**Curriculum Guide:**

<b>PRESCHOOL</b>	<b>ELEMENTARY</b>	<b>MIDDLE SCHOOL</b>
<p><b>K1:</b> Bible Circle Time Math Language Development Fine Motor Development Gross Motor Development Social Development Oral Reading</p> <p><b>K2:</b> Bible Circle Time Math Oral Reading Language Arts/Phonics Language Development Fine Motor Development</p>	<p><b>Kindergarten:</b> Bible Language/Reading Math Social Studies Science/Lab Handwriting</p> <p><b>First Grade:</b> Bible Language Arts Reading Math Social Studies Science/Lab Handwriting</p> <p><b>Second Grade:</b></p>	<p><b>Sixth Grade:</b> Bible Language Arts/Literature Math Geography Science/Lab</p> <p><b>Seventh Grade:</b> Bible Language Arts/Literature Pre-Algebra Civics Life Science/Lab</p> <p><b>Eighth Grade:</b> Bible Language Arts/Literature Algebra 1</p>

<p>Gross Motor Development Social Development Oral Reading</p> <p><b>K3:</b> Bible Math Circle Time Language Arts/ Reading Phonics Social Studies Science Writing Language Development Fine Motor Development Gross Motor Development Social Development</p> <p><b>K4:</b> Bible Math Circle Time Language Arts/Reading Fluency Phonics Social Studies Science Writing Fine Motor Development Gross Motor Development Social Development</p> <p><b>Pre-School Electives:</b> Music and Movement Playground Science Lab (K3-K4) Art (K2-K4) Computer Lab (K4 Only) Library (K2-K4) Special Activities &amp; Field Trips</p>	<p>Bible Language Arts Reading Math Social Studies Science /Lab Handwriting</p> <p><b>Third Grade:</b> Bible Language Arts/Reading Math Social Studies Science /Lab Handwriting</p> <p><b>Fourth Grade:</b> Bible Language Arts Reading Math Handwriting Social Studies Science/Lab</p> <p><b>Fifth Grade:</b> Bible Social Studies/History Science/ Lab Language Arts Reading Math Handwriting</p> <p><b>Elementary Electives</b> <b>Kinder-5<sup>th</sup>:</b> Physical Education Computer Lab Art Music/Keyboard Library Spanish (1<sup>st</sup>-5<sup>th</sup> only) French (1<sup>st</sup>-5<sup>th</sup> only) Special Activities/Field Trips</p>	<p>American History Physical Science/Lab</p> <p><b>Middle School Electives:</b> Keyboard Choir Physical Education Computer &amp; Library Art Drama Yearbook Bioecology</p>
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### **Textbooks**

Kinder-3<sup>rd</sup>: Kinder-Third grade students use a variety of reputable textbooks that comply with all state standards. Students are often issued workbooks to supplement textbook study.

### **E-Books**

4<sup>th</sup>-8<sup>th</sup>: Fourth-Eighth Grade students are required to bring their own iPad devices for the use of electronic textbooks. At the beginning of the school year, incoming 4<sup>th</sup> grades will be required to have an iPad or iPad mini ONLY. No Tablets. The school provides eBook licenses and workbooks for students and are required to comply with the technology code of conduct.

### **Supplies**

The school office posts a list of all required supplies on the school website in the summer. Students must have sufficient supplies throughout the school year. Students must be prepared every day for class.

### **Class rotations**

Middle school students should switch classes quickly and quietly. Rotations will occur at the end of each period. Students are permitted five minutes to arrive at their destination. Tardiness to class is unacceptable. Students are considered tardy to class if they are not in the classroom within the 5 minute allotted time to get to their next period, or if the tardy bell rings in the morning which requires the student to get a late pass from the office. If a student is late to class in the middle of the school day, without an excuse from either a teacher or the office they will receive demerits.

### **Homework**

Homework varies by age and grade. Parents should communicate with their student's teacher about his/her specific homework requirements and policies.

### **Academic Grading Scale**

<b>Letter Grades:</b>	<b>Low</b>	<b>High</b>	<b>Weight</b>
A +	99	100	4.30
A	93	98	4.0
A -	90	92	3.7
B +	87	89	3.3
B	83	86	3.0
B -	80	82	2.7
C +	77	79	2.3
C	73	76	2.0
C -	70	72	1.7
D +	67	69	1.3
D	63	66	1.0
D -	62	60	1.0
F	0	59	0.0

## **Conduct Grading Scale**

A	-	Excellent Behavior
B	-	Good Behavior
C	-	Satisfactory Behavior
D	-	Needs Improvement
F	-	Unsatisfactory Behavior

## **Honor Roll**

The Honor Roll will be published at the end of each grading period. The school has two Honor Rolls, the Principal's Honor Roll and the Honor Roll.

To be eligible for the Principal's Honor Roll a student must earn A's in every subject. Conduct must be consistently Excellent (A) or Good (B). **A student with more than 3 unexcused tardies per quarter will not be eligible for Principal's Honor Roll.**

For the Honor Roll a student must earn at least three A's and have an overall average of 3.5 Conduct must be Excellent (A), Good (B). **A student with more than 3 unexcused tardies per quarter will not be eligible for Honor Roll.**

To qualify for a yearly award the student must meet the above requirements for each of the grading periods. In addition, individual teachers give special awards at the end of the year in recognition of outstanding achievements.

**If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from honor roll. A student with more than 3 unexcused tardies per quarter will not be eligible for Honor Roll.**

## **Make-up work**

If a student has an excused absence, it is their responsibility to make-up any work that is missed in the time frame required by the teacher. Please communicate with the student's teacher about his/her specific make-up work requirements and policies.

**In order for an absence to be excused, a note must be provided to the teacher.**

## **Learning Enrichment**

One Child at a Time partners with Gladeview Christian School to bring Preparing Our Preschoolers Program (P.O.P) to GCS. The goal of the program is to develop emergent readers at the preschool level. By providing high quality instruction through evidence based practices in a rich learning environment, students can develop early reading skills. Small group instruction is provided during the school day. This program is available for an additional monthly fee.

## **Help-Classes and After School Tutoring**

Teachers may offer help classes on an as-needed basis. Some teachers provide individual after school tutoring for an additional fee.

### **One on One Learning Tutoring**

This program is based on public school precincts, (Title One) some students are eligible to work with tutors during class time through One on One Learning Services. To be eligible for One on One Tutoring, the child's designated (Public) home school must be a Title One school. Students in need of tutoring who are eligible will be pulled from class for tutoring during the day with given consent of a parent and a completed Title One Participation Form.

### **National Honor Society**

The membership of the Gladeview Christian School Chapter of the National Honor Society has been earned by the effective demonstration of the qualities held in high esteem by the Society. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service. Students meeting the following criteria are recommended to be selected for Gladeview's National Honor Society's Chapter.

