



GLADEVIEW
CHRISTIAN SCHOOL

STUDENT – FAMILY HANDBOOK

2026–2027



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Letter to Our Families



WELCOME TO OUR GCS FAMILY

Dear Gladeview Christian School Families,

It is with great joy that we welcome you to Gladeview Christian School. Whether your family has been part of GCS for many years or you are joining us for the first time, we are grateful that God has brought you into our school family. We recognize that when you entrust your child to us each day, you are sharing with us someone incredibly precious. We do not take that responsibility lightly.

At GCS, we believe that every child is created in the image of God, known and loved by Him, and created with unique gifts and a God-given purpose. This belief shapes the way we teach, encourage, correct, and care for our students.

Our commitment extends beyond academics. We desire to care for the whole child: academically, spiritually, socially, emotionally, and physically. We want our students to grow in knowledge and wisdom while developing confidence, compassion, responsibility, integrity, and, most importantly, a growing relationship with Christ.

"I praise you because I am fearfully and wonderfully made." Psalm 139:14

Every child who walks through our doors brings different strengths, challenges, personalities, and gifts. Our desire is to truly know our students, encourage them through challenges, celebrate their growth, and help them discover how God can use their gifts for His purposes. We want GCS to be a place where children know they are loved, valued, challenged, supported, and that they belong. We also believe deeply in the partnership between home, school, and church. Parents are a child's first and most influential teachers, and we are honored to come alongside you. There will be times when we celebrate together, work through challenges together, and pray together. Through it all, we want our families to know that we are on the same team, seeking what is best for each child.

This handbook is part of that partnership. Its policies and expectations provide clarity, consistency, and a safe environment where our students can learn and grow. Yet, behind every policy is a greater purpose: to guide our students toward wisdom, responsibility, Christlike character, and a life that honors God.

Thank you for trusting us with your children and allowing us to be part of their story. We are grateful for your partnership and look forward to all that God will do in the lives of our students and families this year.

Welcome to the Gladeview Christian School family. We are so glad you are here.
With love and gratitude in Christ,

Gladeview Christian School Administration

Grounded in Truth. Centered on Christ. Steadfast in Purpose.

1. ABOUT GLADEVIEW CHRISTIAN SCHOOL

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

Our purpose is to provide a Christ-centered education and develop effective leaders of godly character who integrate academic achievement and biblical truth to influence society for the glory of God.

Statement of Non-Discrimination

Gladeview Christian School does not discriminate on the basis of race, color, national origin, or ethnic origin. The school admits students of all races and ethnic backgrounds and provides them with equal access to the rights, privileges, programs, and activities generally available to all students.

Accreditation

Gladeview Christian School is committed to employing qualified faculty and staff who demonstrate professional competence, strong character, and a commitment to the mission and Christian values of the school. Faculty qualifications may include degrees, professional experience, specialized training, and demonstrated expertise appropriate to each individual's teaching assignment. GCS encourages ongoing professional growth and development among its faculty and staff.

Mission

Our mission is to develop effective leaders of godly character who combine academic excellence with biblical truth to positively influence the world for the glory of God. Through a comprehensive and challenging Christ-centered education, we equip students with the knowledge, character, and faith to fulfill their God-given purpose.

Vision

Our vision is to impact the world for Christ by providing quality Christian education that prepares students to lead with wisdom, integrity, and faith.

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 (Matt. 16:26).
- Train students to know and to do the will of God (Ps. 16:8; Matt. 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 towards 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.

Faculty Credentials

The faculty and staff of Gladeview Christian School are carefully and prayerfully selected based on their Christian character, professional qualifications, teaching ability, and commitment to academic excellence. Our faculty and staff are dedicated Christians who view education as a ministry and are committed to serving the Lord by teaching, encouraging, and investing in the lives of their students.

Preschool teachers are required to maintain appropriate Early Childhood Education credentials and complete a minimum of 25 hours of continuing education each year.

2. SCHOOL & FAMILY PARTNERSHIP

Our Parent's Code

Our parents play a vital part in the total program of Gladeview Christian School. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We believe that the following code, when subscribed to by all parents, would make Gladeview Christian School a school that would truly honor the Lord and produce the finest education possible.

- I will pray regularly for the teachers and administration.
- I will cooperate fully in the educational function of GCS, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
- I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
- I will support the school with gifts in addition to my tuition payments as the Lord enables me.
- I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
- I will attend periodic meetings and parents' functions of the school.
- If I become dissatisfied with Gladeview Christian School in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the biblical guidelines found in Matthew 18.
- I will seek the advancement of Gladeview Christian School in all areas: spiritually, academically, and physically.

As a Gladeview Christian School parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

PARENTAL INVOLVEMENT

It is no secret that children enjoy optimal academic success when parents and teachers cooperate in the educational endeavor. Gladeview Christian School believes strongly in the home-school partnership. We look forward to this coming school year and ask you to be involved with us in your child's schooling in the following manner:

- Prayer
- Pray for your child(ren) and for the faculty and staff at Gladeview Christian School.
- Communication

We encourage you to stay in regular communication with your children's teachers. Conversations at the close of the school day, notes, emails, and telephone messages all provide avenues of communication.

Participation

There will be frequent opportunities for parents to participate in school activities. We will often be soliciting your help in assisting with special projects or events, in chaperoning students on field trips, and in supporting us in fund-raising activities. All visitors to the school, during the school day, must stop by the main office to sign in. Please feel free to make suggestions or share ideas with teachers and the administration on ways we can improve our school. Email the school administration at office@gladeview.org. Please stay involved in your children's school life. We also want to encourage parents to be consistent in your church attendance. It is important for children to see their parents setting the example in this area of life. If you do not have a church home, we encourage you to begin visiting Gladeview Baptist Church or any other local church fellowship and become an active member.

Parent-Teacher Conferences

Parents are encouraged to schedule conferences in advance with teachers to discuss a student's academic progress, behavior, social development, or other concerns. Arrival, dismissal, transitions, school events, and times when teachers are supervising students are not appropriate times for individual conferences. Back to School Night is not intended for individual parent-teacher conferences. Parents should first communicate directly with the teacher or staff member involved. If a concern remains unresolved, the parent may contact the appropriate administrator and then the Head of School if further review is needed. Communication should remain respectful, direct, and focused on those involved. Parents should not confront, question, correct, or discipline another student regarding a conflict or concern involving their child. Parents are also encouraged to address school concerns through the established communication process rather than through social media or public forums and to protect the privacy and dignity of students, families, and staff.

Behavioral concerns may be documented through a Behavior Notice in FACTS/RenWeb. A Behavior Notice is a communication and documentation tool and does not automatically result in demerits, detention, or other discipline. Administration assigns demerits when appropriate under the progressive discipline system.

FACTS/RenWeb

FACTS/RenWeb Parent Access

Gladeview Christian School uses FACTS/RenWeb to keep parents informed about their student's academic progress and school performance.

Through FACTS/RenWeb, parents can access important information, including:

- Grades and academic progress
- Homework and assignments
- Lesson plans
- Behavior information

Parents must activate their FACTS/RenWeb account to access this information. To activate or access your account, visit www.gladeview.org.

Families are expected to keep financial accounts in good standing. When an account is delinquent, administration may restrict access to official progress reports and report cards; however, parents will continue to have access to regular/weekly grades in FACTS/RenWeb.

Report cards are issued four times each year and are generally available through FACTS/RenWeb approximately seven days after the end of each grading period. Parents are responsible for accessing the digital report card within two weeks of release. A printed copy will also be sent home and must be signed by a parent/guardian and returned by the stated deadline; the school will retain the signed copy.

All families are expected to activate a FACTS/RenWeb account to stay connected and informed through email, text messages, parent alerts, and access to grades. Parents are responsible for notifying the main office of any changes to a student's information, including phone numbers, addresses, or authorized persons for pick-up and drop-off.

Parents and students are encouraged to review regular/weekly grades in FACTS/RenWeb throughout the grading period. Teachers must be given reasonable time to grade assignments and update records.

A delinquent financial account may result in administrative restriction of official progress reports or report cards. Regular/weekly grades in FACTS/RenWeb will remain available.

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.

BACK TO SCHOOL NIGHT

Before the first day of school, Gladeview Christian School hosts a Back to School Night for our students and families.

This special evening gives families an opportunity to meet their teachers, visit their classrooms, and get ready for the new school year. It is also a time to learn about the many exciting programs, activities, and opportunities planned for the year.

During Back to School Night, families will have the opportunity to:

- Meet teachers and school staff
- Visit classrooms and become familiar with the school
- Learn about classroom expectations and routines
- Receive important information for the first day of school
- Learn about curriculum, programs, activities, and upcoming events
- Ask general questions and learn how the school will communicate with families

Back to School Night is designed to help students and families feel welcomed, informed, and prepared before the school year begins.

Individual Student Concerns

Because Back to School Night is a school-wide event, it is not intended for individual conferences or lengthy discussions about a student's specific needs or concerns.

Parents who need additional time with a teacher are encouraged to schedule a separate conference so that the conversation can receive the appropriate time and privacy.

We look forward to welcoming our families and beginning another wonderful school year together at Gladeview Christian School.

Parent Conduct & Compliance

Parents are expected to communicate and conduct themselves respectfully and in a manner consistent with the Christian mission of GCS. Concerns should be addressed through the established chain of communication rather than through confrontation, gossip, harassment, threats, targeted personal attacks, or public/social-media discussions that disclose confidential or student-specific information about others. Serious or repeated conduct that disrupts school operations, threatens safety, or substantially harms the school community may result in administrative action regarding campus access or continued enrollment.

- Every Gladeview parent is upheld to comply with the school rules and regulations.
- Parents must respect and take care of all school and church property
- For safety reasons, parents are not allowed on campus during regular school hours, this includes lunch hours as well.
- During school hours, every visitor is required to check in the main office and obtain a visitor's pass.
- Abusive language and/or profanity are unacceptable.
- Proper respect will be shown to teachers, school personnel, and other students at all times.
- Safety rules are for the protection of the students and must be obeyed at all times.

Group Chats (Room Parent, PTF, POP, etc.)

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.

Expanded Parent Conduct Expectations

Parents and guardians are expected to communicate with teachers, administrators, coaches, staff members, and other families respectfully and professionally.

Disagreements should be addressed directly and privately through the appropriate school communication process rather than through gossip, social media, group chats, or public confrontation.

Parents should support school rules, safety procedures, and reasonable decisions made by school administration, faculty, and staff.

Parents who have a concern should first communicate with the individual directly involved when appropriate, and then follow the school's administrative process if the concern is not resolved. Group chats and parent communication platforms are intended for school-related information and should not be used for gossip, harassment, personal attacks, or public disputes.

3. ADMISSIONS, ENROLLMENT & STUDENT RECORDS

Admission and Enrollment Procedures & Requirements

1. Tour

- All new incoming students must first schedule a tour of the school.

2. Apply

- Complete the online application at www.gladeviewschool.org
- Admissions "Apply to GCS"
- There is a \$100.00 non-refundable application fee.

3. Entrance Exam/Observation

If your child will be attending Preschool (Pre-K1 to Pre-K4), please follow these steps:

- All incoming students must schedule an Entrance Observation with the front office and pass.
- Parents must provide Reference Forms (if applicable).

Please Note the following:

- K1: Must be one-year-old by September 1st and walking.
- K2: Must be two years old by September 1st.
- K3: Must be three years old by September 1st and fully potty-trained.
- K4: Must be four years old by September 1st. (The office of Early Learning only allows students entering K4 eligibility to use the VPK voucher certificate for one year only).

4. Elementary & Middle School Students

If your child is attending 1st grade- 8th grade, please submit the following documents prior to taking the Entrance Exam and follow these steps:

- Current & previous year's report card (Kinder-8th Grade)
- Available standardized assessment scores, such as MAP, when applicable (1st-8th Grade)
- Entrance Exam
- Reference Forms (1st -8th Grade) such as IEP, 504, Behavioral Treatment Plan
- A \$100 non-refundable Entrance Assessment/Observation Fee is required when applicable (Preschool-8th Grade).

Our Admissions Team will review all the applicants' information and notify the parents with the status of the child's admission, via email. 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.

Upon receiving a letter of acceptance, parents may proceed with the following steps to enroll. These documents need to be provided prior to the student beginning the school year.

- Complete the Online Enrollment at www.gladeviewschool.org

Parent Resources Parents Web

- Birth Certificate
- Social Security Card
- Parent ID
- Student Health Forms (DH-680 and DH3040)

- Tuberculosis Clinical Screening
- Parking Decal Form
- VPK Certificate (If applicable)
- Foreign Language Selection Form (If applicable)
- Supplemental Music Form (If applicable)
- Middle School Elective Form (if applicable)

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.

Re-enrollment

Current students will be automatically re-enrolled for the following school year. Families who do not wish to re-enroll must submit a written request to Arianny Vazquez at avazquez@gladeview.org by the established deadline.

After the withdrawal deadline, enrollment will open to the public, and remaining spaces will be offered to new students based on availability. Applicable re-enrollment fees will be charged according to the school's published tuition and fee schedule.

