

PARENT-STUDENT HANDBOOK



GLADEVIEW CHRISTIAN SCHOOL

Home of the Panthers

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www.gladeviewschool.org

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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 were 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. The beautiful new sanctuary was opened in September of 2014. Today, Gladeview Baptist Church is growing steadily and serving God through the school and the church.

Statement of Faith

- We believe that the Bible is verbally inspired by God, and that it is the supreme and final authority in faith and life. (II Timothy 3:16)
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (I John 5:7)
- We believe that Jesus Christ was begotten by the Holy Spirit, born of a virgin, and is true God and true man. (Luke 1:35)
- We believe in the deity of our Lord Jesus Christ who took on human flesh, lived a sinless life, and was crucified, buried and rose again, who ascended back to Heaven to make intercession for us, and who will return in power and glory. (II Corinthians 5:21)
- We believe that all men are sinful by nature and are in need of God's salvation. (Romans 3:23, Romans 6:23)
- 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 (Ephesians 2:8-9).
- 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 (John 3:37; Galatians 5:17-26).
- We believe the obedient Christian has followed the Lord in believer's baptism and is actively serving in the ministry of the local church. (Hebrews 10:25, Philippians 1:3-6).
- 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 man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)
- 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 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.

Statement of Philosophy and Purpose

Gladeview Christian School exists to provide Christ-centered education, and to equip students to live an active Christian life in today's world. Committed Christian professionals utilize teaching methods and curriculum based on biblical principles and integrated with Scripture 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

Gladeview Christian School is accredited by the National Council for Private School Accreditation. The school is also a member of and accredited by the Florida Association of Christian Colleges and Schools (FACCS), and all teaching faculty are FACCS certified teachers.

Mission Statement

Our mission is to create effective leaders of Godly character who will blend academic achievement and biblical truth to influence their society for the glory of God. This will be done through a comprehensive, challenging curriculum based on God's truth. Our vision is to impact the world for Christ by providing quality Christian education.

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 glorify God. 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.
- 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.

- Instill in students a sense of responsibility for their own continued spiritual and intellectual growth.
- 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 26th Street, Miami, FL 33175
Phone Number: (305) 551-6143
Fax Number: (305) 225-1632
E-mail Address: info@gladeview.org
Website: www.gladeviewschool.org

ADMISSION

Admission and Enrollment Procedures

All incoming students must take an entrance exam to determine student aptitude and appropriate grade level. Parents must provide records from the school their child previously attended. Additionally, new students must submit a certified birth certificate, social security card, and immunization/health forms before starting school. The certificate of immunization may be obtained from a private physician or the Dade county Health Department. Parents from Pre-school through Middle School are required to sign a statement of cooperation.

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

In January, current families must re-enroll by the deadline to attend Gladeview Christian School the following year. The correct fees must accompany all re-registration applications, and families must be current on their school bill to re-register. When classes are filled, student's names are then placed on a waiting list. Registration opens to the public approximately 2 weeks after the re-enrollment packets are sent.

Kindergarten Admission

Students entering Kindergarten must take a placement test 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.

Transfer Students

Transfer students must complete all admission and enrollment procedure 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 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.

2. Make certain that financial account is clear by checking with Financial Administrator

Waiting List

All classes are capped based on room sizes, and student-teacher ratios. Once a grade level fills, applications complete with registration fees will be placed on a waiting list in case of an opening. However, if a parent has one child already attending Gladeview and wants to enroll another child, they will be given priority over the waiting list.

Student Records

Any changes in phone number, address, or employment, are vital information that must be kept current at all times. This includes names 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 unless:

1. The school receives written consent from the student's parents requesting release of records. The consent form must include the reason for release and the name of the person or organization receiving the records. Copies will be provided to parents if requested.
2. 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

(changes pending)

Tuition/Fees

1 Year old Program

| | |
|---------------------------------------|-----------------------------------------|
| | <i>\$5,720.00 annual tuition</i> |
| Registration | \$200.00 |
| Curriculum Fee | \$100.00 |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 10 payments (August - May) | |
| Half Day (8:15 am-12 pm) | \$434.00/month |
| Full Day (7 am-6 pm) | \$572.00/month |