- 3.5 or greater GPA (3.5)
- SAT scores at or above 70% of the nations average
- Strong Christian Character
- Teacher and Principal Recommendation

Additionally, GCS requires the conduct grades in the last report card to reflect no lower than a B- as in accordance with the qualities displayed by Strong Christian Character.

### **Report Cards**

Report cards are issued digitally via RenWeb four times a year, (at the end of each quarter). Parents will only have access to view the report cards for two weeks. Students who's accounts are not in good standing will be not be eligible for viewing until all financial obligations are met. Grades are available on a weekly basis for parents viewing. The report cards are the final summary for each quarter and will be reflected on student transcripts.

### **Progress Reports**

Progress Reports are issued digitally four times a year (in the middle of each quarter) via Parents Web (RenWeb) or the RenWeb app. Parents/guardians are encouraged to contact teachers concerning courses where students are doing below average. Progress reports are not reflected on student transcripts and are also subject to being held for viewing if accounts are not in good standing.

### **Merit Trips**

In Middle School, Merit Trips are rewards for students who "merit" a trip for good behavior.

Only students with acceptable conduct are allowed to attend. In some cases students on specific probation may not be allowed to participate. Students placed on disciplinary probation for unacceptable classroom conduct will not be permitted to participate in Merit Trips. Payments must be made on time to reserve a spot on the trip, the school does not issue refunds. Parents are required to sign a consent and waiver form as a condition for their student to participate in a class

trip. All major school rules apply on trips. If a student engages in unacceptable behavior while on the trip, the student may not be eligible to participate in future field trips, class trips or Merit Trips.

**Students who do not participate in merit trips are required to attend school on those days. A student who does not attend school during those days is subject to further disciplinary action including suspension.**

Middle School students who meet the following requirements in academics and conduct will be eligible to attend Merit Trips. Students must meet the standards for both semesters in order to attend both trips. Ineligible students must attend school on Merit Trip days.

- Conduct grade of A's and B's
- Academic grades of A's, B's, and C's
- No more than one C on midterm exams

### **Academic Eligibility**

Students may be academically ineligible if they display deficiencies in academics or behavior. When students are deemed ineligible, they will be given time to show improvements. If no improvement occurs, the student may be dismissed or asked to withdraw from school. Only eligible students may participate in after school activities, including the sports program. Grades will be verified and need to be maintained at or above a 2.0 average "C".

### **Promotion and Retention**

The classroom teacher and Principal will promote Kindergarten through 8<sup>th</sup> grade students upon completion of the required course of study and subjective evaluation.

**Students Kinder - 5<sup>th</sup> who fail two or more academic subjects will have to repeat grade level. Students who receive a grade lower than a "C" in any academic subject will be recommended to receive summer tutoring.**

#### Kinder – 5<sup>th</sup> grade

Students will be promoted upon completion of the prescribed course of study and subjective evaluation by the classroom teacher and principal. Students who fail one academic subject will meet with the Principal to discuss required criteria needed before promotion is permitted.

#### 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades

Students must pass all core subjects consisting of English, Math, Science, and Social Studies. A student who fails one subject will not be promoted. A student who does not maintain a 70 average in a subject will be required to attend summer school for that subject.

### **Incomplete Grade**

A grade of incomplete may be given to a student who was absent for an excessive period of time due to illness or emergency, and has not been able to complete the necessary work. Students must make up the work that resulted in an incomplete grade in a course according to the time line agreed upon with the faculty member. If a student does not make up work in a course for which he or she received an incomplete before the deadline, the student will receive a failing grade for the course (will not receive credit for the course). This policy in no way prevents teachers from

exercising their judgment and replacing a student's incomplete with an appropriate grade prior to the preceding deadline.

### **Mid-terms and Final exams**

Middle School students are required to take mid-term and final exams. *Students who earn an A (90-100) in a subject in all four quarters, including the midterm, are encouraged to also take their final exam to ensure a higher scoring G.P.A as well as a grade to reflect on the report card and transcript.*

### **Standardized Tests**

Each spring, standardized achievement tests (SAT's) are given to students from Kindergarten through 8<sup>th</sup> grade. The elementary test is given throughout the week in small sections. The testing for the Middle School is done during a three-day period. The results of the test are sent home with the final report card of the year. **Students who score below average are recommended to receive summer tutoring and may also require tutoring at the parent's expense during the school year to avoid falling behind on a course or possibly failing a subject.**

### **Schedule changes**

During the Summer, Middle School students must complete their elective selection form and submit it to the school by the given deadline. Students who do not submit their elective selection forms will be automatically assigned their electives. Schedule changes for **middle school students only** will be permitted during the first week of the new semester depending on availability of the class.

Students in 6<sup>th</sup> grade are required to take P.E.

Students in 7<sup>th</sup> grade are required to take Florida Virtual School (Foreign Language for High School Credit)

Students in 8<sup>th</sup> grade are given top priority for elective selections. And must have met all previous requirements.

### **Policies for Cheating**

Honesty is expected in the preparation of homework assignments, papers, projects, and quizzes or tests. Dishonesty is a serious offense that can lead to severe disciplinary action. If cheating or dishonesty is suspected by the teacher (including talking, looking at someone else's paper, or looking around in a suspicious manner during any assignment or assessment) students are subject to not receiving credit. Quizzes and Tests will be automatically given an "F". Students may also be given demerits, detentions and are subject to disciplinary action.

Generally, the 1<sup>st</sup> offense will result in a referral to the office and/or demerits. The 2<sup>nd</sup> offense will result in a referral to the office and/or demerits a zero on assignment and academic probation for at least a full semester. The 3<sup>rd</sup> offense will result in suspension and zero on assignment. Repeated infractions involving dishonesty may lead to dismissal. Students should not share their homework assignments with other students, whether in a hard copy or electronically (such as e-mail, Google docs, etc.). Sharing a homework assignment with another student could be considered an act of academic dishonesty and will be referred to the Principal.

### **Cheating and Plagiarism.**

***Cheating:*** Incidents of student cheating or plagiarism or helping others to cheat or plagiarize

should be referred to the Principal for disciplinary action. The School will consider the following actions (or other similar actions) as evidence of cheating during a test or quiz: writing on hands, arms, clothing; having a cell phone out; or having a study guide or cheat sheet. In addition, any kind of communication (whether involving eye contact, hand signals, verbal or written communication) during a test, exam or quiz, may be considered as a form of cheating under this policy and may lead to serious consequences.

**Plagiarism:** Plagiarism is another form of cheating in which an individual deliberately steals or passes off another's work or ideas as his/her own. Students may not copy ideas or quotes from books, electronic media, periodicals, etc., for a paper or a report without giving the source. All student work should be their own work or material. At the teacher's discretion, students may be required to maintain electronic records of their papers, as well as turn in hard copies for evaluation.