- Account balances must be in good standing in order to be eligible for re-enrollment.
- Students must be in good standing for both academics and behavior and be eligible for grade level promotion.
- Continued enrollment and re-enrollment are not automatic. Administration may consider academic progress, behavior and conduct, attendance, compliance with Academic or Behavioral Probation, the family's adherence to school policies and financial obligations, the student's individual circumstances, and the school's ability to appropriately meet the student's educational needs.
- Enrollment in GCS PreK4 does not automatically guarantee Kindergarten placement. Current GCS PreK4 students may be required to complete a Kindergarten entrance assessment when administration determines that additional information is needed to evaluate academic, developmental, social, behavioral readiness, or appropriate placement. The assessment is not automatically required for every current PreK4 student. Final placement decisions are made by administration based on overall readiness and the school's ability to appropriately meet the student's educational needs.

Transfer Students

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

Withdrawal Procedures

- Notify the administration of the date of withdrawal in writing.
- Make certain that financial account is clear by checking with financial administrator.
- Return all school property.
- 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 in the 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 always kept current. 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 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. If the records are required to be released due to a judicial order or subpoena, parents will be notified.

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.

4. FINANCIAL INFORMATION

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, or weather-related school closures.

Enrollment Fee

- This fee is an online, nonrefundable fee that is due upon the completion and submission of the enrollment/reenrollment packet.

Curriculum Fee

- This fee is due on or before July 1st of enrollment year.

School Improvement Fee

- This fee is due on or before July 1st. This fee is per family and is charged annually to generate funds for current and future facility improvements.

Activity Fee

- This fee is due on or before July 1st of enrollment year. The fee is per student.

Security Fee

- This fee is due on or before July 1st of enrollment year. The fee is per family.

Graduation Fee

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

Discounts

- 10% discount on the second child's tuition, 20% discount on each additional sibling. Fees will need to be paid in full. This discount cannot be combined with any other discounts already applied.
- Full Tuition Payment Discount: If tuition is paid in full as a one-time payment by August 1 a 5% discount will be applied. This excludes scholarships.
- Half-year Tuition Payment Discount: If tuition is paid in two payments by August 1st and January 1st, a 2.5% discount will be applied. This excludes scholarships.
- \$100.00 Discount off Enrollment Fee for active military (proof required)
- \$200.00 Family referral credit. Referred students 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 in the second semester.

Financial Policies

- Account balances are due between 1st and 5th of every month. A late charge of \$50 will be applied if the balance is not paid within those days.
- Checks returned by a bank due to insufficient funds will incur a \$30 fee.

- If a payment is not received by the 10th of the month, the account will be considered delinquent and may be subject to administrative action. Depending on the circumstances, length and amount of delinquency, payment history, and communication or payment arrangements with the school, consequences may include financial suspension or temporary restriction from class; restriction of official progress reports, report cards, or transcripts; ineligibility to sit for semester exams; restriction from athletics or extracurricular activities; or exclusion from end-of-year, promotion, or graduation activities. These consequences are not automatic and will be determined by administration. Parents will continue to have access to regular/weekly grades in FACTS/RenWeb.
- 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.
- A statement will be emailed the 20th of each month. This statement includes tuition charges, before and after school care, lunch, and any other monthly applicable 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.

Morning & After Care Information

Please refer to financial information sheet for prices

Policies:

- For before-care, all students may not be dropped off before 7:00am. Any student who is found on campus before 7:00 a.m. is considered trespassing and is subject to consequences of violations.
- For after care all students not picked up by 6:00 pm will be charged \$1 per minute per child.
- Students are to remain in their designated morning care posts until the school day begins.
- 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. During after school care students will have snacks, homework, and playground time.
- Aftercare locations are subject to change

After Care and Before Care Hours:

- Before care is 7:00am – 7:50am for all registered students; preschool – middle school.
- Preschool: 3:15pm–6:00pm
- Kindergarten & 1st Grade: 2:45pm–6:00pm
- 2nd–8th Grade: 3:30pm–6:00pm
- Wednesdays for all grades: 2:15pm–6:00pm
- After care is not available to students who are enrolled in the Half-Day Program or to VPK ONLY students.
- Students must be pre-registered for after care.

*** For preschool students, before and after care is already included in the tuition, however, we still need a count of how many will be registered.

5. GENERAL SCHOOL INFORMATION

The school office hours are Monday–Friday from 8:00am to 4:00pm, except on holidays.

Hours for School Day

Preschool

Full Day Schedule	800am – 3:00pm
Half-Day Schedule	8:00am – 12:00pm
VPK Half Day	8:00am – 11:00am (subject to change)

Elementary

Kindergarten & 1 st Grade	800am – 2:30pm
2 nd – 5 th Grade	8:00am – 3:00pm

Middle School

6 th – 8 th Grade	8:00am – 3:00pm
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Early Dismissal is every Wednesday for all grades at 2:00pm.

Dismissal General Information

- All vehicles picking up or dropping off a child must have the Gladeview parking tag visible. One tag is given for free, additional tags may be purchased in the main office for \$7.
- Please always respect all traffic laws and security measures.
- Drive at a minimum speed while dropping off and picking up students.
- For all our students' safety all parents MUST drive at a 5-mph speed while on school grounds. If this is violated a verbal warning will be given once. By the second violation, the parent will no longer be allowed onto the school parking lot.
- All vehicles must enter the school through the Coral Way entrance.
- All Vehicles must exit through the back gate onto 122nd Ave.
- The middle gate will open from 3:00pm – 3:30 pm (1:45pm – 2:15pm on Wed.)
- After 3:30 p.m., parents must park in the rear parking lot and pick up their child from aftercare. For security and safety reasons, only students who are signed into aftercare are to remain on campus. All other students and parents must be off campus by 3:30 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 receive a parking ticket by MDPD or be towed.

Curb-Side Drop Off

For your convenience and the safety of your child, students in grades 1st– 8th must be dropped-off and picked-up at the designated curbside drop-off and pick up area. Curb-side drop-off and pick-up is mandatory for grades 1st–8th. The Safety Patrols and assigned teachers will be on duty to escort your child. Students are expected to walk to their respective classrooms, where they will be greeted by their teacher.

- All students not in before care will walk straight to their classrooms starting at 8 am.
- Parents of pre-school children (K1-K4) and kindergarten are able to park their cars and walk their child to their classroom.
- Once preschool and kindergarten parents drop off their children at their classrooms, all parents are to leave the school grounds. Parents will not be allowed to gather in the courtyard, benches by the cafeteria or any other areas within school property, once the school day begins. Parents are not permitted in the hallways or classrooms during the school day.
- At 8:00am., once the bell rings and announcements begin, doors are to be closed and locked. Students who arrive after this time are considered late and will need a late pass from the main office to enter their class. The gate at the north side of the school, where pick up and drop off takes place, will also be closed at this time.

Curbside Pick-up

- Curbside pick-up begins at 2:30pm for kindergarten & 1st grade in the Cafeteria until 2:45pm.
- Curbside pick-up begins at 3:00pm for elementary and middle grades (2nd -8th grade) in the Cafeteria until 3:30pm.
- Preschool Full Day Students (Pre K1-K4): parents must park and pick up their child(ren) in his/her classroom by 3:00pm but no earlier than 2:15 pm.

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 lockdown has been terminated. 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 consent to authorize, must be provided ahead of time to the school office. As protection for your child, we cannot accept a telephone call as a satisfactory way of requesting early dismissal.

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

Students will only be dismissed to a parent, legal guardian, or an authorized person listed on the child's emergency contact form in FACTS/RenWeb. Any student being signed out early must be signed out through the school's main office. The receptionist will call the classroom to send the child to the office.

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 limits, 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.

Dismissal Procedures

Early Release

Early dismissal is limited during the final portion of the school day. On regular school days, K5–1st Grade students may not be picked up after 2:00 p.m., and 2nd–8th Grade students may not be picked up after 2:30 p.m. On Wednesdays, students in all grades may not be picked up after 1:00 p.m. Exceptions may be made for illness, emergency, or administrative approval.

Preschool Half Day and K4 VPK ONLY

Dismissal for half-day students is at 12:00 PM. Parents are to wait in School Chapel (in front of the main office) for students. The teacher's aide will bring the students to the Chapel, and each student must be signed out by the parent or legal guardian. Pick up times are between 12:00pm and 12:15pm.

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 \$7.95 per meal. Lunches that are not preordered or submitted after the deadline (15th of the previous month) are \$9.45 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 \$9.45 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

- 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 not have access to microwave ovens unless medically needed. 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 safety reasons, food delivery services to students or parents' dropping off lunch from outside restaurants 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.

Cafeteria Rules

- A relaxing atmosphere with normal conversation is allowed. No loud talking or rowdiness is expected. Students should speak to those students who are seated at the same table.
- If the lunchroom becomes too loud, students may be asked to have a silent lunch.
- Students are also expected to use appropriate table manners and 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 may be addressed through the progressive discipline system based on the seriousness and circumstances of the behavior.

- The student should conduct himself/herself as though he/she were in a classroom and stay seated until lunch dismissal.
- Students are required to eat lunch in the cafeteria unless approved by administration otherwise to eat in another designated area.
- Each person is to clean up his/her own trash from the table and the floor.

Breakfast

Our school cafeteria will have breakfast items available for sale from 7:00 a.m. – 7:45 a.m. Breakfast will not be served after 7:45a.m. to ensure students are on time.

Website

The school website is a vital source of information and resources. The school calendar is posted. 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. Links to Parents Web are also available for academic grades. As part of the enrollment/re-enrollment process, each parent must read the Student & Families Handbook and acknowledge by signature upon submitting the enrollment/re-enrollment packet. Parents must also acknowledge web consent and approve or deny consent to use photographs in school publications and social media accounts operated by GCS.

SCHOOL LOCKERS

School lockers are the property of Gladeview Christian School (GCS) and are provided for student use. Students should understand that lockers are school property and are not considered private storage areas.

Students are responsible for:

- Keeping their assigned locker clean and orderly
- Taking reasonable care of the locker
- Using only the locker assigned to them
- Keeping locker combinations or access information private, when applicable
- Not storing prohibited, unsafe, inappropriate, or unauthorized items

Authorized school personnel may inspect or open a locker when necessary for safety, security, school operations, or when there is a reasonable concern regarding its contents.

Students may decorate the inside of their lockers with appropriate, temporary decorations. Decorations may not damage the locker or use adhesives or materials that leave residue or permanent marks.

Students are encouraged not to keep valuable items in their lockers. GCS is not responsible for personal belongings that are lost, stolen, or damaged.

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 cafeteria for unmarked/lost items. At the end of each quarter those items not claimed will be given to a charitable organization.

Chapel

Traditionally, Gladeview Christian School shares responsibilities with the parents for character development. Part of this responsibility is expressed through Chapel, which occurs 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. All students in kindergarten – 8th grade are required to wear proper Chapel attire on Chapel days. Students wearing the incorrect uniform on these days will be issued demerits.

In Middle School, a week is set aside each semester for Spiritual Emphasis Week. Chapel is held every day during these weeks as the school focuses on what it means to love and serve God.

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 or through our parent alert system. Announcements regarding school closures will also be announced on local TV stations, when applicable. We typically observe the same closures as Miami-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.

Fundraisers

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 two 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 HJ Miami Photo. Any payments or retakes are handled directly by their company.

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

CLOSED CAMPUS POLICY

For the safety of our aftercare students and staff the second gate will be locked after dismissal/pickup ends at 3:45pm. Anyone picking up a student after 3:45p.m. must park and enter through the small mid-gate located next to the school office door. Our security guard will be monitoring that entrance.

Communication with Parents

Communication is an essential tool in achieving academic success. The vehicles for communications from teachers may include a phone call, a note, an email, a progress report, and/or a conference.

Birthday Parties

BIRTHDAY CELEBRATIONS

We enjoy celebrating our students and making their birthdays special!

GCS is happy to celebrate students on their birthdays. Birthday celebrations may take place during the student's regularly scheduled lunch period on the day of the student's birthday, unless otherwise directed by the teacher. Celebrations should take place in the courtyard rather than in the classroom to minimize disruption to instructional time. Parents should coordinate with the teacher in advance regarding any items they plan to bring.

To keep celebrations simple and appropriate for school:

- Food, treats, and decorations should be simple.
- All celebration plans should be approved by the teacher in advance.
- Elaborate decorations or party setups are not permitted.
- Clowns, costumed characters, bounce houses, face painting, and similar entertainment are not permitted.

Our goal is to make each student feel celebrated while keeping birthday activities simple and respectful of the learning taking place throughout the school.

Solicitation

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

Student Identification

Students may be required to carry or wear a school-issued student identification card during the school day and at designated school activities.

If a student loses or forgets an identification card, the student should report to the main office for instructions or a temporary identification card, when applicable.

Replacement identification cards or lanyards may be subject to a replacement fee established by the school.

Dropping Off Items for Students

To minimize classroom interruptions and maintain security, lunches, homework, books, clothing, supplies, and other forgotten items should be left at the main office rather than taken directly to a classroom.

The office will determine the appropriate method for notifying the student. Classes should not be interrupted solely to announce that an item has arrived.

Flowers, balloons, gifts, and similar deliveries may be held in the office until the end of the school day.