2 &3 Year old Program

| | |
|---------------------------------------|-----------------------------------------|
| | <i>\$5,300.00 annual tuition</i> |
| Registration | \$200.00 |
| Curriculum Fee | \$150.00 |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 10 payments (August - May) | |
| Half Day (8:15 am-12 pm) | \$434.00/month |
| Full Day (7 am-6 pm) | \$530.00/month |

4 Year Old Program with VPK Voucher

| | |
|----------------|------------------------------------------|
| | <i>\$3,900.00/ annual tuition</i> |
| Registration | \$200.00 |
| Curriculum Fee | \$100.00 |

| | |
|---------------------------------------|--------------------------------|
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 10 payments (August - May) | |
| Half Day (8 am-12 pm) | No Cost (no fees apply) |
| Full Day (7 am-6 pm) | \$390.00/month |

| | |
|-----------------------------------|-------------------------------|
| Kindergarten | \$5,445 annual tuition |
| Registration | \$400.00 |
| Curriculum Fee | \$270.00/due in June |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Graduation Fee | \$225.00/ due January 2018 |
| Tuition in 11 payments (July-May) | \$495.00/month |

| | |
|-----------------------------------|-------------------------------|
| 1st Grade | \$6,083 annual tuition |
| Registration | \$400.00 |
| Curriculum Fee | \$350.00/due in June |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 11 payments (July-May) | \$553.00/month |

| | |
|----------------------------------------------|-------------------------------|
| 2nd – 5th Grade | \$6,699 annual tuition |
| Registration | \$400.00 |
| Curriculum Fee | \$350.00/due in June |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 11 payments (July-May) | \$609.00/month |

| | |
|----------------------------------------------|-------------------------------|
| 6th – 8th Grade | \$7,073 annual tuition |
| Registration | \$400.00 |
| Curriculum Fee | \$350.00/due in June |
| Activity Fee | \$50.00 due October |
| School Improvement Fee | Charged per family/see below |
| Tuition in 11 payments (July-May) | \$643.00/month |

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.

Registration Fee is due with registration forms.

Book Fee is due on or before June 1st.

Activity Fee is due on or before October 1st. The fee is per student but has a family maximum of \$100.00.

Entrance Exam Fee is \$50.00 cash fee for new students K5 – 8th grade.

Graduation Fee includes 3 tickets to the banquet (graduate plus 2), as well as the cap and gown.

Tuition Payments

Preschool: 10 monthly installments for preschool beginning August 1st and ending May 1st

Elementary and Middle School: 11 monthly installments beginning on July 1st and ending on May 1st.

School Improvement Fee is due on or before June 1st.

This fee is due once per family. A school improvement fee is charged annually to generate funds for current and future facility improvements. We would greatly appreciate your consideration and prayer when making this decision. (changes pending)

- **Panther's Paw** \$ 300.00 (minimum)
- **Gold Panther** \$ 400.00
- **Platinum Panther** \$ 500.00 or more

*Our Gold Panther families will have their family name listed on a plaque in the school office for the 2017-2018 school year.

*Our Platinum Panther families will be acknowledged with a recognition brick in our school courtyard, as well as their family name listed on a plaque in the school office for the 2017-2018 school year.

Preschool Admission: Children must be one year old by Sept. 1st and walking to be enrolled in the K1 program. All children must be fully potty trained in order to be enrolled in the K3/K4 program.

Lunch charges will be \$4.25 per preordered lunch requested.

Morning & After School Care is available for students in grades Kindergarten – 8th grade. Charges will be at \$3.00 per hour or any part thereof. These charges will begin at 3:15 p.m. and end at 6:00 p.m. Parents who pick up their children after 6:00 p.m. will be charged \$1.00 per minute per child. Morning care is available at \$2.50 a day from 7:00 a.m. to 8:00 a.m. For those parents in need of the monthly daycare plan, **the monthly fee is \$120.00 per child** and includes morning care.

Discounts Available:

5% Tuition Discount: Full amount must be paid by August 1, 2017

2.5% Half-year tuition discount: Advanced five month payment

10% Discount on Siblings: 10% discount on the younger child(ren)'s tuition.