### *Conduct*

We expect students to exhibit respect for God, country, family, teachers, and fellow students.

#### **Rules of Conduct**

Parents are asked to read these rules and support them. These rules indicate the type of conduct that will be expected of all the students at Gladeview Christian School.

1. Students must respect and take care of all school and church property. In the event of damage or vandalism, parents will be notified and arrangements will be made for repair or replacement of damage.
2. Fighting will not be tolerated under any circumstances. No student shall deliberately cause harm or injury to another student.
3. Students are expected to walk quietly in the classroom and hallways. No yelling or running.
4. Abusive language and/or profanity are unacceptable.
5. Proper respect will be shown to teachers, school personnel, and other students at all times.
6. Safety rules are for the protection of the students and must be obeyed at all times.
7. Lying, cheating, and stealing will not be tolerated.
8. Chewing gum is not permitted on school property.
9. Students using or distributing alcohol, tobacco, or any drugs will be expelled.
10. Students talking or participating in sexual discussion will be subject to disciplinary action.
11. Students wishing to lodge a complaint, criticism of teachers, policies, or other students, must do so with the administration.
12. Unauthorized use of school phones will result in disciplinary action. Permission must be granted from the school office.
13. Unauthorized articles brought to school will be confiscated.
14. Disruptive behavior in the classroom, on the school property, or at any school event will be subject to disciplinary action.

### **Conduct in Assemblies/Chapel**

Students should be respectful during assemblies and chapels. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, getting up and moving around, and talking during a program. Misconduct during assemblies or chapels can result in disciplinary action.

### **Dating Relationships**

Gladeview Christian School is a co-ed institution and realizes the importance of developing wholesome relationships. Students are not to have any physical contact such as holding hands, arms around one another, or kissing. Teachers will instruct students on the importance of dating, marriage, and using the Bible as the only guide for pure living.

### **Violation of School Property**

Respect for school property is very important. Sitting on desks, writing, carving, or defacing any part of Gladeview Christian School is considered a serious offense. All school owned textbooks must be kept in good condition. Lost or damaged books or school property will be billed to the parents. Willful damage to these properties could result in immediate expulsion.

### *Discipline*

Discipline is the responsibility of the parents, teachers, and administrators. Parents are expected to work with administration and teachers to provide proper discipline for students. This will prevent the child from being placed in a position of conflict between the parent and the school. Teachers handle minor discipline problems in the classroom. Serious problems are referred to the administration for correction.

Disciplinary action is intended to help students learn to accept responsibility for their own actions and behavior. The ability to accept such responsibility is one of the marks of a mature person. However, there may be occasions when students make poor choices or find themselves in a difficult situation. In these instances, students should contact their teacher for guidance. In addition to the teacher, students may contact other faculty members or any member of the administration for assistance. In these situations, the student's teacher may accompany the student.

GCS is committed to exposing its students to excellence in as many areas as possible. It is the School's goal to provide students with an academic challenge as well as an environment in which they can develop a healthy value system and reach maximum potential as people and students.

Students share responsibilities in helping to create an optimum learning environment and a school community that everyone can be proud of. The policies and standards apply any time a student is enrolled in the school, any time a student is on campus, any time a student is participating in or attending a school-related event on or off campus, any time a student is officially representing the school, any time a student is traveling on behalf of the School, and school camps and breaks, including summer break. In addition, the school regards any behavior prejudicial to the best interests of the school, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Violations of law that occur off-campus during the school day will be subject to review under

school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require consequences to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the consequences served. All decisions involving suspension or expulsion are subject to the final approval of the Principal.

Poor conduct in the classroom is of great concern to the school. Not only is it disruptive but it is also detrimental to the learning environment in classroom. Additionally, it is disrespectful to both the teacher and the other students in the class. All students are expected to follow school rules and protocol in order to achieve an environment conducive to learning and positive growth. Failure to adhere to the school's rules and expectations will result in disciplinary action. Such action may include, but is not limited to: verbal warning, written warning, detention, loss of privileges, suspension, probation or dismissal. Each case is handled individually and looked at individually on a case by case basis. Sanctions and/or consequences will depend on the severity of the incident and relevant information regarding past incidents. The Principal may increase or decrease the level of sanction based on all the information presented at his/her sole discretion.

**Any disciplinary obligation takes precedence over athletic practices, games, or other extracurricular activities.**

**Gladeview Christian School reserves the right to dismiss from class, place on probation, suspend or dismiss from school at any time a student whose conduct, spirit or academic standing it regards as undesirable or unacceptable.**

### **Expectations**

A breach in the following school rules is considered a serious offense at Gladeview Christian School. Each situation will be considered individually. Depending on the circumstances, disciplinary consequences may include detention, suspension, probation or possible dismissal from School.

### **Be Respectful**

- Students are expected to respect themselves and every other member of school and the community. The school holds to “**A LANGUAGE OF RESPECT**” which understands the power of words and the impact words have on establishing a safe learning environment. Students are expected to treat fellow students, faculty, staff and visitors with honor, respect, compassion and wisdom. Vulgarity, indecent exposure, foul language, swearing, gestures, and comments, including those of an ethnic, religious, or sexual nature, have no place in the school.
- Students must always show respect for their teachers and for their fellow students. Disrespectful conduct such as talking back, foul language, insults, name calling and swearing among others will not be tolerated.
- Students are to respect the School's property and the personal property of others. We work hard to keep our school attractive. Damage, destruction, theft or vandalism (including making any type of markings) of personal property, property belonging to any

other member of the school or community, or property belonging to the school will not be tolerated. Students will also be required to pay for the cost of replacing or repairing the damaged or stolen property.

- Public display of affection is not appropriate at school. Such behavior is embarrassing to others, unacceptable in the school environment, and subject to disciplinary actions. Any type of public display of affection (holding hands, hugging, kissing, touching, showing body parts, touching inappropriately; even if consensual, entering the restroom of the opposite sex, etc.), is inappropriate at school or at school-related events. Consequences may include, but are not limited to, warning the students, parent(s) conference, referral to therapeutic resources for evaluation/remediation, suspension, probation or expulsion. **Any such behavior that a student is subjected to and that is unwanted or the student finds offensive must be immediately reported to the Administration in accordance with the No Bullying/Harassment.**

### **Be Honest**

- Students are to be honest with others at all times. This obligation includes being honest and forthright with all school personnel and administration when questioned about the student's own behavior or the behavior of others. In addition, honesty includes the obligation to turn in one's own work. *See cheating and plagiarism policies.*
- Students are expected to cooperate in all school investigations. Should an investigation involving the police take place, the school is not required to notify the parent beforehand. The Law does not require parental consent for police questioning; however a student can refuse the right to be questioned and has the right to remain silent.
- Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