Visitors on Campus

To maintain a safe, secure, and uninterrupted learning environment, all visitors must check in with the security guard at the school entrance and report to the main office upon arrival. Visitors may be required to present identification and must obtain and wear a visitor badge while on campus. Parents and visitors may not enter classrooms, hallways, playgrounds, lunch areas, or other restricted areas during the school day without authorization from the administration. Kindergarten through 8th grade parents may not go to their child's classroom once classes have begun.

Classroom visits are permitted only when arranged or requested by a teacher or the administration. Students will not be called out of class to meet with a parent or visitor during the school day unless the student is being signed out through the main office.

All visitors are expected to follow school safety procedures and the directions of security personnel and school administration. Unauthorized access to restricted areas or failure to follow established safety procedures will be taken seriously and may result in removal from campus, restriction of future campus access, or other appropriate action.

6. HEALTH, WELLNESS & SAFETY

Food Standards & Allergies

GCS is a peanut- and tree-nut-sensitive school. Families are asked not to send peanuts or tree nuts, including peanut butter, almond butter, cashew butter, hazelnut products, or other foods containing peanuts or tree nuts. Families should follow any additional allergy-related directions communicated by the school.

- 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 12:15p.m. will automatically be given a hot lunch from the school. The parent will be responsible for the lunch charge of \$9.45 that will appear on the financial statement.

Immunizations

Students attending GCS must meet all the State of Florida immunization requirements 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. All health forms must be renewed each year.

Head Lice

A student identified with head lice may return to school only when the student is completely nit-free and a doctor's clearance has been provided to the school.

- 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 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 office.

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:

Acquired Immune Deficiency Syndrome (AIDS)	Mumps
AIDS Related Complex (ARC)	Paralytic Shellfish Poisoning
Amebiasis	Parvovirus B19 (Fifth)
Animal bite	Pertussis (whooping cough)
Plague	Pesticide Poisoning (by a potentially rabid animal)
Poliomyelitis	Anthrax
Psittacosis	Botulism
Rabies	Brucellosis
Relapsing Fever	Campylobacteriosis
R. Rickettsia	Chancroid
Rocky Mt. Spotted Fever	Chicken Pox
Rubella including congenital	Dengue
Salmonellosis	Diphtheria
Schistosomiasis	Encephalitis
Shigellosis	Giardiasis (acute)
Smallpox	Gonorrhea
Syphilis	Granuloma Inguinale
Tetanus	Hansen's disease (Leprosy)
Toxoplasmosis (acute)	Hemorrhagic Fevers
Trichinosis	Hepatitis
Tuberculosis	Histoplasmosis
Tularemia	Human Immunodeficiency Virus (HIV)
Typhoid Fever	Legionnaire's
Typhus	Leptospirosis
Vibrio Cholera	Lymphogranuloma Venereum
Vibrio Infections	Malaria
Meningitis	Measles (Rubeola)
Meningococcal Disease	Yellow Fever

Sick Policy

When a child is not feeling well, exhibits chills, has a fever of over 100 degrees, 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 experiences a fever, vomiting, or diarrhea, please keep your child home from school. Students must be completely free from fever, vomiting, and diarrhea for at least 24 hours without the use of fever-reducing or symptom-masking medication before returning to school. This 24-hour symptom-free period helps reduce the risk of spreading potentially contagious illnesses to other students and staff.

A doctor's note is required when a student is absent for three consecutive school days due to illness. The documentation should identify the dates of absence and, when medically appropriate, indicate clearance to return to school.

In a genuine medical emergency, GCS may provide basic first aid, contact 911/emergency medical services, and notify the parent/guardian. Immediate emergency care will not be delayed while awaiting parent contact. Except in a genuine emergency requiring immediate action, written parent/guardian permission is required before the school administers medication or treatment.

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. If student has an EpiPen it must be kept in the classroom by the teacher in case of an emergency. +

Administering Medicine

Students may not carry or self-administer medication, including over-the-counter medication, unless a medically necessary exception has been approved in advance by administration with appropriate documentation. All medication must be provided to designated school personnel in the original labeled container with written parent/guardian permission and will be administered according to school procedures. Students may not share medication with others.

Safety and Security

Security Guard

Gladeview Christian School employs a security company who provides 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.

The guard is 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 is 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 and check in with the front office to obtain 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 non-Christian artist/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 policies. Please note the following safety measures.

The average elementary and middle school teacher: student ratio is 1 teacher for every 25 students (1:25). GCS attempts to keep it under that ratio and usually caps a class at 22 students. Preschool ratios depend on the age groups. Younger grades have full-time teacher assistants. No child is ever left alone without supervision. Classrooms and the playgrounds are inspected regularly for safety.

In case of an emergency, every classroom has a telephone. Emergency telephone numbers are posted by every telephone in the school.

There is an emergency evacuation plan posted in each classroom showing the fastest route to safety.

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:

- 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.
- 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.

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.

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

STAND-BY ALERT: This action is used to alert staff and students of a potential emergency. Teachers and staff are placed on "Stand-By" for further instructions.

During a lockdown, students must remain in the designated secured area, remain quiet, and follow staff instructions until an official all-clear or further direction is provided.

During an evacuation, students must follow the designated evacuation route and proceed with their teacher or supervising staff member to the assigned assembly area. Teachers and staff will account for students according to school procedures. Students away from their classroom when an emergency procedure begins should follow the directions of the nearest staff member. GCS may modify procedures based on the nature of the emergency and guidance from appropriate authorities.

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:

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

STUDENT WELLNESS & Mental Health

Gladeview Christian School (GCS) cares about the emotional, social, spiritual, and physical well-being of every student.

Students are encouraged to speak with a teacher, administrator, or another trusted adult at school when they are experiencing significant stress, emotional difficulty, problems with friendships or relationships, or concerns about their own safety or the safety of someone else. When a faculty or staff member becomes aware of a serious concern involving a student's well-being or safety, the concern will be shared with administration so that appropriate steps can be taken. Parents/guardians will be contacted when appropriate.

Depending on the circumstances, GCS may:

- Meet with the student and provide support
- Communicate with the student's parent/guardian
- Work together with the family to determine appropriate next steps
- Recommend or provide referrals to outside professionals or community resources when additional support is needed
- Contact emergency services or other appropriate authorities when there is an immediate safety concern

GCS will make reasonable efforts to respect a student's privacy; however, confidentiality cannot be promised when there is a concern for the safety or well-being of the student or another person.

As a Christian school, we desire for our students to know that they are known, valued, and cared for. GCS seeks to partner with families to support students through difficult situations with wisdom, compassion, prayer, and appropriate care.

Student Accident Insurance

The school may maintain secondary student accident coverage for qualifying school activities. Families should review current insurance information provided by the school for the scope and limitations of coverage.

Primary health insurance should be used first when applicable. Student-athletes and participants in certain activities may be required to provide proof of primary medical insurance. Insurance information does not replace the parent's responsibility to maintain appropriate medical coverage for the student.

EMERGENCY PROCEDURES & SAFETY DRILLS

Gladeview Christian School (GCS) maintains emergency procedures to help protect the safety of students, employees, and visitors.

Throughout the school year, students may participate in emergency preparedness drills, including fire, evacuation, lockdown, and other safety drills as appropriate. During any emergency or safety drill, students are expected to remain calm and immediately follow the directions of teachers, administrators, staff members, security personnel, or emergency responders.

During a lockdown, students must remain in the designated secured area, remain quiet, and follow staff instructions until an official all-clear or further direction is provided.

During a lockdown, students must:

- Go immediately to the location directed by a staff member
- Remain in the secured area
- Remain quiet and follow all instructions
- Stay away from doors and windows as directed
- Avoid using cellphones or electronic devices unless specifically instructed
- Remain in place until an official all-clear or further instructions are given

Students and staff should never open a secured door or leave a secured area until directed to do so by authorized personnel.

During an evacuation, students must follow the designated evacuation route and proceed with their teacher or supervising staff member to the assigned assembly area. Teachers and staff will account for students according to school procedures. Students away from their classroom when an emergency procedure begins should follow the directions of the nearest staff member. GCS may modify procedures based on the nature of the emergency and guidance from appropriate authorities.

When an evacuation is necessary, students must:

- Follow the designated evacuation route or an alternate route directed by staff
- Walk calmly and remain with their class or assigned group
- Follow staff instructions at all times
- Report to the designated assembly area
- Remain with their class until further instructions are given

Teachers and staff will account for students and report any missing or additional students according to school emergency procedures.

Students Outside the Classroom

If an emergency begins while a student is in a hallway, restroom, elective class, cafeteria, office, or another area of campus, the student should follow the directions of the nearest staff member and proceed to the designated safe location.

Students should not attempt to return to their regular classroom unless directed to do so.

Parent Communication During an Emergency

During an emergency, GCS will communicate with parents/guardians as soon as it is safe and appropriate to do so.

Parents/guardians should follow the instructions provided by the school and should not come to campus during an active emergency unless directed by GCS or emergency personnel. This allows school personnel and first responders to focus on student safety and helps keep emergency access routes clear.

If an evacuation or emergency requires students to be released from an alternate location, GCS will provide families with instructions regarding reunification and student pick-up. Students will only be released according to the school's established dismissal and emergency procedures.

Our Priority

The safety of our students and school community is a priority at Gladeview Christian School. Regular preparation, cooperation, and following directions carefully help GCS respond appropriately when an emergency occurs.

7. ATTENDANCE & TARDINESS

Regular attendance and punctuality are important to every student's academic success. Students learn best when they are consistently present, arrive on time, and are prepared for the school day.

Learning is a continuous process. When students miss school, they lose more than assignments; they miss direct instruction, classroom discussion, collaborative activities, chapel experiences, and opportunities to build relationships.

GCS believes that strong attendance habits teach:

- Responsibility
- Dependability
- Time management
- Perseverance
- Respect for others

Attendance records are maintained in FACTS/RenWeb/FACTS SIS and become part of the student's official school records.

Families are encouraged to schedule vacations, trips, appointments, and other non-emergency activities outside of school hours whenever possible.

We understand that illnesses, medical needs, family emergencies, and unexpected situations occur. When attendance becomes a concern, the school will communicate with the family and work together to support the student.

Parents and Students Responsibilities

Parents and guardians are expected to:

- Ensure that students attend school regularly and arrive on time.
- Notify the Main Office when a student will be absent.
- Provide required documentation within the designated time.
- Schedule routine appointments outside school hours whenever possible.
- Monitor attendance through the FACTS/RenWeb/FACTS Family Portal.
- Work with teachers to help students complete missed work.

Students are expected to:

- Arrive prepared and on time.
- Attend every scheduled class.
- Report directly to the Main Office when arriving late.
- Complete missed assignments within the established deadline.
- Communicate respectfully with teachers regarding missed work.

GENERAL ATTENDANCE INFORMATION

Reporting an Absence

When a student is absent, the parent/guardian should notify the school office by email at office@gladeview.org and provide the reason for the absence. Notification should include:

- Student's full name
- Grade level
- Date of absence
- Reason for absence
- Expected date of return

Families should provide the required documentation within the timeframe listed for their child's division. Notification from a parent does not automatically make an absence excused.

Administration determines whether an absence is classified as excused or unexcused according to school policy. Students who accumulate 18 or more absences during the school year may be referred for administrative review in accordance with the excessive-absence policy below:

- If a planned absence is known in advance and the family would like the teacher to prepare assignments, teachers must be given at least 3 days' notice.
- Illness
- Students should remain home when they are sick.
- Students may return to school when they have been fever-free for at least 24 hours.
- A doctor's note is required after 3 consecutive absences due to illness.

Students with an infectious or communicable illness must receive appropriate medical treatment before returning to school.

ELEMENTARY ATTENDANCE

Kindergarten (5K)–5th Grade

Reporting an Elementary Absence

When an Elementary student is absent, the parent/guardian should notify the school office and provide the reason for the absence.

A parent or doctor's note must be submitted within 3 school days of the absence for the appropriate attendance consideration.

Types of Absences

Excused Absence (AE)

An absence may be considered excused when the appropriate documentation is submitted within 3 school days. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Excused absences may include:

- Illness/injury or medical appointment with appropriate documentation
- Death or serious illness within the immediate family
- Emergency circumstances approved by administration

- Court appearances of legal obligation
- School-sponsored activity

Unexcused Absence with Parent Note (AUN)

If a parent provides a note within 3 school days, but the reason does not qualify as an excused absence, the absence will remain unexcused.

Unexcused Absence (AU)

If the school does not receive the required documentation within 3 school days, the absence will be recorded as unexcused. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

ELEMENTARY MAKE-UP WORK

Students are responsible for completing work missed during an absence.

Students with an excused absence will generally be allowed one school day for each day absent to complete missed assignments, unless otherwise directed by the teacher. Previously announced tests, projects, or assignments may remain due upon the student's return when appropriate. Teachers may establish an alternative make-up schedule based on the length of the absence, the nature of the missed work, or documented exceptional circumstances.

If a student is absent the day before a scheduled test, the student should be prepared to take the test upon returning unless the teacher approves another arrangement.

Students with an unexcused absence remain responsible for all missed instruction, assignments, assessments, and other academic requirements. Students will be provided an opportunity to complete required make-up work; however, work missed or submitted as a result of an unexcused absence may not receive full credit. The amount of credit awarded will be determined by the teacher based on the nature of the assignment and school expectations.