\$100.00 Off for U.S Active Military (proof required)

Financial Policies

- Complete financial details and information about payment plans can be found in the registration packet.
- The registration fee is non-refundable and must accompany the application for admission.
- A statement will be emailed the 20th of each month. This statement includes tuition charges, before and after school care, lunch, and any other applicable monthly charges.
- Account balances are due the 1st of the month. A late charge of \$50 will be applied if the balance is past due.
- If a payment is not received by the 10th 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, 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.
- Checks returned by a bank due to insufficient funds will incur a \$30 fine.
- **Students who are not picked up by 6:00 PM will incur a late charge of \$1.00/minute.**

- **Students who are sent home with an illness, fever, or head lice, need to be picked up within an hour and a half of the time the parent is contacted, otherwise a fee of \$1.00/minute will be incurred.**

General Information

Hours of Operation

School Office Hours

8:00AM - 4:00PM (Except on Holidays). After 4:00PM, call the office and dial extension 1025 to reach an aftercare worker.

School Day Hours

Preschool

8:15 AM -12:00 PM Half-day Schedule
 8: 15 AM - 3:00 PM Full Day Schedule
 VPK students 8:00AM -12:00PM

Full Day Schedule:

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

Early Dismissal on Wednesdays

K- 5TH 2:00 PM
 Middle School 2:30 PM

Morning Care Hours

Early morning childcare is available from 7:00 a.m. until 7:45 a.m. The fee will be charged weekly (Or daily, if only needed for a few days a month). Any time a parent drops off a child before 7:45 a.m., this fee will be charged to the account. (This does not apply to those preschool students registered for the full day program)

After School Care Hours

After school care begins at 3:30pm: Snack, Homework time, playground time
 Ends at 6:00pm

*Aftercare begins at 2:30pm on Wednesdays due to early dismissal for all grades**

School Lunches

Gladeview Christian School has a hot lunch program available. Students may also bring a nutritious lunch from home. 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. Students will be expected to conduct themselves in an orderly manner while going to, in, and returning from the lunchroom. 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.

Parents will receive a lunch menu in advance to pre-order meals.

Cost: \$4.25 per day if pre-ordered, \$6.25 per day if not preordered. **All preordered lunches must be submitted by the 15th of the previous month. Lunches that are not preordered or submitted by the deadline will incur a charge of \$6.50 per meal.**

Cafeteria Rules:

1. Use table manners.
2. Speak only to students seated at same table in a QUIET 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.

Elementary and middle school students may not eat or drink in classrooms except 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 soda, juice machines and the concessions are off-limits to students except during lunch, recess and after school.

Food Standards

GCS is a Peanut free school.

- If a child has a food allergy, parents must provide a written note to the office informing them of the allergy. A copy will be given to the teacher and kitchen staff for the safety of the child.
- 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.
- Half-day preschool students will be fed a hot lunch by 12:30 p.m if they have not been picked up on time. The lunch will appear on the financial statement.

Media and Library

Library Time K4- 5th Grade:

Students K4-5th grade visit the library weekly to learn about different book genres, parts of a book, and elements of a story.

Middle School:

Middle School students have the option to take Library Science as an elective. Students utilize critical thinking skills as they compare and contrast elements of various stories and characters.

Website

Many important documents, such as the monthly calendar of events, are posted on the website regularly. Links are also available for academic grades, faculty, employment, and student

resources. As part of the registration process, each student must turn in a **web consent form** (signed or unsigned) by the parent or guardian 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 semester 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. Students are requested to limit the number of trips they make to lockers to minimize congestion. Gladeview Christian School reserves the right to open lockers for periodic examination if necessary.

Chapel

GCS is committed to proclaiming God's Word through 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.

School Closure 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 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 or by email, social media and/or the parent alert system. If an emergency requires early dismissal, the usual dismissal procedures will be followed. 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 and coordinate transportation. All students 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, and they 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 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. Parent/chaperones visiting the school or attending school functions are also requested to follow these standards in their own attire.

If a student is 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.

The only exceptions are as follows:

1. The student to be taken or picked up by their own parent with the understanding that their child is their responsibility and is not covered under the insurance.
2. The bus is full and may require parents 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.

Fundraisers

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

Immunizations

Students attending GCS must meet all the State of Florida immunization requirements in order to attend class.

Head Lice

If a child contracts head lice, they are not allowed at school until they have been treated and cleared to return. This process takes a minimum of two days.

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. 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:

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

Care is administered for minor injuries. First aid will be administered; however, no medical treatment or medication will be given without a physician's consent. If a student is unable to return to class, parents will be contacted and arrangements made for him/her to go home. 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.

When a child is not feeling well, exhibits chills, fever 100. 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, please keep the child at home.