### **Be Responsible**

- Students are to be responsible and to meet all their school obligations. All students are expected to attend their classes, Chapel, extracurricular and athletics commitments, as well as any other required meetings on a regular basis and be prompt.
- The inability to meet school commitments and obligations may lead to being removed from the activity, field trips, club or program (including but not limited to NHES/NHS), suspension and/or probation. Repeated unwillingness or inability to do so may lead, ultimately, to dismissal or ineligibility to re-enroll
- **All students must understand that they represent GCS at all times, including breaks, vacations and weekends. Any off- campus behavior which, in the opinion of the Administration and faculty is detrimental to the good name of the school or**

**which has a negative impact on any member of our community will jeopardize the student's position at the school and may subject the student to disciplinary action.**

- **We expect students to avoid all types of behaviors that may be harmful to themselves or others. As examples, off campus inappropriate Internet activity, criminal activity, sexual activity, use of drugs, alcohol or tobacco, any misrepresentation online of the school, its name, or its constituents, may result in a student receiving disciplinary action, up to and including dismissal from school.**

### **No Weapons or Drugs**

- Students are to refrain from all use and possession of drugs, tobacco, vaping products of any kind and/or alcohol. The use, purchase, or dispensing of drugs is illegal and punishable by law. Any student found in violation will be immediately expelled.
- Weapons or dangerous instruments of any kind (including toys that look like weapons or dangerous instruments) are prohibited on GCS property, including the parking areas and all school-related events. Dangerous instruments include, but are not limited to, guns, bb guns, paint guns, explosive devices (including poppers and any type of fireworks), pocket knives, box cutters, spiked jewelry, or any implement which could cause harm. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Furthermore, the possession of any weapon (including toy weapons) or other dangerous objects will lead to serious consequences, including suspension or expulsion from the school.
- Items such as bullets, matches, lighters, stink bombs, noise makers, water guns, firecrackers, etc. are not permitted on school grounds. Any pictorial depictions of weapons or verbal or written comments that the administration determines at its discretion appear to be threatening in nature will result in disciplinary or law enforcement consequences.
- The School has a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school

### **No Fighting**

- Fighting is not an acceptable method to settle disputes. The use of physical force or threats of violence is inappropriate in every circumstance and will not be tolerated. Any student involved in a physical confrontation will be referred to the Principal, possibly law enforcement, and will most likely result in a one-day suspension, probation and or dismissal from the school.

### **No Running in the Hallway**

- Students safety is of utmost importance. For their safety and the safety of others, running in the hallway or indoor premises of the school is not permitted.

## **Preschool**

Preschool discipline revolves around redirection. When a young child is not following directions, teachers will redirect and correct their behavior until the child understands what they should be doing. Positive reinforcement and redirection is used to guide preschoolers towards proper behavior. If a behavior issue is persistent, the teacher may decide the child will lose a classroom privilege until the behavior is corrected.

While biting can be considered a normal phase of a child's development process, GCS does not take it lightly. Parents are expected to be proactive. Should a child be found repeatedly and excessively biting, they are subject to going on a probation period and potential dismissal from the school.

## **Kindergarten & Elementary**

The students will learn the purpose of classroom rules and understand that the classroom is a community with the common purpose of learning, growing, and becoming friends. The teacher will explain her behavior management plan to parents during Open House. Students are encouraged to be on their best behavior at all times. Students will be rewarded individually and as a group. Students who display poor conduct are not eligible for Citizenship Awards/Honor Roll and are subject to going on a probation period and potential dismissal from the school.

Elementary teachers establish classroom rules and guidelines. If an issue cannot be settled in class with a teacher, the teacher will notify the parents and establish a plan of action for improvement. If an issue persists, the teacher may send a student to report to the principal's office. At that time, after speaking with the student, the principal will call the parents and the child may be sent home for the day. If a student is sent to the principal's office five times in one semester, the student will lose academic eligibility and may be dismissed from the school.

## **Middle School**

Middle School discipline revolves around a demerit system. A student will receive a demerit for any disrespectful, rebellious, or disruptive behavior. If a student receives a demerit, the teacher will fill out a Student Demerit Form which documents the incident. Demerits accrue throughout the school year (August-May). Demerits are not a punishment. They serve as a record of the student's conduct and as a communication tool between parents and teachers. Students will be given varying number of demerits depending upon the type and severity of the infraction. Demerits may also be assigned at the discretion of the administration in response to an offense. The number of demerits for a specific offense may be doubled, tripled, or otherwise increased for successive violations or when the offense is deliberate and/or defiant.

## **Suspension**

Suspension from school requires a student to leave school and go home for a specific period of time. Students may be issued in-school or out-of-school suspensions. A student may be suspended from the school by the Principal or Assistant Principal for continued violation of school policies, or for a single serious offense. If he/she continues to misbehave, the parent will be asked to withdraw the student. Parents will be notified of the offense and date of suspension. During a suspension, the student will not be allowed to attend class, attend school functions, or make-up any missed work. Missed work will be recorded as zeros in the grade book. A

parent/student/Principal conference may be required before student returns class or any school activities. When the student returns to school, he or she may be on probation and must show a marked improvement or face possible dismissal. Suspensions are a part of the student's disciplinary record.

Suspension will normally begin on the day following the incident, but may be later depending on the nature and length of the investigation into the incident. Students may not attend or participate in any school activity or event while on suspension

The following offenses are prohibited and may result in disciplinary action such as suspension or expulsion:

- Cheating or dishonesty.
- Fighting or intentionally causing harm or injury to another person.
- A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not).
- Forging a parent's signature.
- Chronic failure to respond to standard discipline procedures.
- Use of any item as weapon to threaten a person.
- Possession, use, and/or transmission of substances that are capable of modifying mood or behavior and unauthorized medications (including aspirin, cough drops, nasal spray)
- Possession and/or use of any weapon (handgun, knife, razor, explosives, etc.)
- Assault on school personnel or another student, a lewd or lascivious act, sexual harassment, arson, vandalism, or any act that disrupts school activity.
- Engaging in continuing misconduct or the use of profanity, obscene, or abusive imagery or language, and open defiance or other acts that are detrimental to the school or other people.
- The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will be immediately dismissed from the school. **The school reserves the right to determine what material is pornographic.**
- Suspension can occur for excessive tardiness.  
Suspension can occur for excessive detentions

## **Probation**

Probation is a serious form of discipline before dismissal from school. A student who is placed on probation bears the burden of showing the school that he/she wants to remain in Gladeview Christian School. The length and type of probation will be specific to each case and nature, but will be no less than 9 weeks. Probation may also include a loss of some or all privileges, including not being allowed to attend class trips, depending on the type of probation and the circumstances of the incident. Students placed on probation may not be allowed to participate in sports or other extra-curricular activities while on probation or for the rest of that school year. Probation may be part of a student's disciplinary record.