ELEMENTARY EXCESSIVE ABSENCES

Regular attendance is necessary for students to make appropriate academic progress.

The following steps will apply when absences become excessive.

6 Absences in a Quarter

The school will contact the family regarding the student's attendance.

At this point absences may affect:

- The student not being eligible for Honor Roll for that grading period.
- Eligibility for athletics and extracurricular activities.
- Academic progress
- Promotion or course credit
- Re-enrollment decisions

18 or More Absences During the School Year

A student who accumulates 18 or more total absences during the school year may be referred for administrative review.

Administration may consider:

- The student's overall attendance record
- Academic progress
- Reasons for the absences
- School may refer the matter to an appropriate agency when required by law
- Documentation provided by the family
- Previous communication and interventions
- Be considered for retention (not being promoted to the next grade level); and/or
- Be considered ineligible for re-enrollment for the following school year.

Absences and tardies are recorded on the student's report card.

ELEMENTARY TARDIES

School begins promptly at 8:00 a.m.

Classrooms open at 7:50 a.m., and families are strongly encouraged to have students arrive by that time so they can prepare for the school day.

A student who is not in the classroom by 8:00 a.m. is considered tardy.

Students arriving after 8:00 a.m. must report to the front office before going to class.

Excused Tardies

An elementary tardy may be excused when appropriate documentation is provided and the reason qualifies under school policy.

Routine traffic, oversleeping, or leaving home late generally will not be considered excused.

Administration may excuse documented or exceptional circumstances such as a medical appointment, major accident or road closure, severe weather, or family emergency.

Documentation should be submitted within 3 school days. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Excessive Unexcused Tardies

7 Unexcused Tardies in a Quarter will result in 1 full unexcused absence.

Administration may request a parent conference if tardiness continues.

MIDDLE SCHOOL ATTENDANCE

Grades 6–8

Because Middle School students attend multiple class periods each day, attendance is tracked by class period.

An absence may be considered excused when the appropriate documentation is submitted within 3 school days. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Types of Excuses

Excused Absences

Excused absences may include:

- Illness/injury or medical appointment with appropriate documentation
- Death or serious illness within the immediate family
- Emergency circumstances approved by administration
- Court appearances of legal obligation
- School activity or another activity approved by administration

Required documentation should be submitted within 3 school days, consistent with the attendance documentation policy. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Unexcused Absence with Parent Note (AUN)

If a parent provides a note within 3 school days, but the reason does not qualify as an excused absence, the absence will remain unexcused.

Unexcused Absence (AU)

If the school does not receive the required documentation within 3 school days, the absence will be recorded as unexcused. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Students are responsible for completing work missed during an absence.

Students with an excused absence will generally be allowed one school day for each day absent to complete missed assignments, unless otherwise directed by the teacher. Previously announced tests, projects, or assignments may remain due upon the student's return when appropriate. Teachers may establish an alternative make-up schedule based on the length of the absence, the nature of the missed work, or documented exceptional circumstances.

If a student is absent the day before a scheduled test, the student should be prepared to take the test upon returning unless the teacher approves another arrangement.

Students with an unexcused absence remain responsible for all missed instruction, assignments, assessments, and other academic requirements. Students will be provided an opportunity to complete required make-up work; however, work missed or submitted as a result of an unexcused absence may not receive full credit. The amount of credit awarded will be determined by the teacher based on the nature of the assignment and school expectations.

MIDDLE SCHOOL EXCESSIVE ABSENCES

Regular attendance is necessary for students to make appropriate academic progress. The following steps will apply when absences become excessive.

6 Day Absences in a Quarter:

The school will contact the family regarding the student's attendance.

At this point absences may affect:

- The student not being eligible for Honor Roll for that grading period.
- Eligibility for athletics and extracurricular activities.
- Academic progress
- Promotion or course credit
- Re-enrollment decisions

18 or More Day Absences During the School Year

A student who accumulates 18 or more total absences during the school year may be referred for administrative review.

Administration may consider:

- The student's overall attendance record
- Academic progress
- Reasons for the absences
- School may refer the matter to an appropriate agency when required by law
- Documentation provided by the family
- Previous communication and interventions
- Be considered for retention (not being promoted to the next grade level); and/or
- Be considered ineligible for re-enrollment for the following school year.

Absences and tardies are recorded on the student's report card.

Any absence that does not meet the requirements for an excused absence will be recorded as unexcused.

Example

If a student accumulates:

- 2 unexcused period absences on Monday
- 3 on Tuesday
- 2 on Wednesday

The student has accumulated 7 unexcused period absences, which is equivalent to 1 full day of unexcused absence. These absences may occur in one school day or may accumulate across several days.

MIDDLE SCHOOL MAKE-UP WORK

Administrative Policy

Attendance-related academic consequences are administrative policies and may not be changed or overridden by individual teachers.

MIDDLE SCHOOL TARDIES

School begins promptly at 8:00 a.m.

Classrooms open at 7:50 a.m., and families are strongly encouraged to have students arrive by that time so they can prepare for the school day.

A student who is not in the classroom by 8:00 a.m. is considered tardy.

Students arriving after 8:00 a.m. must report to the front office before going to class.

Excused Tardies

Students arriving at school after 8:00 a.m. may receive an excused tardy when a valid parent or doctor's note is provided.

The Attendance Office will determine whether the reason qualifies as excused.

Routine traffic, oversleeping, or leaving home late generally will not be considered excused tardies. Administration may excuse documented or exceptional circumstances such as a medical appointment, major accident or road closure, severe weather, or family emergency.

Documentation must be submitted to the Attendance Office within 3 school days. Administration may consider exceptional circumstances when documentation is submitted after the deadline.

Unexcused Tardies

Tardies that do not meet the requirements for an excused tardy will be recorded as unexcused.

During the school day, students who arrive after the scheduled class bell will be marked tardy.

If an unexcused tardy causes a student to miss more than half of a class period, the student will be marked unexcused absent for that period.

Every 7 unexcused tardies per period will constitute a full day of unexcused absences.

EARLY DISMISSAL

Students who need to leave school before regular dismissal must be properly signed out through the front office.

For Middle School students, a parent/guardian may also email the office with permission for the student to be dismissed.

If a Middle School student leaves during a class period for an unexcused reason and misses more than half of the period, the student will be marked unexcused absent for that class period.

Any additional class periods missed will also be recorded according to the attendance policy.

Early Dismissal

On regular school days, K5-1st Grade students may not be picked up after 2:00 p.m. except for illness, emergency, or administrative approval. On Wednesdays, the cutoff is 1:00 p.m. for all grades.

On regular school days, 2nd-8th Grade students may not be picked up after 2:30 p.m. except for illness, emergency, or administrative approval. On Wednesdays, the cutoff is 1:00 p.m. for all grades.

Every five (5) unexcused early-dismissal period absences will be equivalent to one (1) full day of unexcused absence for attendance purposes.

Families are encouraged to schedule appointments outside of school hours whenever possible.

ATHLETICS & ATTENDANCE

Elementary

Students may not participate in sports on a day when they are absent from school.

Elementary student-athletes must be at school by 10:00 a.m. in order to participate in an athletic event that day. A student who arrives after 10:00 a.m. or is absent for the full school day may not participate unless administration approves an exception for documented or exceptional circumstances.

Middle School

Middle School student-athletes must attend at least 4 class periods on the day of an athletic event in order to participate. Administration may approve an exception for documented or exceptional circumstances.

WORKING TOGETHER

The purpose of this policy is to help students develop strong habits of attendance, punctuality, responsibility, and readiness to learn.

We understand that illnesses, emergencies, and unexpected circumstances occur. When attendance or tardiness becomes a concern, the school will communicate with families and consider individual circumstances when appropriate.

8. ACADEMICS

Gladeview Christian School is committed to providing a quality, Christ-centered education that supports the academic, spiritual, and personal growth of every student. Serving students from Pre-K1 through 8th grade, GCS provides students with the foundational knowledge and skills they need to grow as confident and capable learners.

Our curriculum is taught from a Christian worldview, integrating biblical truth throughout the learning experience. Through purposeful instruction and age-appropriate learning opportunities, we seek to help students build a strong academic foundation, develop a love for learning, and use their God-given abilities for His glory.

Textbooks

Gladeview Christian School utilizes a variety of curriculum resources, instructional materials, digital platforms, and educational programs selected to support the school's academic goals and Christian philosophy of education. These may include resources from publishers such as Abeka, BJU Press, Positive Action, and other appropriate educational providers. Teachers may also use supplemental materials to support instruction, differentiation, enrichment, and student learning.

Teachers may also use workbooks, digital resources, and other supplemental materials to reinforce instruction, provide additional practice, and meet the learning needs of their students.

Supplies

Required school supply lists will be made available to families before the beginning of the school year. Students are expected to maintain the necessary supplies throughout the year and arrive at school each day prepared for learning. Teachers may request additional materials during the year for specific classes, projects, or activities, and families will be notified in advance when additional materials are required.

Students are expected to come to school prepared for class each day with the appropriate books, materials, and supplies needed for learning.

Class rotations–Middle School Class Transitions

Middle school students are expected to transition between classes quickly, quietly, and responsibly. Students are given five minutes between class periods and should arrive in their next classroom prepared and ready to begin.

A student is considered tardy when they do not arrive within the five-minute transition period. Students who arrive late to school in the morning must report to the office to receive a late pass before going to class.

Students who are late to class during the school day without an approved excuse from a teacher or the office may receive demerits in accordance with the GCS Attendance & Tardiness Policy.

Homework

Homework assignments and expectations may vary by grade level, subject, and teacher. Homework is intended to reinforce classroom learning, provide additional practice, and help students develop responsibility and good study habits.

FACTS/RenWeb is the primary source for academic information at GCS. Parents and students are expected to check it regularly throughout the school week for homework, projects, assessments, grades, due dates, and other important academic information.

Student Responsibilities

- Keep track of assignments and due dates.
- Complete and submit work on time.
- Prepare for upcoming quizzes, tests, projects, and assessments.
- Ask the teacher for clarification when needed.

Parent Responsibilities

- Stay informed about their child's assignments, grades, and academic progress.
- Help younger students establish good homework and study routines.
- Encourage older students to take increasing responsibility for their schoolwork.
- Contact the teacher when questions or concerns arise.

Students and parents share responsibility for staying informed. Failure to review information posted in FACTS/RenWeb does not excuse missed assignments, projects, assessments, or deadlines.

Academic Grading Scale Elementary and Middle School

Number	Letter Grade	GPA
100-98	A+	4.30
97-93	A	4.15
92-90	A-	4.00
89-87	B+	3.30
86-83	B	3.15
82-80	B-	3.00
79-77	C+	2.30
76-73	C	2.15
72-70	C-	2.00
69-67	D+	1.30
66-63	D	1.15
62-60	D-	1.00
59-0	F	0.00

Conduct Grading Scale:

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

Preschool K1–K4 Skills Mastery

Preschool students are evaluated based on their development and mastery of age-appropriate skills. The following indicators are used to communicate each student's progress:

- A – All of the Time (The student consistently demonstrates the skill).
- M – Most of the Time (The student demonstrates the skill most of the time).
- S – Some of the Time (The student is developing the skill and demonstrates it some of the time).
- N – Not Yet (The student is developing the skill but has not yet demonstrated consistent mastery).
- NI – Not Introduced (The skill or concept has not yet been introduced or taught).

Conduct Grade Responsibility

Classroom teachers are responsible for assigning conduct grades for their individual classes. Conduct grades reflect the student's behavior throughout the grading period, including compliance with classroom and school expectations, response to correction, patterns of behavior, and demonstrated improvement. Demerits and Behavior Notices may be considered but do not automatically determine a specific conduct grade. Administration assigns demerits; teachers assign classroom conduct grades.

Principal/Honor Roll

Honor Roll recognition is published at the end of each grading period. Gladeview Christian School recognizes two levels of academic achievement: the Principal's Honor Roll and the Honor Roll.

To qualify for the Principal's Honor Roll, a student must:

- Earn all A's in every subject.
- Earn an Excellent (A) conduct grade in every subject.
- Six or more absences during a grading period may affect Honor Roll eligibility. Absences created through the tardy-conversion policy are included in the student's official attendance record for this purpose. Exceptional circumstances involving excused absences may be reviewed individually by administration.

A conduct grade below an A in any subject will disqualify the student from the Principal's Honor Roll for that grading period.

Students must meet all academic, conduct, and attendance requirements to receive Principal's Honor Roll recognition.

To qualify for Honor Roll, a student must:

- Earn only A's and B's in all subjects.
- Maintain conduct grades of Excellent (A) or Good (B) in all subjects. A conduct grade of C, D, or F in any subject will disqualify the student from Honor Roll for that grading period.
- Six or more absences during a grading period may affect Honor Roll eligibility. Absences created through the tardy-conversion policy are included in the student's official attendance record for this purpose. Exceptional circumstances involving excused absences may be reviewed individually by administration.

To qualify for a yearly Honor Roll award, students must meet all Honor Roll requirements during each grading period of the school year.

At the end of the school year, teachers may also present special achievement awards to recognize students for outstanding accomplishments, growth, character, effort, or other areas of distinction.