If your child has a fever or diarrhea, and is vomiting during the night, PLEASE DO NOT bring your child to school the following day.

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.

Administering Medicine

If a student needs to take medicine during the school day, the medicine must be left in the school office accompanied by a medication form completed by a parent, **or a doctor for prescription medication**. 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.

School Pictures

School pictures will be taken twice a year, once during the first month of school and once in the Spring. Pictures are handled by Herff Jones Photography.

Dismissal

Students will only be dismissed to a parent, legal guardian, or an authorized person listed on the child's enrollment form. The receptionist will call the classroom to bring the child to the office. Parents are not permitted in 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.

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

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 Early Childhood Development Training and Certification.

Learning Enrichment

One Child at a Time partners with Gladeview Christian School to bring Preparing Our Preschoolers Program 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 fee. We strongly ask for your cooperation in helping your child get to school on time so they will learn to be reliable and responsible.

Textbooks

K-3rd: 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

4th-8th: Fourth-Eighth Grade students are required to bring their own devices for the use of electronics textbooks. Beginning in 2017-2018 school year, incoming 4th grades will be required to have an iPad or iPad mini. The school provides eBook licenses and workbooks for students.

Supplies

The school office posts a list of all required supplies on the school website. 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. Middle School Students are permitted five minutes to arrive at their destination. Students are tardy to class if they are not in the classroom when the tardy bell rings, and they must get a 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.

Attendance

Attendance

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 on Saturday or 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 is 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. Justifiable reasons will be determined by the principal.

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.

A student who exceeds 4 or more unexcused tardies per quarter will not be eligible for Honor Roll. A student who exceeds 10 or more unexcused tardies per quarter will not be eligible for after school sports or performances for the remainder of the year.

Home/School Communication

Orientation Meetings- Back to School Night

Each year, parents and students are invited for Back to School Night. At least one parent of each student is encouraged to attend. Back to school night is broken into three sections: Preschool, Elementary, and Middle School. Each group first meets in the chapel to be addressed by the principal. New rules and policies will be thoroughly explained. Once school wide policies have been reviewed, parents and students will be dismissed to visit individual classrooms. Once dismissed, Preschool and Elementary students can go to their new classes to meet their teacher as he/she explains rules and expectations.

Middle School students will rotate to each of their classes for fifteen minutes at a time with their parents. In each class the teacher will address the group to explain the course and expectations.

Parent-Teacher Conferences

Parents are encouraged to schedule conferences 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.

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, 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.

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 **MUST** leave their cell phones at the school office each morning *as they arrive*. All cell phones **MUST** be turned OFF. 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 are encouraged to leave the school grounds 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. If you need to drop-off lunches, homework, or any other articles, 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. Parents, to avoid interrupting instruction time, please do not go directly to the classroom.

Signed Documents

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

Birthday Parties

Birthdays can be celebrated in the courtyard during lunchtime on Fridays. 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, or bounce houses are allowed.**

Transportation

Drop-off and Pick-up

Parents are responsible for dropping off and picking up their children every day. If someone other than a parent is transporting a student, their name and information must be approved by the office and kept on file.

Hired Transportation

Parents are also responsible for transportation to off-campus 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- Curriculum Programs

K1:

Bible
Math
Language
Oral Reading

K2:

Bible
Oral Reading
Language Arts/Phonics
Math

K3:

Bible
Reading/Language
Math
Social Studies
Science
Writing

K4:

Bible
Language/Reading
Math
Social Studies
Science
Writing

Pre-School Electives:

Music and Movement
Playground
Art (K2-K4)

Computer Lab (K4 Only)
Library (K4 Only)
Special Activities & Field
Trips

Kindergarten:

Bible
Language/Reading
Math
Social Studies
Science/Lab
Handwriting

First Grade:

Bible
Language Arts
Reading
Math
Social Studies
Science/Lab
Handwriting

Second Grade:

Bible
Language Arts
Reading
Math
Social Studies
Science /Lab
Handwriting

Third Grade:

Bible
Language Arts/Reading

Math
Social Studies
Science /Lab
Handwriting

Fourth Grade:

Bible
Language Arts
Reading
Math
Handwriting
Social Studies
Science/Lab

Fifth Grade:

Bible
Social Studies/History
Science/ Lab
Language Arts
Handwriting
Reading
Math

Elementary Electives K-5th:

Physical Education
Computer Lab
Art
Music
Library
Special Activities/Field

Trips
Spanish (1st-5th only)
French (1st-5th only)

Sixth Grade:

Bible
Language Arts/Literature
Math
Geography
Science/Lab

Seventh Grade:

Bible
Language Arts/Literature
Pre-Algebra
Civics
Biology/Lab

Eighth Grade:

Bible
Language Arts/Literature
Algebra 1
American History
Physical Science/Lab

Middle School Electives:

Home Economics
Keyboard
Music
Physical Education
Computer & Library
Art
Drama
Yearbook

Homework

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

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

Based on public school precincts, (Title One) some students are eligible to work with tutors during class time through One on One Learning Services. Students in need of tutoring who are eligible will be pulled from class for tutoring during the day given consent of a parent.

Progress Reports

Progress Reports will be issued to students four times a year. Parents/guardians are encouraged to contact teachers concerning courses where students are doing below average. Dates for progress reports are listed on the general school calendar. Students who alter or delete information recorded on their progress reports will be subject to disciplinary action.

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 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

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, if all financial obligations have been met. Grades are available on a weekly basis for parents viewing. The report cards are the final summary for each quarter.

Merit Trips

Middle School students who meet the following requirements in academics and conduct will be eligible to attend twice yearly 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

Grading Scale

| Letter Grades: | Low | High | Weight |
|-----------------------|------------|-------------|---------------|
| 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 |

If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from honor roll. A student who exceeds 4 or more unexcused tardies per quarter will not be eligible for Honor Roll.

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). For the Honor Roll the 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 who exceeds 4 or more 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.

Make-up work

If a student is absent, 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.

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 8th grade students upon completion of the required course of study and subjective evaluation. Students K-5th 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.

K5 – 5th 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.

6th, 7th, and 8th 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 60 average in a subject will be required to attend summer school for that subject.

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 all four quarters, including the midterm, are exempt from taking the final exam.*

Standardized Tests

Each spring, standardized achievement tests (SAT’s) are given to students from Kindergarten through 8th 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.

Schedule changes

Schedule changes for **middle school students only** will be permitted during the first week of the new semester. The administration will only consider a schedule change for reasonable circumstances. 8th graders are given top priority when assigning schedules, followed by seventh and then 6th grade. Submission of elective form is also considered when assigning classes to schedules.

Policies for Cheating

| | |
|-------------------------|--------------------------------------------------|
| 1 st offense | Office referral and demerits |
| 2 nd offense | Office referral and demerits, zero on assignment |
| 3 rd offense | Suspension and zero on assignment |

If students are displaying suspicious behavior during a test they will be given demerits. This includes talking, looking at someone else’s paper, or looking around in a suspicious manner during any assessment.

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.

Preschool

Preschool discipline revolves around redirection. When a young child is not following directions, teachers will gently redirect 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

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.

Elementary

Elementary teachers establish classroom rules and guidelines. If an issue cannot be settled in class with a teacher, the student must report to the principal's office. At that time, after speaking with the student, the principal will call the parents. If a student is sent to the principal's office five times in one semester, the student will lose academic eligibility.

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.

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

- Cheating or dishonesty.

- Fighting or causing harm or injury to another person.
- 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 language, and open defiance or other acts that are detrimental to the school or other people.
- Suspension can occur for excessive tardiness.
- Suspension can occur for excessive detentions.

A single occurrence of any of the above may result in immediate suspension or expulsion. An expulsion recommendation based on misconduct will include a detailed report by the Principal on the corrective measures taken prior to this recommendation of expulsion.

Suspension

Students may be issued in-school or out-of-school suspensions. A student may be suspended from the school by the 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.

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 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.

Dress Code

Uniforms

Gladeview Christian School has a uniform policy. The purpose of the dress code is to have a Godly and Christ honoring school where students reflect Christian character. Parents must prepare their students to be dressed properly each day and meet the hair code. A list of required uniform items is available in the school office or at the uniform store. All clothing must be purchased from AA Uniform Company:

AA Uniform Company
8807 SW 132 Street
Miami, FL 33176

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.