### **Disciplinary & Academic Probation**

A student will be placed on Disciplinary Probation, if the his/her classroom conduct is detrimental to the learning environment in the classroom. Students who receive two grades of “unsatisfactory (F)” or four grades of “needs improvement (D)” in conduct for two consecutive are automatically placed on Disciplinary Probation. Any student who is placed on Disciplinary Probation is expected to show improvement. A Behavior Improvement Plan may be put into place so the specific issues can be addressed by during the subsequent time period.

Students on Disciplinary Probation will only be removed from probation when they receive no grades of “unsatisfactory (F)” and the grades for “needs improvement (D)” improve to “satisfactory (C)” in the succeeding quarter.

Any student who continues to receive grades of “unsatisfactory” or multiple grades of “needs improvement” while on Disciplinary Probation may be ineligible for re-enrollment, suspended and/or dismissed from school. Students on Disciplinary Probation may not be allowed to attend field trips, and/or other school related events.

Students may be placed on Academic Probation if they display deficiencies in academic performance in any course. Students need to maintain a “C” average or a 2.0 G.P.A or higher to in order to not fall into academic probation. Students are given time to show improvements. If no improvement occurs, the student may not be eligible to re-enroll. Students on Academic Probation may not participate in after school activities, including any sports programs.

**Any student who goes on Probation during the 4<sup>th</sup> quarter will continue being on Probation for the first quarter of the subsequent academic year.**

### **Dismissal/Expulsion**

A student may be dismissed from the school at any time if he/she is violating rules and policies of the school. These decisions are determined by administration and there is no an appeals process. A student who demonstrates an unwillingness or inability to reflect the standards of Gladeview Christian School may be expelled at the principal’s discretion.

Dismissal may be recorded as part of the permanent school transcript. Once dismissed, a student must leave campus immediately, unless an extension has been granted by the administration due to unusual circumstances. All School property must be returned to the appropriate parties, and a dismissed student may not return to campus without a specific appointment with a member of the school’s faculty or administration.

### *Dress Code*

#### **Uniforms**

Gladeview Christian School wishes to maintain standards of dress and appearance appropriate to the seriousness of academic pursuits. Gladeview Christian School has a uniform policy. Students are expected to follow the dress code while on campus during the school day, Monday through Friday or for special events outside of GCS requiring uniform attire. The purpose of the dress code is to have a Godly and Christ honoring school where students reflect Christian character. Students are to be dressed properly each day and meet the policy guidelines. A list of required

uniform items is available in the school office or at the uniform store. **All uniforms must be purchased from AA Uniform Company**

AA Uniform Company  
8807 SW 132 Street  
Miami, FL 33176

### **PRESCHOOL SCHOOL UNIFORM POLICY K1-K4**

**(2019-2020)**

All students must wear uniforms, including winter wear from **AA Uniforms**. Due to the excessive amount of items in our Lost & Found, it is imperative you label all of the uniform items including belts, shoes & jackets. (Preferably embroidered).

#### **DAILY ATTIRE:**

**Tops:** Gold, Mandarin, Light Green, Turquoise, Royal Blue, Fuchsia Or Purple.

**Bottoms:** Elastic waist **NAVY BLUE** slacks, shorts, or skorts. **NO LEGGINGS.**

*Girls may also wear the NAVY BLUE polo dress*

**Shoes:** VELCRO SNEAKERS ONLY (can be any color)

#### **FRIDAY ATTIRE:**

GCS Friday T-Shirt, (**grey or royal blue ONLY**, can be purchased at the school office) with standard, PLAIN Blue Jeans or regular navy blue uniform bottoms and any colored sneaker.

**(NO RIPPED, EMBELLISHED, BLEACHED OR COLORED JEANS, NO JEGGINGS, LEGGINGS, OR OVERLY TIGHT JEANS ARE ALLOWED).**

#### **WINTER WEAR:**

On cold days, ALL students must comply with the school's Uniform Policy. Students may layer up under the regular uniform. Beanies, scarves or other winter accessories, are not to be worn during the school day in the classroom.

**Sweaters:** Hooded navy blue zip up sweater, or non-hooded, sport zip up jacket from **AA Uniforms ONLY**. *PLAIN NAVY BLUE ONLY SWEATER is permitted as long as it doesn't have any patterns, markings or other colors combined. NO EXCEPTIONS.*

#### **HAIRCUTS:**

All boys must have clean-cut, tapered haircuts by the first day of school and be maintained throughout the school year. No hair dyes, special colors or extravagant hairstyles are permitted. **NO EXCEPTIONS!**

**After receiving a written warning, students not in compliance with our uniform policy will not be allowed to remain in the classroom until compliance is met.**

### **ELEMENTARY & MIDDLE SCHOOL UNIFORM POLICY**

**(2019-2020)**

All students must wear uniforms, including ties, bowties and winter wear from **AA Uniforms**.

Due to the excessive amount of items in our Lost & Found, it is imperative you label all of the uniform items including belts, shoes & jackets. (Preferably embroidered).

**DAILY ATTIRE:**

**Tops:** Gold, Mandarin, Light Green, Turquoise, Royal Blue, Fuchsia, Purple, Black or White

**Bottoms:** Navy Blue or Kakhi Pants, bermuda shorts.

*Girls in Kinder-4<sup>th</sup> ONLY may also wear skorts.*

**Belts:** Black belt ONLY. Belts in KINDERGARTEN are **NOT** required **IF** wearing elastic waist band.

**Shoes: MUST BE ALL BLACK SNEAKERS (no markings or hints of any color) . Penny Loafers or Mary Jane's are also acceptable. NO BALLET FLATS.**

**CHAPEL ATTIRE:**

**Every Wednesday and on other special occasions ALL students must come dressed in proper chapel attire.**

**Boys:** Light blue button down oxford shirt and tie or bowtie. (Shirts must be tucked in) with NAVY BLUE slacks and a black belt.

**Girls:** Tailored light blue oxford blouse. (Blouse must be tucked in) with NAVY BLUE Slacks and a black belt.

**FRIDAY ATTIRE:**

GCS Friday T-Shirt, (**grey or royal blue ONLY**, can be purchased at the school office) with standard, PLAIN Blue Jeans or regular navy blue uniform bottoms and any colored sneaker.

**(NO RIPPED, EMBELLISHED, BLEACHED OR COLORED JEANS, NO JEGGINGS, LEGGINGS, OR OVERLY TIGHT JEANS ARE ALLOWED).**

**Jean shorts, bermuda shorts and skorts must be no shorter than 2 inches from the knee.**

**WINTER WEAR:** On cold days, ALL students must comply with the school's Uniform Policy. Students may layer up under the regular uniform. Beanies, scarves or other winter accessories, are not to be worn during the school day in the classroom.