Learning Enrichment

Preparing Our Preschoolers (P.O.P.) Program

For students in K-8, families may obtain an Individualized Education Program (IEP) or professional educational recommendations from a qualified provider of their choice. GCS has previously worked with Miriam Jordan/One Child at a Time; families who choose that provider work with and pay the provider directly. After receiving an IEP or professional recommendations, administration will review the document and determine which accommodations GCS can reasonably provide within its established supports. When a student's needs exceed what GCS can provide, the school may recommend another educational setting better equipped to meet those needs.

Through evidence-based instructional practices, students receive targeted small-group instruction during the school day in a supportive learning environment. The program focuses on building foundational literacy skills that help prepare students for future reading success. Participation in the P.O.P. Program is optional and is available for an additional monthly fee.

Help-Classroom and After School Tutoring

Teachers may offer additional academic help as needed to support students who are experiencing difficulty with classroom material.

Some teachers may also offer individual after-school tutoring for an additional fee. Tutoring availability, scheduling, and fees are arranged directly with the teacher.

National Junior Honor Society (NJHS)

Membership in the Gladeview Christian School Chapter of the National Junior Honor Society (NJHS) is an honor for eligible middle school students who demonstrate scholarship, leadership, service, citizenship, and character consistent with the standards of NJHS and the mission of GCS. Students considered for NJHS membership must have a cumulative GPA of 3.5 or higher, MAP performance at or above the 70th national percentile in both Reading and Math, strong Christian character, teacher and administrative recommendation, and conduct grades no lower than B-. Meeting the academic requirements does not automatically guarantee membership; leadership, service, citizenship, and character are also considered.

Report Cards/Progress Report

Report cards are issued four times each year. They are provided digitally through FACTS/RenWeb and as a printed copy sent home for parent/guardian signature and return. Parents are responsible for accessing the digital report card within two weeks of release. The signed printed copy will be retained by the school. Failure to return the signed printed copy by the stated deadline may result in a Category 1 demerit for failure to follow school procedures; it does not affect the student's academic grade.

The digital report card link is available for approximately two weeks following release. When a financial account is delinquent, administration may restrict access to the official report card; regular/weekly grades in FACTS/RenWeb will remain available.

Progress reports are issued four times each year, generally near the midpoint of each grading period. They are provided digitally through FACTS/RenWeb and as a printed copy sent home for parent/guardian signature and return. Parents are responsible for accessing the digital progress report within two weeks of release. The signed printed copy will be retained by the school. Failure to return the signed printed copy by the stated deadline may result in a Category 1 demerit for failure to follow school procedures; it does not affect the student's academic grade. When a financial account is delinquent, administration may restrict access to the official progress report; regular/weekly grades in FACTS/RenWeb will remain available.

Merit Trips

A student who exceeds more than 10 demerits in quarters 1 and 2 will not be eligible to attend the first merit trip/activity. A student who exceeds 20 demerits by the end quarters 3 and 4 will not be able to attend the second merit trip/activity. Middle School students must also maintain As and Bs in conduct on their progress reports/report cards. Academic grades that drop below a C will also disqualify a student from attending merit trips/activities, as well as grades lower than a C for mid-term exams. A student who is not eligible for the merit activity must attend school or will be subject to outdoor suspension and will receive 20 demerits.

***Students who are not eligible to participate in merit trips are required to attend school on those days. A student who does not attend school during those days will be marked with an unexcused absence for that day.

Students in 3rd – 8th grade 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 and B's

Midterm grades of A's and B's

ACADEMIC & BEHAVIORAL ELIGIBILITY

Students are expected to maintain satisfactory academic performance and behavior for participation in athletics and extracurricular activities. Academic eligibility requirements are stated below. Behavioral restrictions are determined through the progressive discipline and probation policies and are not automatic solely because a student is on Behavioral Probation. To maintain academic eligibility for athletics and extracurricular activities, students must have an overall C average (2.0 GPA) or higher and no D or F in any academic subject. Eligibility is restored as soon as all academic grades are C or higher and the overall C average (2.0 GPA) is maintained, unless the student is on Academic Probation or another restriction applies.

During a period of ineligibility, students may be restricted from participating in athletics and extracurricular activities until eligibility requirements are met.

GCS will work with students and families to communicate concerns and provide an opportunity for improvement. When significant academic or behavioral concerns continue despite intervention and support, continued enrollment or re-enrollment may be reviewed by administration.

PROMOTION AND RETENTION

Administration may observe a K-8 student in the classroom or other school settings as needed, without advance notice, to better understand the student's academic, behavioral, or educational needs and to determine whether additional support or evaluation should be recommended. Students who are performing below grade-level expectations in one or more core subjects will be

carefully reviewed by the classroom teacher and administration. Parents will be informed of academic concerns and encouraged to work in partnership with the school to support the student's progress.

When a student has not demonstrated the academic skills or readiness necessary for success at the next grade level, retention may be recommended. In situations where a student requires a level of specialized or intensive academic support beyond what GCS is able to provide, the school may recommend that the family seek an educational setting that can more appropriately meet the student's individual learning needs.

Promotion and retention decisions are made thoughtfully, considering the student's academic performance, progress, individual needs, and overall readiness for the next grade level.

Incomplete Grade

A grade of Incomplete (I) may be given when a student is unable to complete required coursework due to an extended illness, emergency, or other approved circumstance. The student is responsible for completing all missing work within the timeline established by the teacher. Parents and students should communicate with the teacher regarding outstanding assignments and the deadline for completion.

If the required work is not completed by the established deadline, the incomplete grade will be replaced with the appropriate grade based on the work completed, which may result in a failing grade or loss of course credit, when applicable.

Teachers may use their professional judgment to assign an appropriate final grade once sufficient coursework has been completed to evaluate the student's academic performance.

MID-TERMS AND FINAL EXAMS

Middle School students are required to complete formal midterm and final examinations. A project, presentation, or other cumulative assignment may be included as a component of the examination grade but may not replace the formal examination in its entirety.

STANDARDIZED TESTING

Gladeview Christian School uses standardized assessments to monitor student achievement and academic growth throughout the school year.

Students in Kindergarten through 8th grade are administered the computer-based MAP assessment in Reading, Language, and Mathematics. Each subject is administered in a separate testing session.

MAP testing takes place three times during the school year—at the beginning, middle, and end of the year. MAP results provide teachers and administration with valuable information about each student's current academic performance and growth over time. Scores help identify areas of strength, skills that may need additional support, and instructional areas that may require greater focus. Teachers may use this information, along with classroom performance and other academic data, to help guide instruction and support student learning.

MAP scores are one measure of a student's academic progress and are not intended to be used as the sole measure of a student's overall academic performance. Testing dates and additional information will be communicated to families in advance.

SCHEDULE CHANGES

During the summer, middle school students will have the opportunity to indicate their elective preferences for the upcoming school year. Students will be asked to rank their elective choices in order of preference, from their most desired to least desired selection.

Middle School elective selections are submitted during the summer. Students should rank their preferences; placement is not guaranteed. Assignments are determined by seniority, class availability, and the order in which completed selections are received. Administration retains final placement authority based on scheduling, enrollment, staffing, and school needs. Families are encouraged to submit the elective selection form by the designated deadline. Students who do not submit their selections by the deadline will be assigned electives based on available space and scheduling needs.

9. STUDENT ACCOMMODATIONS & INDIVIDUALIZED SUPPORT

Gladeview Christian School (GCS) is committed to providing a supportive learning environment where students have the opportunity to grow academically, socially, and spiritually.

GCS does not discriminate on the basis of disability in admission, access to, or participation in its educational, academic, athletic, or other school programs and activities.

Student Accommodations

GCS provides reasonable accommodations for students with documented needs when those accommodations are consistent with the school's academic program, available resources, and educational mission.

Accommodations are determined on an individual basis and require appropriate documentation. Families requesting accommodations must provide current documentation identifying the student's diagnosis, educational needs, and recommended accommodations.

If a student receives a new diagnosis or updated evaluation after enrollment, it is the parent/guardian's responsibility to provide the school with the appropriate documentation so that the student's needs and possible accommodations can be reviewed.

Possible Accommodations

Depending on the student's documented needs, accommodations may include:

- Preferential seating
- Repeating or clarifying directions
- Redirection as needed
- Increased opportunities for movement
- Breaking larger assignments into smaller portions or steps
- Not penalizing poor handwriting except when penmanship is being assessed
- Not penalizing spelling errors except when spelling is being assessed
- Extended time on eligible assessments, up to 50% additional time
- Health-related accommodations for documented medical conditions
- Adapted memorization requirements, at the teacher's discretion (Middle School only)
- Adapted note-taking, at the teacher's discretion (Middle School only)

Accommodations are based on the student's individual documented needs. GCS will determine which accommodations can reasonably be provided within the school's academic program and available resources.

Required Documentation

Parents/guardians requesting accommodations must provide current documentation of the student's needs.

Acceptable documentation may include:

- An existing Individualized Education Program (IEP)
- A Section 504 Plan
- A physician's statement
- A psychoeducational evaluation
- Other appropriate documentation from a qualified professional

Documentation should clearly identify the student's diagnosis and provide recommendations related to the student's educational needs.

Documentation should generally be no more than 3 years old. Updated documentation may be requested when a student is reevaluated, when the student's needs change, or when additional information is needed to determine appropriate accommodations.

Individualized Education Program (IEP) Services

Gladeview Christian School does not maintain an established special education or IEP program. Therefore, when a student needs an IEP to be developed, these services must be provided through an outside professional.

For students in K-8, families may obtain an Individualized Education Program (IEP) or professional educational recommendations from a qualified provider of their choice. GCS has previously worked with Miriam Jordan/One Child at a Time; families who choose that provider work with and pay the provider directly. After receiving an IEP or professional recommendations, administration will review the document and determine which accommodations GCS can reasonably provide within its established supports. When a student's needs exceed what GCS can provide, the school may recommend another educational setting better equipped to meet those needs.

IEP development is an outsourced service and requires an additional fee. All fees associated with this service are the responsibility of the parent/guardian.

For students in K-8, families may obtain an Individualized Education Program (IEP) or professional educational recommendations from a qualified provider of their choice. GCS has previously worked with Miriam Jordan/One Child at a Time; families who choose that provider work with and pay the provider directly. After receiving an IEP or professional recommendations, administration will review the document and determine which accommodations GCS can reasonably provide within its established supports. When a student's needs exceed what GCS can provide, the school may recommend another educational setting better equipped to meet those needs.

- Review the student's current evaluation and supporting documentation
- Meet and collaborate with the student's teachers
- Gather information regarding the student's academic performance and educational needs
- Review recommendations contained in the student's evaluation
- Use the evaluation, teacher input, and other relevant information to develop the student's IEP

GCS will cooperate with the process by providing appropriate teacher input and school information and by facilitating communication with the outside provider when necessary. Once the IEP is completed, GCS administration will review the plan to determine which recommended accommodations can reasonably be implemented within the school's academic program, staffing, resources, and educational mission.

The appropriate teachers and school personnel will be informed of the accommodations approved by GCS for implementation.

Student Observations

When a teacher or administrator believes that additional information would be helpful in supporting a student, a member of the administrative team or other appropriate school personnel may observe the student in the classroom or another school setting.

These observations are intended to help the school better understand the student's needs, classroom performance, and appropriate supports.

An observation by GCS personnel does not constitute a diagnosis or formal evaluation.

Parent/Guardian Responsibility

Parents/guardians are responsible for informing GCS of a student's diagnosed condition and providing the documentation necessary to request accommodations.

Because medical, psychological, and educational information is confidential, GCS relies on families to provide this information directly to the school.

If the required documentation is not provided, GCS may be unable to approve or implement requested accommodations.

Parents/guardians are also responsible for:

- Providing updated documentation when a student's diagnosis or educational needs change
- Participating in the IEP development process when applicable
- Providing requested documentation to the outside provider
- Paying all fees associated with outsourced IEP development services

Families are encouraged to communicate with the school whenever concerns arise so that GCS can determine how best to support the student.

Confidentiality

Student evaluations, diagnoses, medical information, IEPs, and other accommodation-related records will be handled with appropriate confidentiality.

Information will be shared only with school personnel who need the information in order to appropriately support the student.

Our Commitment

Gladeview Christian School values each student as a unique individual created by God. Our goal is to partner with families to provide appropriate support while maintaining the academic expectations and educational mission of GCS.

While GCS does not operate a formal special education program, the school seeks to work collaboratively with families, teachers, and qualified outside professionals to provide reasonable accommodations that can be appropriately supported within our school setting.

Through communication and collaboration, we seek to help each student grow and reach his or her God-given potential.

10. ACADEMIC INTEGRITY

Policies for Cheating

Academic Integrity Expectations

Students are expected to submit their own work and to demonstrate honesty in all academic activities. Cheating, plagiarism, unauthorized collaboration, copying another person's work, or presenting material generated by another source as one's own without authorization are violations of academic integrity.

A suspected academic-integrity concern may be documented and investigated as a Category 2 matter. Confirmed cheating or plagiarism is a Category 4 infraction and will be addressed through the progressive discipline system. Academic consequences, including reduced or no credit for the affected work, may also apply.