Guidelines for Students:

1. All standard uniforms (pants and shirts) 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. Hats are not permitted.
5. Polo shirts are to be tucked in at all times during the school day.
6. Belts must be worn Monday-Thursday.
7. During cold weather, students may wear sweatshirts, sweaters, or jackets from AA School Uniform Company. A uniform shirt must be worn under the cold weather apparel.
8. Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each semester.
9. Shoes must be black dress shoes and laces must be tied. Students in K-2nd may wear black sneakers all day on the days they have PE class.
10. Preschool students must wear shoes or sneakers with Velcro (NO LACES, please).
11. Socks must be worn and be visible.
12. No temporary or permanent tattoos or any kind of body piercing will be permitted.
13. **Students are required to know how to tie their own shoes by the end of second grade.**

Non Uniform Days and Friday Attire:

1. **Every Friday students can wear standard blue jeans, capri jeans, and jean shorts (bermuda length) with the Friday T-shirt which can be purchased at the school office. (No ripped, embellished, or colored jeans, no jeggings, leggings or overly tight jeans are allowed.**
2. **Jean shorts must be no shorter than 2 inches from the knee.**

Guidelines for Girls:

1. Girls' uniforms must fit properly. Skorts and dresses must be no more than 2" above the floor when kneeling.
2. The acceptable footwear for girls is shoes, loafers, or sneakers. **Socks are not required for ballerina flats.** Flip-flops, open-toed shoes, or open-heeled sandal are not permitted.
3. Hairstyles, belts, make-up, and accessories must be conservative.
4. No more than two earrings per ear are permitted. Body piercings are not permitted. Dangling earrings must be no longer than 1".
5. 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.

6. In cold weather, standard uniform slacks may 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. Boys will not be permitted to attend classes with this type of haircut or other extreme haircuts.
7. The acceptable footwear for boys is shoes, loafers, or sneakers. Flip-flops, open-toed shoes, or open-heeled sandals are not permitted.

***Very Important:** After receiving a written warning, students not in compliance with this policy will not be allowed to remain in the classroom until compliance is met. Please feel free to contact the school office with any questions regarding our Uniform Policy.

P.E. Uniform

All 1st through 8th grade students must change into their Physical Education uniform on the dates assigned for P.E. Grades Kinder-2nd grade may opt to wear the AA navy uniform (knee length) shorts with the PE t-shirt 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 in K-2nd may wear their black sneakers (instead of dress shoes) all day on the days they have PE. Students may wear athletic gear of their choice for after-school team practices. No spandex, leggings, or short shorts, please. 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 PE.

Parent Guidelines On-Campus

Parents should dress appropriately when at school or attending school events. There is no smoking on school property.

Team or Club attire

Clubs or teams may wear their jerseys, team shirt, or special event shirt on these days. These must be worn with school pants or skirt.

Field Trip Attire

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 for parents to buy and wear on Field Trips.

Safety and Security

Security Guard

Gladeview Christian School employs a security guard on school days between the hours of 6:30am and 6:00pm. The security guard ensures 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.

Unauthorized Articles

Item not allowed at school include, but are not limited to: tobacco products, lighters or matches, 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.

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 will be billed to the parent's account. Willful damage to these properties could result in immediate expulsion.

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.

Safety

GCS provides a safe and hazard free environment. Please note the following policies:

1. The average teacher: student ratio is 1:18. Pre-school and some younger grades have full-time teacher assistants. No child is ever left alone without supervision.
2. Classrooms and the playgrounds are inspected regularly for safety.
3. In case of an emergency, every classroom has a telephone. Emergency telephone numbers are posted by every telephone in the school.
4. There is an emergency evacuation plan posted in each classroom showing the fastest route to safety.
5. 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. 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. The principal and staff will review the incident and determine whether some preventative measures need to be taken.
2. If there is a serious or life-threatening injury, the school will call 9-1-1. If a doctor's attention is necessary, GCS will first attempt to contact parents, but if that is impossible, GCS will abide by the information contained on the emergency contact on file in the office.
 3. When a child is involved in an accident requiring medical attention, the parent or guardian will be notified. If the parent is unable to come to the school to transport the child, a staff member will accompany him or her to the medical facility indicated on the child's information form.

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.

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.

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.

Athletics

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.

Transportation Liability Release

Parents are responsible for transporting their student 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.

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.

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 no longer eligible to play after school sports.

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 office.
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

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.

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.

Technology Code of Conduct

Gladeview Christian School's core values should direct all student technology activities online and off line 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.

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. 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.

Solicitation

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

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.
9. Chewing gum is not permitted on school property.

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. 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.