**Sweaters: Hooded navy blue zip up sweater, or non-hooded, sport zip up jacket from AA Uniforms ONLY.** *PLAIN NAVY BLUE ONLY SWEATER is permitted as long as it doesn't have any patterns, markings or other colors combined. NO EXCEPTIONS.*

**P.E. UNIFORM:**

**3<sup>rd</sup> - 8<sup>th</sup> Grade** must purchase a school PE uniform from **AA Uniforms**. NO EXCEPTIONS.

**NEW** Gold athletic dry-fit shirt with royal blue mesh shorts

**HAIRCUTS:**

All boys must have clean-cut, tapered haircuts by the first day of school and be maintained throughout the school year.

No hair dyes, special colors or extravagant hairstyles are permitted. **NO EXCEPTIONS!**

**VERY IMPORTANT:** After receiving a written warning, students not in compliance with our uniform policy will not be allowed to remain in the classroom until compliance is met.

Additionally, students in 5-8<sup>th</sup> Grade will receive demerits if not in compliance. If a student violates the dress code, a disciplinary notice will be sent home with the student. Additionally, if a student comes to school without a complete uniform they will be asked to call a parent to bring them proper attire. Students will not be able to attend class unless they are dressed according to the dress code. Repeated dress code violation may result in suspension.

### **General Guidelines:**

1. All standard uniforms must be from AA Uniform.
2. Uniforms must fit properly.
3. Uniforms may not be bleached, faded, or decorated with words, symbols, pictures or patches.
4. Team Jerseys May be worn on game days.
5. Hats/beanies are not permitted. During cold days, beanies scarves, gloves and accessories are not to be worn during the school day in the classroom.
6. Polo shirts are to be tucked in at all times during the school day.
7. Belts must be worn Monday-Thursday.
8. During cold weather, students may wear sweatshirts, sweaters, or jackets from AA School Uniform Company. Solid, plain, navy blue sweaters without any markings are also allowed. Layers are permitted under the school uniform but uniform compliance must be met, including proper shoes.
9. Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each quarter.
10. Shoes must be solid black with no markings or soles in any color. Laces must be tied.
11. Penny loafers, Mary Janes are acceptable. **NO BALLET FLATS.**
12. Preschool students must wear shoes or sneakers with Velcro (NO LACES).
13. Socks must be worn at all times.
14. No temporary or permanent tattoos or any kind of body piercings will be permitted other than earrings for girls.
15. Students are required to know how to tie their own shoes by the end of second grade.

### **Guidelines for Girls:**

1. Girls' uniforms must fit properly. Skorts and dresses must be no shorter than 2" above the knee.
2. The acceptable footwear for girls in elementary school are Mary Jane uniform shoes, Penny Loafers, or **SOLID, PLAIN BLACK** sneakers. Flip-flops, open-toed shoes, or open-heeled sandal are not permitted.
3. Hairstyles, make-up, nails and accessories must be conservative.
4. Extreme nail lengths, or other non-traditional hair colors are not acceptable for school.
5. No more than two earrings per ear are permitted. Body piercings are not permitted. Dangling earrings must be no longer than 1".
6. Solid black belts are required Monday- Thursday.
7. When bathing suits are permitted for field trips, the suit must be a modest one-piece. Solid Cover-ups are to be worn to and from field trips.
8. In cold weather, standard uniform slacks must be worn.

### **Guidelines for Boys:**

1. Hair should be clean, neat, and appropriate. Hair must be neatly cut above the collar, above the eyebrows, and above the ears. Hair of extreme length, style, or color is not acceptable. The hair code does not permit boys to wear hair shaved on the sides and long on the top or in a bun or ponytail. Boys will not be permitted to attend classes with this type of haircut or other extreme haircuts.
2. The acceptable footwear for boys shoes are Penny Loafers, or PLAIN, BLACK sneakers.
3. When bathing suits are permitted for field trips, the suit must be a modest loose long brief. No tight bathing suits are permitted and no speedos.
4. In cold weather, standard uniform slacks must be worn.

### **Chapel Attire Guidelines (Kinder-8<sup>th</sup> grade):**

1. ALL students must come dressed in proper chapel attire.  
**Boys:** Light blue button down oxford shirt and tie or bowtie. (Shirts must be tucked in) with NAVY BLUE slacks and a black belt.  
**Girls:** Tailored light blue oxford blouse. (Blouse must be tucked in) with NAVY BLUE Slacks and a black belt. Solid Black sneakers are permitted on chapel days as well as Penny Loafers or Mary Jane's.
2. Hair must be well groomed.

### **Friday Attire Guidelines:**

1. GCS Friday T-Shirt, (grey or royal blue ONLY, can be purchased at the school office.
2. Standard PLAIN Blue Jeans or regular navy blue uniform bottoms and any colored sneaker.
3. (NO RIPPED, EMBELLISHED, BLEACHED OR COLORED JEANS, NO JEGGINGS, LEGGINGS, OR OVERLY TIGHT JEANS ARE ALLOWED).
4. Jean shorts must be no shorter than 2 inches from the knee.

### **Non-Uniform Day/Dress Up Day Guidelines:**

1. On non-uniform days, or dress up days all students must remain in compliance with proper school attire. No overly tight clothing is allowed, no open backs, or transparent blouses, no midriffs or shirts that expose skin. The student should be able to raise their hands and the shirt still be long enough not to show any skin. No low-cut blouses or spaghetti straps. Straps must be at least 4 fingers wide and no bra straps may show, skirts/dresses cannot be any shorter than 2 inches above the knee.
2. **Shoes must be closed toe. No high heels or open toed shoes.**
3. On non-uniform days, students must comply with the dress up theme. For example, on "yellow day" students must come in yellow, otherwise they must come in regular uniform if the student is not participating.

### **Field Trip Attire Guidelines:**

All students must wear Gladeview Christian School uniform, or Friday T-shirt for all field trips unless otherwise specified by the teacher or principal. **Friday T-shirts are available specifically for parents to buy and wear on Field Trips or other school related functions in which they will volunteer.**

**Team or Club Attire Guidelines:**

Classes, clubs or teams may wear their class shirt, jerseys, team shirt, or special event shirt on these days. These must be worn with school bottoms or jeans on Fridays.

**Parent Guidelines On-Campus** Parents should dress appropriately when at school or attending school events. There is no smoking on school property.

**P.E. Uniform**

All 3<sup>rd</sup> through 8<sup>th</sup> grade students must change into their Physical Education uniform on the dates assigned for P.E. All physical education uniforms must have the student's name clearly printed on the inside of the t-shirt and shorts with permanent ink.

Students may wear athletic gear of their choice for after-school team practices. No spandex, leggings, or short shorts are permitted.