Students may use artificial intelligence (AI) tools only when permitted by the teacher and only in the manner authorized for the assignment or activity. Unauthorized AI use is an academic integrity violation and will be addressed through the progressive discipline system. AI may not be used for cheating, deception, impersonation, harassment or harm, creation or distribution of inappropriate content, or unauthorized access to accounts, systems, or information.

11. STUDENT CONDUCT & DISCIPLINE

Our Approach to Student Conduct

At Gladeview Christian School (GCS), our goal is to help students develop Christlike character, personal responsibility, self-discipline, and respect for others.

Scripture reminds us that whatever we do should be done for the glory of God. For this reason, our expectations for student conduct are grounded in biblical principles and are designed to help students grow academically, socially, and spiritually.

Every student is a valued member of the GCS community. Students are expected to:

- Treat administrators, teachers, staff, and other students with respect
- Respect the property and personal belongings of others
- Demonstrate honesty, responsibility, kindness, and self-control
- Follow classroom and school expectations
- Accept responsibility for their choices and actions
- Represent GCS appropriately during school and at school-sponsored activities
- Demonstrate conduct consistent with the Christian values and mission of the school

Our disciplinary process is intended not simply to address inappropriate behavior, but to help students recognize poor choices, accept responsibility, make appropriate corrections, and grow in Christian character.

“Whatever you do, do all to the glory of God.” — 1 Corinthians 10:31

Understanding the Discipline System

GCS uses a progressive discipline system. The response to misconduct may vary depending on the seriousness of the behavior, the student's age, previous disciplinary history, frequency of the behavior, circumstances surrounding the incident, and other relevant factors.

Administration reserves the right to determine the appropriate disciplinary response when circumstances require additional consideration.

Demerit

Demerits may be issued by teachers, staff, or administration. The number of demerits assigned will be determined by administration after consulting with the teacher or staff member involved and considering the nature and circumstances of the infraction. Established demerit ranges will serve as a guide while allowing for appropriate administrative discretion.

Behavior Notice

A Behavior Notice is documentation of a student's behavior entered by a staff member in FACTS/RenWeb. Parents/guardians will receive notification when a Behavior Notice is issued. A Behavior Notice does not automatically result in demerits, detention, ISS, or another disciplinary consequence; any consequence is based on the underlying behavior and the progressive discipline policy.

Behavior Notices help the school and family communicate about behavioral concerns and provide documentation when patterns of behavior develop.

DETENTION

A 45-minute after-school detention may be assigned when a student:

- A student who accumulates 10 or more demerits within one week may be assigned detention. Administration may also assign detention for repeated behavioral concerns or other disciplinary matters when appropriate.
- Repeated behavioral concerns documented through Behavior Notices may result in additional disciplinary action when a pattern develops. Behavior Notices do not automatically trigger detention or ISS.
- Commits a Category 3 or higher infraction when administration determines detention is appropriate

Parents/guardians will be notified when detention is assigned.

Failure to serve an assigned detention without an approved reason may result in In-School Suspension (ISS) or another appropriate consequence at administrative discretion. When illness, emergency, or another approved circumstance prevents attendance, the detention may be rescheduled.

IN-SCHOOL SUSPENSION (ISS)

GCS uses In-School Suspension (ISS) when administration determines that a serious offense, repeated misconduct, continued violation of school policies, failure to respond to previous interventions, or other circumstances warrant removal from the regular classroom setting. Category 4, 5, or 6 infractions may result in ISS, but ISS is not automatic solely because of an infraction category.

Students assigned to ISS are required to complete all assigned academic work and any disciplinary or reflection activities. Work completed during ISS may not receive full credit; the amount of credit awarded will be determined by the teacher based on the nature of the assignment and school expectations.

Parents/guardians will be notified when ISS is assigned. A parent/student/administration conference may be required. Following ISS, administration may establish additional interventions or place a student on Behavioral Probation when appropriate.

Temporary Administrative Removal

When a serious safety concern, significant incident, or investigation requires immediate action, administration may require a student to leave campus temporarily while the matter is reviewed. Temporary Administrative Removal is a temporary administrative action and does not determine the final disciplinary outcome. After review and communication with the parent/guardian, administration may determine an appropriate response, which may include ISS, Behavioral Probation, dismissal, expulsion, non-renewal, referral to law enforcement when warranted, or another appropriate action.

PROBATION

Behavioral Probation

A student will be placed on Behavioral Probation when the student receives an overall conduct grade of D or F for a grading period. Administration may also place a student on Behavioral Probation for serious or repeated behavioral concerns even when the overall conduct grade is higher.

Behavioral Probation remains in effect for a minimum of one full grading period (nine weeks). A written plan may establish behavioral goals, expectations, monitoring, meetings, interventions, or appropriate restrictions. Behavioral Probation does not automatically make a student ineligible for athletics or extracurricular activities; administration will determine whether participation should be restricted based on the circumstances.

At the end of the probationary period, administration will review the student's overall conduct, conduct grades, new demerits or infractions, compliance with established expectations, teacher feedback, and evidence of meaningful and sustained improvement. Completion of nine weeks does not automatically end probation. Administration will formally remove the student from Behavioral Probation when sufficient improvement has been demonstrated or may extend probation when concerns remain.

Demerits accumulate throughout the school year and do not reset. When a student accumulates 35 cumulative demerits, administration will conduct a formal review. Reaching 35 demerits does not automatically result in Behavioral Probation. Administration will consider the timing and frequency of infractions, seriousness of behavior, conduct grades, prior interventions, and evidence of meaningful and sustained improvement. Following review, administration may determine that no additional action is necessary, establish additional supports or expectations, or place the student on Behavioral Probation. Administration may place a student on Behavioral Probation before 35 demerits when serious or repeated concerns warrant it.

Academic Probation

A student may be placed on Academic Probation when the student's overall GPA falls below 2.0 or the student earns a D or F in any academic core subject (English, Math, History, Bible, or Science). Academic Probation remains in effect for a minimum of one full grading period (nine weeks).

Students on Academic Probation are automatically ineligible for athletics and extracurricular activities for the duration of the probation. Academic progress will be monitored, and the school may establish specific improvement goals, parent conferences, or additional academic supports. At the end of the probationary period, administration will review the student's progress. Academic Probation may be removed when the student has an overall GPA of at least 2.0 and no academic grade below C and administration determines that sufficient improvement has been demonstrated. Probation may be extended when requirements have not been met. Eligibility is restored after the student meets the requirements and is officially removed from Academic Probation.

A student placed on Academic or Behavioral Probation during the fourth quarter may remain on probation into the first quarter of the following school year, provided the student is approved to return to GCS. Administration will review the student's progress and determine whether probation should be removed, continued, or modified.

Daily Probation Report

Probation goals will be specific, measurable, and based on the individual needs of the student. Academic or Behavioral Probation will generally begin with a four-week review period. During this time, the student will participate in a daily check-in using the Daily Probation Report to monitor progress toward established goals. Teachers will provide daily feedback, and the student will be responsible for completing the check-in process as directed. Administration will review the student's progress throughout the probation period and conduct a formal review at the end of four weeks to determine whether probation should be ended, continued, or modified.

DISMISSAL, EXPULSION & RE-ENROLLMENT REVIEW

Dismissal is the administrative termination of a student's enrollment and may be considered for serious or repeated violations, failure to meet probation expectations, inability or unwillingness to meet school expectations, or other significant circumstances. Expulsion is the school's most serious disciplinary action and may be considered for an extremely serious offense or circumstances that threaten the safety, well-being, or integrity of the school community. Neither dismissal nor expulsion is automatically required solely because an infraction falls within a particular category unless applicable law requires otherwise. Administration will review the circumstances and determine the appropriate response.

Continued enrollment and re-enrollment are not automatic. Administration may consider academic progress, behavior and conduct, attendance, compliance with probation requirements, the student's ability to meet school expectations, family compliance with school policies, financial obligations, individual circumstances, and the needs of the school community.

DISCIPLINARY CATEGORIES

GCS organizes behavioral infractions into categories according to the seriousness of the behavior. Repeated behaviors may be moved to a higher category when previous interventions have not resulted in improvement.

CATEGORY 1 — MINOR INFRACTIONS

1–3 Demerits

- Dress code violations
- Chewing gum or littering
- Excessive talking
- Being outside the assigned classroom or area without a hall pass
- Middle School: Remaining on campus after 3:30 p.m. without participating in an official school activity or being under appropriate supervision

CATEGORY 2 — MODERATE INFRACTIONS

3–5 Demerits

- Disruptive, uncooperative, or rude behavior
- Inappropriate symbols, words, or drawings on books, materials, belongings, or clothing
- Academic dishonesty concerns requiring investigation
- Bringing toys or unapproved electronic devices to school or aftercare
- Horseplay
- Minor inappropriate public displays of affection

- Grades 3–8: Having a cell phone on one's person during the regular school day instead of in the designated classroom phone pocket

CATEGORY 3 — SERIOUS INFRACTIONS

5–7 Demerits

- Disrespect toward another student
- Leaving an assigned classroom or area without permission
- Lying or acts of dishonesty
- Minor inappropriate language or gestures
- Using an electronic device without permission or at an unauthorized time or location
- Repeated lower-level infractions when previous corrective measures have not resulted in improvement

Category 3 infractions may also result in detention.

CATEGORY 4 — MAJOR INFRACTIONS

7–9 Demerits

- Disrespect toward a teacher, staff member, or administrator
- Inappropriate use of personal property
- Using another person's property without permission
- Derogatory or degrading remarks, malicious gossip, slander, or inappropriate sexual comments
- Major inappropriate language or gestures
- Forging a parent/guardian's signature
- Altering or forging a school document
- Plagiarism or cheating
- Cutting class
- Minor theft
- Taking an unwanted photograph of another person
- Inappropriately altering, manipulating, or distributing another person's image

Confirmed plagiarism or cheating may result in an academic consequence in addition to disciplinary action.

Conduct grades reflect the student's overall behavior during the grading period. A Category 4 or higher violation may significantly affect the conduct grade but does not automatically determine a specific grade.

Category 4 or higher infractions may also result in ISS.

CATEGORY 5 — SEVERE INFRACTIONS

10–19 Demerits

- Use of racial slurs or degrading racial stereotypes
- Bullying, harassment, or sexual harassment
- Unwelcome physical contact with faculty or staff
- Physical altercations
- Tampering with or damaging property
- Skipping school or class

- Leaving campus without permission
- Serious Acceptable Use Policy or internet violations
- Extreme disrespect toward staff or students
- Extreme belligerence or defiance of authority

Category 5 infractions may result in ISS, Behavioral Probation, restriction from school activities, or other disciplinary action as determined by administration.

CATEGORY 6 — CRITICAL INFRACTIONS

20+ Demerits and Administrative Action

Examples include:

- Major theft
- Possession or use of tobacco, e-cigarettes, vaping devices, or vapor products
- Possession of illegal or prohibited items
- Possessing, using, or pretending to possess or use illegal drugs or prohibited substances
- Pulling a fire alarm without an emergency
- Possessing, creating, viewing, distributing, or posting pornographic, lewd, or sexually explicit material
- Bringing fireworks onto school property
- Breaking into, vandalizing, or intentionally causing significant damage to school property
- Threatening physical harm to another person or school property
- Possession of incendiary materials or devices
- Possessing, using, or pretending to possess or use alcoholic beverages
- Serious sexual misconduct
- Possession or use of a weapon or dangerous object
- Excessive or severe acts of violence
- Bringing illegal items or controlled substances onto school property
- Making a serious threat against the school, students, faculty, or staff
-

Category 6 violations require immediate administrative review and may result in In-School Suspension (ISS), Behavioral Probation, Temporary Administrative Removal when appropriate, dismissal, expulsion, non-renewal of enrollment, referral to law enforcement when warranted, or other appropriate action.

Threats Against the School Community

Any serious threat against the school, students, faculty, or staff will be taken seriously and addressed immediately.

Depending on the circumstances, GCS may:

- Remove the student from the classroom or school environment
- Contact the parent/guardian
- Conduct an administrative or safety review
- Contact law enforcement or other appropriate authorities
- Require additional evaluation or documentation before the student returns
- Assign In-School Suspension (ISS), Behavioral Probation, dismissal, or expulsion, as appropriate
- Take other actions necessary to protect the school community

ADMINISTRATIVE DISCRETION

Gladeview Christian School recognizes that individual circumstances may require thoughtful consideration when applying school policies. When administrative discretion is permitted, administration may consider factors such as the student's age, circumstances surrounding the situation, seriousness and frequency of concerns, prior history, documented exceptional circumstances, response to previous interventions, demonstrated improvement, safety considerations, and the best interests of the student and school community.

Administrative discretion is intended to allow policies to be applied with consistency, fairness, accountability, and appropriate grace while supporting the mission and values of Gladeview Christian School.

The behaviors listed in this handbook provide guidance but cannot address every possible situation. Administration may determine the appropriate category and consequence for behavior not specifically listed and may adjust a response when the seriousness, repetition, circumstances, or safety implications warrant it.

The goal of discipline at Gladeview Christian School is correction, accountability, restoration, and growth while maintaining a safe and Christ-centered learning environment for all students.

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 are 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

At Gladeview Christian School, students in Kindergarten through 5th grade are taught that classroom rules help create a safe, respectful, and positive learning environment. Students are encouraged to understand that their classroom is a community where everyone works together to learn, grow, build friendships, and demonstrate Christlike character.

Elementary teachers establish age-appropriate classroom expectations and use classroom management strategies to encourage positive behavior. Teachers will communicate their classroom expectations and behavior management procedures with families during Back to School Night at the beginning of the school year.

The GCS demerit system applies to students in Kindergarten through 5th grade, and behavior concerns and demerits are documented in FACTS/RenWeb when appropriate. Teachers may also use individual and class incentives to recognize and encourage positive behavior, responsibility, kindness, and good choices.

When a behavior concern arises, the teacher will first work with the student to correct the behavior within the classroom whenever appropriate. If the behavior continues, the teacher will communicate with the parent/guardian and may establish a plan for improvement. Continued or more serious concerns may be referred to administration for additional support and disciplinary action in accordance with the GCS Student Conduct & Discipline Policy.

Repeated or serious behavioral concerns may also result in additional interventions, Behavioral Probation, In-School Suspension (ISS), or a review of the student's continued enrollment at GCS, as appropriate under the progressive discipline policy.

The goal of discipline at GCS is not simply to correct inappropriate behavior, but to help students develop responsibility, self-control, respect for others, and Christlike character.

Middle School

Middle school discipline at Gladeview Christian School is supported by a demerit system designed to promote responsibility, accountability, and appropriate student conduct. Demerits provide a record of behavioral concerns and serve as a communication tool between the school, students, and families.

When a student receives a demerit, the incident will be documented in FACTS/RenWeb. Demerits accumulate throughout the school year, from August through May, and the number assigned will depend on the type and severity of the infraction.

Teachers and staff may document behavioral concerns and refer them to administration.

Administration assigns demerits in accordance with the disciplinary categories and may consider the seriousness, circumstances, frequency, prior interventions, and the student's disciplinary history.

Repeated violations may result in an increased number of demerits, particularly when a behavior continues after previous correction or is determined to be deliberate or defiant. Continued or serious behavioral concerns may result in additional consequences in accordance with the GCS Student Conduct & Discipline Policy.

The purpose of the merit/demerit system is not simply to assign consequences, but to help students recognize poor choices, take responsibility for their actions, correct their behavior, and grow in self-discipline and Christlike character.

OFF-CAMPUS CONDUCT

Students of Gladeview Christian School (GCS) are expected to demonstrate Christian character and make responsible choices both on and off campus.

School-Sponsored Off-Campus Activities

Students participating in field trips, athletic events, competitions, retreats, service activities, or any other GCS-sponsored event away from campus remain subject to all GCS policies and behavioral expectations.

Violations occurring during a school-sponsored off-campus activity may result in disciplinary action in accordance with the Student Conduct & Discipline policies outlined in this handbook. Students are expected to represent themselves, their families, Gladeview Christian School, and most importantly, Christ, with integrity, respect, and good judgment.

12. BULLYING, HARASSMENT & STUDENT CONFLICT

Gladeview Christian School (GCS) is committed to providing a safe, caring, respectful, and Christ-centered learning environment where every student is treated with dignity and kindness. Students are expected to demonstrate Christlike behavior in the way they speak to, interact with, and treat one another. Bullying, harassment, intimidation, threatening behavior, and cyberbullying are not acceptable at GCS.

Our goal is to address concerns early, help students resolve conflict appropriately, restore relationships when possible, and provide appropriate disciplinary consequences when necessary.

Understanding Bullying

Bullying generally involves repeated, intentional behavior in which there is an imbalance of power between students and one student is being hurt, intimidated, excluded, or targeted by another.

Bullying may be:

- Verbal — repeated name-calling, hurtful comments, teasing, threats, or rumors
- Social/Relational — intentionally and repeatedly excluding, humiliating, or encouraging others to mistreat another student
- Physical — repeated hitting, pushing, intimidation, damaging belongings, or other aggressive behavior
- Digital/Cyberbullying — using texts, social media, messaging, images, online platforms, or other technology to repeatedly embarrass, threaten, intimidate, impersonate, or harm another student

Bullying vs. Student Conflict

Not every disagreement or hurtful interaction between students is considered bullying.

Students may occasionally disagree, argue, make an unkind comment, hurt someone's feelings, or experience conflict in a friendship. These situations still need to be addressed, but they do not necessarily constitute bullying.

When concerns are reported, GCS will consider factors such as:

- Whether the behavior is repeated
- Whether the behavior appears intentional
- Whether there is an imbalance of power
- The age and developmental level of the students
- The seriousness of the behavior
- The effect on the student involved
- The circumstances surrounding the situation

Even when behavior does not meet the definition of bullying, unkind, disrespectful, threatening, or inappropriate conduct may still result in intervention or discipline under the Student Conduct & Discipline policies.

Harassment

GCS does not permit harassment or behavior that repeatedly targets, humiliates, intimidates, or demeans another student.

Concerns involving racial comments, sexual harassment, threatening behavior, or other serious conduct will be addressed promptly by administration according to the circumstances.

Cyberbullying

Students are expected to demonstrate appropriate conduct when using technology and social media.

Cyberbullying may include repeated or intentional use of:

- Text or direct messages
- Social media
- Group chats
- Email
- Photos or videos
- Online posts
- Messaging or gaming platforms

Other digital communication to threaten, embarrass, intimidate, impersonate, exclude, or harm another student.

Off-campus or online behavior may become a school matter when it significantly affects a GCS student, disrupts the school environment, or interferes with a student's ability to participate successfully in school.

Reporting a Concern

Students are encouraged to tell a teacher, administrator, or another trusted GCS staff member if they experience or witness bullying, harassment, threatening behavior, or another serious student conflict.

Parents/guardians who become aware of a concern should contact the student's teacher or administration so the school can appropriately review the situation.

Students should feel comfortable asking an adult for help. Reporting a genuine concern in good faith will not result in disciplinary action against the student making the report.

How GCS Responds

When a concern is reported, GCS will review the circumstances and speak with the students and staff members involved as appropriate.

Depending on the situation, the school may:

- Help students work through an age-appropriate conflict
- Provide guidance, correction, or counseling
- Communicate with parents/guardians
- Establish behavioral expectations or a plan for improvement
- Increase supervision or monitoring when appropriate
- Assign consequences under the Student Conduct & Discipline policy
- Take additional action when the behavior is serious, repeated, or creates a safety concern

Consequences will be based on the nature, frequency, and seriousness of the behavior, as well as the student's age, disciplinary history, and response to previous interventions.

Serious or repeated bullying, harassment, threats, or physical aggression may result in demerits, detention, In-School Suspension (ISS), Behavioral Probation, or other disciplinary action as determined by administration.

Our Christian Responsibility

At GCS, we want students to learn more than simply how to avoid inappropriate behavior. We want them to learn how to love others, show kindness, resolve disagreements, forgive, speak truthfully, and stand up for someone who is being mistreated.

Students are encouraged to seek help when they see another student being hurt or treated unfairly rather than participating in, encouraging, or ignoring harmful behavior.

"Let all that you do be done in love." — 1 Corinthians 16:14

Our goal is to partner with students and families to address concerns early, restore relationships when possible, and help our students grow in wisdom, responsibility, compassion, and Christlike character.

13. TECHNOLOGY & ELECTRONIC DEVICES

Gladeview Christian School recognizes that families may choose to provide students with cell phones for communication before and after school. However, cell phones and other personal electronic devices may not interfere with instruction, student learning, or the school environment.

Kindergarten-2nd Grade

Students in Kindergarten through 2nd grade may not bring or use personal electronic devices at school without prior permission.

This includes, but is not limited to:

- Cell phones
- Apple Watches and other smartwatches
- AirPods, earbuds, and headphones
- Other personal electronic or communication devices

If there is a special circumstance that requires a student to bring a device to school, a parent/guardian should contact the school for approval.

Cell Phone Policy: Grades 3-8

Students in Grades 3-8 who bring a cell phone to school must turn the phone completely off and place it in the designated classroom cell phone pocket upon arrival. The phone must remain there throughout the regular school day and will be returned at dismissal.

Cell phones must:

- Be completely turned off, not placed on silent or vibrate.
- Be placed in the student's designated cell phone pocket.
- Remain in the designated pocket during the school day.
- Not be kept in a student's pocket, backpack, desk, or other personal belongings.
- Not be removed or used without permission from a teacher or administrator.

Students may retrieve their phones at the end of the school day.

Smartwatches, AirPods, Earbuds & Headphones

Headphones, AirPods, and earbuds may be used in K-8 only for teacher-directed academic purposes. K-2 students may not bring or use personal electronic devices without prior permission.

CELL PHONE VIOLATIONS

Unauthorized possession or use of a cell phone during the regular school day may result in confiscation and progressive discipline. Depending on the circumstances and disciplinary history, the phone may be held until dismissal or administration may require a parent/guardian to retrieve it. Repeated violations, refusal to surrender a device, or inappropriate use may result in additional consequences.

After regular dismissal, students participating in aftercare may use cell phones unless directed otherwise by school staff. Staff may require phones to be put away at any time. Use must not interfere with activities,

supervision, or the rights of others, and inappropriate use may result in temporary confiscation or progressive discipline.

PARENT AND STUDENT COMMUNICATION

During the regular school day, students should not use personal cell phones or other personal devices to contact parents/guardians unless authorized by a staff member. Students who need to contact home should request assistance from the school office or an appropriate staff member.

If a student needs to contact a parent or guardian, the student should request permission to communicate through the school office.

Parents/guardians who need to communicate an important message to a student during the regular school day should contact the school office rather than calling or texting the student's personal cell phone.

This allows the school to protect instructional time while ensuring that parents and students can communicate when necessary.

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

*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 follow the grade-level storage requirements above. Phones must remain completely off and in the designated classroom phone pocket throughout the regular school day and will be returned at dismissal.

Students in Grades 3-8 may not keep a cell phone on their person during the regular school day unless specifically authorized by administration for an approved reason.

A phone found in unauthorized possession or use may be confiscated. The phone may be returned at dismissal or held for parent/guardian retrieval depending on the circumstances and disciplinary history.

Gladeview Christian School is not responsible for the loss of, theft of, or damage to personal electronic devices brought to school.

Technology Code of Conduct

When school-approved technology is used for instruction, students are expected to follow the Acceptable Use Policy and teacher directions. Students are not required by this handbook to supply a personal laptop, Chromebook, or other device.

The use of technology during the school day (including after school care) is prohibited, unless directed by the teacher for instructional purposes. Any phone calls need to be made should be done so at the main office. Any student that does not comply with these rules is subject to demerits and further disciplinary action such as, confiscation of device, probation, etc.

2. When necessary to address policy compliance, safety, behavior, or discipline, administration may ask a student to present and display a personal device while on school property or at a school-sponsored activity and may direct the student to open relevant messages, photos, videos, applications, or social-media content related to the concern. Refusal to comply may result in parent notification and disciplinary action.
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. Students are expected to use websites, social media, video streaming, and other online platforms responsibly. Online conduct may be addressed by GCS when it has a direct or substantial connection to the school community, including conduct that threatens safety, targets students or employees, substantially disrupts the school environment, or otherwise falls within the school's Off-Campus Conduct policy.
6. Students may not use the internet or digital platforms to bully, harass, threaten, impersonate, defame, or intentionally harm another person. Privacy settings or use of a personal account do not excuse conduct that violates school policy when the conduct has a direct or substantial connection to the school community.
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. Students may not use any device to record, photograph, or videotape another person without that person's permission and, when applicable, authorization from a teacher or administrator. Any recording, photography, or video must be appropriate and consistent with school expectations. All electronic devices used on school grounds are subject to the school's 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.

Teachers will determine when and how AI may be used for assignments, projects, research, writing, presentations, assessments, or other classwork.

When using AI, students are responsible for:

- Following the teacher's directions regarding acceptable AI use
- Completing the portions of the work that the teacher requires to be completed independently
- Reviewing and verifying information produced by AI
- Ensuring that submitted work accurately reflects the student's own learning and understanding
- Identifying or acknowledging the use of AI when required by the teacher
- Asking the teacher when they are unsure whether AI is permitted

Students should never assume that AI use is permitted simply because a tool is available.

Academic Integrity

Submitting AI-generated content as entirely one's own work when AI use has not been authorized is considered academic dishonesty.

Using AI to complete an assignment, assessment, or other work that a student is expected to complete independently may result in academic and disciplinary consequences in accordance with the Student Conduct & Discipline policies.

Students remain responsible for the accuracy, originality, and integrity of everything they submit, even when the use of AI has been permitted.

Inappropriate Use of AI & Digital Tools

Students may not use AI or other technology to create, alter, manipulate, or distribute content intended to:

- Harass, bully, threaten, or intimidate another person
- Humiliate or embarrass another student or employee
- Impersonate or misrepresent another person
- Create or alter inappropriate images, videos, recordings, or messages
- Spread false or deceptive information about another person
- Circumvent school rules, academic requirements, or technology safeguards
- Otherwise harm a student, employee, or member of the school community

Serious misuse of AI or digital technology may result in disciplinary action under the Student

Conduct & Discipline policy.**Account & Digital Security**

Students are responsible for protecting their passwords, login credentials, and account information.