Middle School students who do not have their P.E. uniforms will receive 2 demerits. *Students do not have to wear their black solid sneaker for P.E., as long as they change back into the required school shoe after P.E.*

**Please feel free to contact the school office with any questions regarding our Uniform Policy**

*Athletics*

Gladeview Christian School is proud to offer a variety of sports to our students. Our Athletics Program participates in a variety of leagues around Miami Dade County and is designed to teach our players basic fundamentals, teamwork, commitment, and develop the mental and physical skills needed to compete at high level while having fun.

**Godly Sportsmanship**

One of the main goals of the athletic program is to teach the concept of Godly sportsmanship. Godly sportsmanship means seeing others as God sees them, and treating all people with love. This includes members of the opposing team, officials, coaches, and spectators. Athletes must show courtesy, kindness, and compassion towards opponents and team members alike.

Student athletes are expected to not only represent themselves, but also represent their family, their team, and GCS. All student-athletes must realize they are responsible for their actions while representing GCS. Any outbursts of profanity or lack of sportsmanship may result in the removal from practice or the game. Any future offense may result in suspension or dismissal from the team. Student-athletes will be held accountable for any poor sportsmanship that exhibits a lack of respect toward opponents, officials, coaches, or spectators. Obscene language, gestures or mocking will not be tolerated. The league may impose further sanctions on any student-athlete displaying poor sportsmanship.

**Athletic Mission Statement**

At Gladeview Christian School, it is our goal is to teach our students to honor God with their words and actions while becoming the best athletes possible.

**Eligibility**

Participation in athletics is a privilege. Because of this, those who choose to participate are expected to follow the rules established by the coaches. Each student-athlete represents the school and student body. It is the student-athlete's job to conduct themselves in manner that honors Gladeview Christian School.

**If a student's grade falls below a C average for any semester, he/she will be ineligible to compete athletically for a period of 9 weeks, or until grades improve.**

As a private school, GCS has a higher standard for athletic eligibility. Thus, a student-athlete may be placed on probation or may become academically ineligible to compete should he/she fail to meet his/her responsibilities as a student.

**GCS strongly believes that a student's principle job is to be a scholar. Therefore, in the absence strong academics, activities in athletics, extracurricular activities, and/or privileges may be taken away or restricted.**

**Rules:**

- Parents must not interfere during games or practices in any way. Conflict pertaining to their child/children must be addressed with the coach on a non-game day.
- Cursing will not be tolerated on or off the court by either players or parents.
- Students must be on time and prepared for all practices and games.
- Students must inform their coach ahead of time if they will miss a practice or game.
- Students must be present in school by 10am to be able to participate in practice or game on that day.
- Students not able to participate in P.E. class will not be eligible to participate in after school sports on that day.
- The bench area is reserved for athletes and coaches only. Parents, spectators, and friends must stay in general seating areas.
- Students who quit a sport after making the team will not be eligible to play any other sports for the remainder of that semester. If a student quit a winter sport, they will not be eligible for the spring semester.
- If a student's behavior is an ongoing problem, the principal and coaches may decide to remove the student from the team if necessary.
- Students who are academically ineligible can't participate in after school sports.
- Students who earn D or F on their report card are not eligible to play after school sports.

**Transportation Liability Release**

Parents are responsible for transporting their child(ren) to and from athletic events off-campus. Parents are asked to sign a Transportation Liability Release in the event another parent will be transporting their child.

*Safety and Security*

**Security Guard**

Gladeview Christian School employees a security company who provides security guards on

school days between the hours of 6:30am and 6:00pm. The security guards ensure a safe drop-off and pick-up area; he/she keeps the school gate locked throughout the day, and makes sure there are no unauthorized persons on campus.

The guards are to be treated with respect and parents/students are to comply with his/her requests when it comes to traffic, security and safety measures. Any disregard for security are considered breaches in security and subject to law enforcement action.

### **Parking Permits**

For security purposes, vehicles entering the school must check in with the security guard, receive a visitor parking pass and check in with the front office and get a visitor badge.

Families who have students enrolled **MUST** register their vehicles at the school office and obtain a parking permit for each vehicle that **MUST** be displayed at all times on the dashboard or mirror. All parking permits must be purchased in the school office.

### **Unauthorized Articles**

Item not allowed at school include, but are not limited to: tobacco products, lighters or matches, vaping products of any kind, alcoholic beverages, narcotics, knives, guns, mace or pepper spray, explosives of any kind (including fireworks), radios, tape or CD players, MP3 players, IPODS, tape recorders, walkmans, laser pointers, any items sexual in nature, compressed air cans & aerosols, handcuffs, magazines or books not related to class work, and anything depicting scenes or insignias associated with explicit rock, rap, hip-hop music, etc.

- The list of unauthorized articles is subject to change at the Principal's discretion.
- Confiscated items will be returned upon request from the parent. Parents must pick up confiscated item in person.

*\*See Discipline section on "No Weapons" for more details.*

### **Safety**

GCS provides a safe and hazard free environment. Parents and students are required to comply with all school polices. Please note the following safety measures.

1. The average teacher: student ratio is 1 teacher for every 25 students (1:25). GCS keeps it under that ratio and usually caps a class at 22 students. Pre-school ratios depend on the age groups. Younger grades have full-time teacher assistants.
2. No child is ever left alone without supervision.
3. Classrooms and the playgrounds are inspected regularly for safety.
4. In case of an emergency, every classroom has a telephone. Emergency telephone numbers are posted by every telephone in the school.
5. There is an emergency evacuation plan posted in each classroom showing the fastest route to safety.
6. All members of GCS faculty and staff have been trained in first aid and CPR.

### **Injuries**

If a student is injured while at school or on a field trip, Gladeview Christian School will follow these procedures:

1. If there is a serious or life-threatening injury, the school will call 9-1-1, then call the parent if a doctor's attention is necessary. GCS will first attempt to contact parents, but if they are not reachable in that moment, GCS will reach any other person listed on the emergency contacts.
2. In the event of a child needing an ambulance, if the parent is unable to come to the school or able to transport the child, a staff member will accompany him or her to the nearest medical facility indicated on the child's information form.
3. Cuts and significant injuries are reported to the office and parents are notified. The attending teacher will fill out an incident report form. One copy will be placed in the child's file and the other given to the parent.
4. When a child is involved in an incident requiring medical attention, the parent or guardian will be notified.

*\*See General Information Section on "Sick Policy" and "Administering Medication"*

Gladeview Christian School cannot be responsible for injuries that occur at school functions off-campus, such as sports game or field trips. If your child gets sick or hurt at school we will notify you as quickly as possible. Parents must keep phone numbers current with the office in case of emergency.

### **Emergency Procedures**

**Code YELLOW (Stand by alert):** This action is used to alert staff and students of an emergency. Teachers and staff are placed on "Stand By" for further instructions.

**Code RED (Lockdown):** This action is taken when a serious threat to safety is identified. Teachers and students are to remain locked indoors until danger has passed.

**CODE BLUE (Evacuate Building):** This action is taken after the decision is made that it is unsafe to remain in the buildings. All staff and faculty are to follow the evacuation plans according to the posted plans in their current location.

**All Clear:** This action is taken to notify teachers that normal school operations can resume.

### **Fire Drills**

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that all buildings be evacuated promptly when the signal is given. Students are not permitted to talk during the fire drill and are to remain outside the building until a signal is given to return inside. When the fire drill signal is given, all class activities must cease. Students are to follow their teacher's directions and exit in accordance with the instructions posted for each classroom. It is important that the following rules be followed:

1. Each classroom is to exit single file.
2. Walk quickly.
3. Do not run or push.
4. Do not talk.
5. Stand at attention, ready to be given instruction.

### **Non-custodial Parents**

The following guidelines have been adopted to assist the school in situations where a non-

custodial parent wishes to make contact with or take custody of the child while the child is at school. The school will not interfere with a non-custodial parent's involvement in school related affairs or access to the child unless the school is presented with a court order or legal document which restricts such involvement.

- A non-custodial parent may not pick-up a child unless the parent presents either a written court order or written authorization signed by the custodial parent, which permits custody.
- If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by parent(s) and to take any other necessary action.
- If a student activity requires parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

### **Legal Documents**

If a student's parents are divorced or legally separated, all legal documents must be on file in the school office. A letter from the custodial parent must accompany the legal document verifying who is allowed to pick up or bring the child to school. Additionally, if a tuition payment is being made by the opposite party, it must be documented in writing with the Financial Administrator.

### **Solicitation**

Solicitation is not allowed at Gladeview Christian School without specific approval of the principal

### **Harassment**

Gladeview Christian School provides a safe environment free from sexual and non-sexual harassment, intimidation, hostility, and offensive behavior towards students, teachers, or visitors. Please report any of the above mentioned offenses to the office immediately. Accusation of harassment of any kind will be taken extremely seriously and reported to the necessary authorities.

### *Technology Code of Conduct*

Gladeview Christian School's core values should direct all student technology activities online and offline alike. The use of technology is an integral strategy in upper elementary and middle school grades. Access to the network/internet is a privilege and a responsibility for the students. The rules for acceptable attitude and behaviors are the same for school property and personally owned equipment. This applies to smart phones, watches, iPads, laptops, cameras, etc. All students are required to abide by the following guidelines. Violation of these guidelines will result in disciplinary action including, probation, suspension, or dismissal from them school.

1. All devices are to be used in a responsible and ethical manner. Failure to comply by the guidelines will result in appropriate disciplinary action determined by the school administration.
2. When allowed, internet access is free to users, but it is a privilege, not a right. All

student devices, work, web history and emails are routinely monitored and subject to inspection by teachers and school administration. The school reserves the right track electronic data on student devices and inspect student files/apps at anytime without student knowledge or consent. The school further reserves the right to inspect any personal device brought on campus and students must provide passwords needed upon request. Do not assume that messages or material on your personally owned computer/device is private.

3. Students should NOT access personal communication, such as text messages, social media platforms, or any other apps that would be deemed inappropriate during class time or school hours. This includes accessing apps that do not pertain to school related matters.

4. Access to pornography, hate sites, or any other material with illegal or harmful content, and the use of profanity, obscenities, or abusive language is prohibited.

5. It is the responsibility of the student and parent to uphold the school's reputation on and off campus, including websites, social media and video streaming. For this reason, it is prohibited to use the school's name directly or indirectly, or post pictures of the school or its employees in any manner that could, in the administration's view, cause harm to the school's reputation or otherwise portray GCS in a false, derogatory, negative or inappropriate way.

6. Students may not utilize the internet for the purpose of bullying, defaming, slandering or threatening any other person or group. In addition, students may not use services such as Instagram, Snapchat, Facebook, Tumblr, etc. and claim that inappropriate actions are acceptable because their page is "private", "locked" or "for friends only". There will be no exceptions. All students and parents must understand that they represent the school at all times, including weekends. Any off campus behavior that is detrimental to the school's community will be dealt with on an individual basis and is subject to disciplinary action determined by the school administration.

7. Accessing the accounts and files of fellow students or staff is a form of theft and violation of school rules. Using someone else's password or files and posting a message using another's name is a form of dishonesty.

8. Any person who believes that they have been harassed, or threatened should immediately report their concern in accordance with the school's bullying policy.

9. No device shall be used to record, video tape or photograph anyone unless consent is given by those being recorded photographed or videotaped. All electronic devices used on school grounds are bound by this technology code of conduct.

10. All devices are to be properly cared for by the students. GCS does not take responsibility for any lost, stolen, mishandled or broken devices.

It is not our goal to regulate student's personal online activities when not on school property, but please understand that certain activities might impact a student's relationships with others or the school, and therefore we reserve the right to regulate and ensure safety and wellbeing for everyone.

### *Parent Conduct & Compliance*

We expect parents to exhibit respect for God, other students, country, family, teachers,

administrators, and fellow parents. Differences in opinions and decisions are always going to vary; however, GCS strives to establish unity and healthy, harmonious relationships, and therefore has zero tolerance for any form of gossip, slander, or defamation of character of anyone or the school in general. Anyone found intentionally sowing division or strife may be subject to being dismissed prior to the end of the school year or not be allowed to re-enroll for the following school year.

1. Every Gladeview parent is up held to comply with the school rules and regulations.
2. Parents must respect and take care of all school and church property
3. Parents are allowed to purchase breakfast at the school and eat with their child at the designated tables. Children must be in their class on time according to their grade level and parents expected to be off campus once school has begun.
4. For safety reasons, parents are not allowed on campus during regular school hours, this includes lunch hours as well.
5. During school hours, every visitor is required to check in the main office and obtain a visitor's pass.
6. Abusive language and/or profanity are unacceptable.
7. Proper respect will be shown to teachers, school personnel, and other students at all times.
8. Safety rules are for the protection of the students and must be obeyed at all times.

### **Group Chats**

Each year, the room parent creates a group chat for their child's class to communicate with other parents. These chats are strictly designated to communicate information pertaining to school related events and news that pertains to the class. Anyone using a group chat to cause division or formulate gossip should be removed from the chat. The chat is not a complaint hotline. If a parent has a disagreement with a decision, assignment, or outcome of a situation, they are to speak directly to the teacher or an administrator.

This handbook is to be read prior to enrollment/re-enrollment. Upon signing enrollment/reenrollment documents, it is acknowledged by the parent that he/she understands, and has read all the above statements and agrees to comply with all school requirements and policies.

Thank you for allowing us to partner with you in providing your child/ren with a great education and nurturing environment.