Students may not:

- Share passwords or login information with others
- Use another person's account without authorization
- Attempt to access another student's or employee's files, accounts, or devices
- Attempt to bypass school technology restrictions or security measures

Responsible Use

Technology will continue to change, and GCS desires to prepare students to use new tools wisely, ethically, and responsibly.

Students should remember that technology does not replace their own thinking, creativity, effort, or responsibility.

Our goal is for students to use technology in a way that supports learning while demonstrating honesty, wisdom, respect for others, and Christlike character.

Student Websites, Social Networking & Online Conduct

Students and parents are expected to use social media and other online platforms responsibly and in a manner consistent with the school's Christian values.

Students may not use websites, social media, messaging services, or other technology to bully, threaten, defame, slander, impersonate, harass, or intentionally damage the reputation of another student, employee, family, or the school.

The school may address off-campus online conduct when it materially affects student safety, the school environment, or the educational process.

14. DRESS CODE & UNIFORMS

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 ALL UNIFORM WEAR 7346 SW 117 Ave MIAM, FL 33183, 305-274-4545, www.alluniformwear.com

VERY IMPORTANT: Students will receive a demerit for not complying with uniform and haircut policy and will not be allowed to remain in the classroom until compliance is met.

Dress and grooming violations are handled as Category 1 infractions (1-3 demerits). A student may be required to correct the violation before returning to class. Repeated violations will be addressed through the progressive discipline system.

General Guidelines:

- All standard uniforms must be from All Uniform Wear.
- Uniforms must fit properly.
- Uniforms may not be bleached, faded, or decorated with words, symbols, pictures or patches.
- Team Jerseys may be worn on game days.
- Polo shirts are to be tucked in at all times during the school day.
- Belts must be worn Monday-Thursday.

During cold weather, hats, beanies gloves and scarves are permitted. However, in the classroom hats/beanies and gloves may not be worn. Students may wear the navy blue fleece or performance jackets from All Uniform Wear Company (NO HOODIES). Solid, navy fleece jackets without any markings are also allowed. Navy blue layers are permitted under the school uniform, but uniform compliance must be met, including proper shoes.

Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each quarter.

- All shoes must be solid black, including the soles with no markings in any other color. Laces must be tied.
- Preschool, Kinder and First grade students must wear shoes or sneakers with Velcro (NO LACES).
- All black or white socks must be worn at all times.
- No temporary or permanent tattoos or any kind of body piercings will be permitted other than earrings for girls.

Guidelines for Girls:

- Girls' uniforms must fit properly. Skorts and dresses must be no shorter than 3" above the knee.
- The acceptable footwear for girls in elementary school are Mary Jane uniform shoes, Penny Loafers, or SOLID, PLAIN BLACK sneakers; NO BALLET FLATS, VANS OR CONVERSE. Flip-flops, open-toed shoes, or open-heeled sandal are not permitted.
- Hairstyles, make-up, nail lengths/color and accessories must be conservative. EXTRAVAGANT HEADBANDS (i.e., unicorn, mickey, etc.) will NOT be permitted Monday-Thursday.
- Nails must be a modest length, with colors and designs that are appropriate for the school environment.
- Girls' hair color must be a natural hair color. Any student who comes to school with dyed hair (purple, pink, blue, artificial blonde/bleached, highlights, etc.) will be sent home and cannot return to school until corrected. No student will be allowed in class with an extreme haircut, style, braiding, or color. Any hairstyle that is considered to be extreme, or a distraction, can be deemed inappropriate by the administration.
- Piercings are permitted only on the ears. Visible facial or body piercings, including nose, eyebrow, lip, and tongue piercings, are not permitted. Earrings may be worn; however, dangling earrings may not exceed one inch in length. Fingernails should be kept at an age appropriate length, and nail colors and designs should be modest, age appropriate, and suitable for the school environment.
- Black belts are required Monday- Thursday.
- 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.
- In cold weather, standard uniform slacks must be worn.

Guidelines for Boys:

- Hair should be clean, neat, and appropriate. Hair must be neatly cut above the collar, eyebrows, and 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 (not including fades) and long on the top or in a bun or ponytail. Boys are also not allowed to have lines or any type of design shaved into their head. They may not use any type of band, hair tie, or other items to hold their hair up. The verticality of boy's hair will be at the discretion of the administration. Boys will not be permitted to attend classes with this type of haircut or other extreme haircuts.
- Students' hair color must be a natural hair color. Any student who comes to school with dyed hair (purple, pink, blue, artificial blonde/bleached, highlighted, etc.) will be sent home and cannot return to school until corrected. No student will be allowed in class with an extreme haircut, style, or color. Any hairstyle that is considered to be extreme, or a distraction, can be deemed inappropriate by the administration.
- Boys must be clean shaven at all times during school hours and during all school events and extracurricular activities.
- The acceptable footwear for boys' shoes are Penny Loafers, laced, slip-on, velcro, or PLAIN, BLACK sneakers. No VANS or CONVERSE.
- 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.
- In cold weather, standard uniform slacks must be worn.

Friday Attire Guidelines:

- GCS Friday T-Shirt, (can be purchased at the school office.)
- Standard PLAIN Blue Jeans or regular navy-blue uniform bottoms (NO RIPPED, EMBELLISHED, BLEACHED OR COLORED JEANS, NO JEGGINGS, LEGGINGS, OR OVERLY TIGHT JEANS ARE ALLOWED).
- Jean shorts must be no shorter than 2 inches from the knee.
- Any color sneakers may be worn on FRIDAYS.

NON-UNIFORM & DRESS-UP DAYS

Throughout the school year, Gladeview Christian School (GCS) may designate special Non-Uniform Days or Dress-Up Days. These days are intended to be fun opportunities for students to participate in school spirit activities while continuing to reflect the standards of modesty and appropriate dress expected at GCS.

Participation in a Non-Uniform or Dress-Up Day is a privilege. Students who choose not to participate in the designated theme must wear their regular school uniform.

General Guidelines

All clothing must be modest, appropriate for school, and provide adequate coverage.

The following guidelines apply:

- Clothing may not be excessively tight, revealing, or transparent.
- Shirts and tops must completely cover the midriff. When a student raises his or her arms, the shirt should remain long enough that the midriff is not exposed.
- Low-cut tops and open-back clothing are not permitted.
- Spaghetti straps are not permitted.
- Straps must be at least 4 fingers wide, and undergarments may not be visible.
- Skirts, dresses, and shorts may be no more than 2 inches above the knee.
- Clothing may not display inappropriate words, images, symbols, or messages.
- Appropriate undergarments must be worn and may not be visible.

Clothing Permitted on Non-Uniform Days

Students may wear:

- Loose-fitting jeans
- Sweatpants
- Modest-length shorts
- Appropriate shirts or tops
- Dresses or skirts that meet GCS length and modesty requirements
- Sneakers or other appropriate closed-toe shoes
-

Clothing Not Permitted

Students may not wear:

- Jeans or pants with rips, holes, or tears that expose skin
- Short shorts
- Leggings or jeggings worn as pants
- Yoga pants, biker shorts, or other form-fitting workout wear
- Crop tops or shirts that expose the midriff
- Spaghetti-strap tops
- Sleeveless shirts that do not meet the school's coverage requirements

- Transparent or revealing clothing
- Pajamas or pajama bottoms
- Clothing with inappropriate words, images, or symbols
- Sandals or open-toe shoes
- Crocs
- Slippers
- High heels
- Costumes, unless specifically permitted as part of a school-sponsored Dress-Up Day

Dress-Up or Spirit Days

When GCS announces a specific theme, students participating in the Dress-Up Day are expected to follow the announced theme while also following the school's dress guidelines.

For example, if GCS designates a Yellow Day, a participating student should wear yellow clothing that meets the guidelines above.

Students who do not wish to participate in the theme should come to school in their regular GCS uniform.

Any additional guidelines for a particular Dress-Up Day will be communicated to families in advance.

Final Approval

If there is a question regarding whether an outfit is appropriate for a Non-Uniform or Dress-Up Day, GCS administration will make the final determination.

Students who arrive in clothing that does not meet these guidelines may be required to change into appropriate clothing or their regular school uniform.

Our goal is for students to enjoy these special days while continuing to demonstrate modesty, good judgment, and respect for the Christian values of Gladeview Christian School.

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 volunteer.

Team or Club Attire Guidelines:

Classes, clubs, or teams may wear their class shirt, jerseys, team shirt, or special event shirts 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.

Students may wear appropriate athletic attire of their choice for after-school team practices. Spandex, leggings, and short shorts are not permitted. All practice attire must be modest and appropriate for the school environment. On game days, GCS athletes may wear their team jersey with approved school uniform bottoms during the school day.

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

P.E. Uniform

All Kindergarten through 8th grade students must wear 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 must wear their black solid sneaker for P.E., any other type of athletic sneakers are allowed.

15. ATHLETICS & EXTRACURRICULAR ACTIVITIES

Merit Trips

Merit Trips are privilege-based activities. For the first Merit Trip, which occurs during the first week of January, eligibility is based on the student's academic and behavioral performance throughout the entire first semester. For the second Merit Trip, eligibility is based on performance from the beginning of the second semester through a cutoff date established and communicated by administration.

To be eligible, a student must have an overall C average (2.0 GPA), no D or F in any academic subject, a conduct grade of A or B in every class, and fewer than 10 demerits during the applicable Merit Trip eligibility period. Academic and conduct eligibility may be regained when the student demonstrates meaningful improvement and meets these standards by the applicable eligibility determination date.

When a student reaches or exceeds 10 demerits during the applicable eligibility period, administration may consider exceptional circumstances and evidence of meaningful and sustained behavioral improvement when determining final eligibility. An exception is not automatic. Students who are not eligible to participate in a Merit Trip are required to attend school. An absence on that day without an approved excused reason will be recorded as an unexcused absence. Administration may reconsider participation when a serious behavioral or disciplinary concern occurs after eligibility has been determined.

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 represent themselves, their families, their team, and GCS with respect, integrity, and good sportsmanship. Profanity, obscene language or gestures, mocking, inappropriate outbursts, or disrespect toward teammates, opponents, coaches, officials, or spectators will not be tolerated. Violations may result in removal from a practice or game, restriction from participation, removal from the team, or other appropriate disciplinary action.

Parents, guardians, and spectators are also expected to demonstrate respectful and Christlike conduct at all practices, games, and athletic events. Coaching from the sidelines, arguing with or confronting officials, coaches, players, or other spectators, the use of inappropriate language or gestures, and disruptive or unsportsmanlike behavior are not permitted. Concerns should be addressed respectfully with the appropriate coach or school administrator at a suitable time rather than during or immediately following a game.

Athletic Mission Statement

At Gladeview Christian School, our goal is to teach 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.

o remain eligible to participate in athletics, a student-athlete must maintain an overall C average (2.0 GPA), have no D or F in any academic subject, and maintain satisfactory conduct. Students who receive an unsatisfactory conduct grade or demonstrate serious or repeated behavioral concerns may be temporarily restricted from athletic participation at the discretion of administration. Eligibility may be restored once academic and conduct requirements are met, as determined by administration.

Behavioral Probation does not automatically make a student ineligible for athletics or extracurricular activities. Administration will review the circumstances and may restrict participation when appropriate. Academic Probation results in automatic ineligibility for athletics and extracurricular activities for the duration of the probation; eligibility is restored after the student meets the requirements and is officially removed from Academic Probation.

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 primary 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. Any 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.
- Elementary student-athletes must be present at school by 10:00 a.m. on the day of an athletic event in order to participate. A student who arrives after 10:00 a.m. or is absent for the full day may not participate unless administration approves an exception for documented or exceptional circumstances. Middle School student-athletes must attend at least four class periods on the day of an event, subject to the same administrative exception for documented or exceptional circumstances.
- 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.
- Student-athletes must maintain an overall C average (2.0 GPA) and have no D or F in any academic subject. Eligibility may be restored as soon as all grades are C or higher and the overall C average is maintained.

16. SCHOOL-SPONSORED ACTIVITIES & TRANSPORTATION

Field Trips

Regular educational field trips are part of the school's instructional program and are separate from Merit Trips. A student on Academic or Behavioral Probation may participate in an educational field trip unless administration determines that participation is not appropriate based on academic responsibilities, behavior, safety concerns, or other relevant circumstances. All students attending must have required parent/guardian permission and liability forms. Preschool field trips require that every child has an adult chaperone to participate.

All students 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. Parents/Chaperones are required to wear the Parent Panther T-shirt for all field trips. Parent Panther shirts can be purchased at the main office for \$15.00. They can be paid by cash or added to your personal school account. Parent volunteers/chaperones attending school functions are also requested to follow these standards.

Elementary and Middle School students who do not participate in a scheduled field trip are generally required to attend school for the full day unless absent for an approved excused reason or otherwise authorized by administration. An unapproved absence will be recorded as unexcused.

When GCS establishes a specific transportation plan for a school-sponsored activity, students and families are expected to follow that plan unless an alternative arrangement has been approved in advance by administration. Any required permission or liability documentation must be completed before transportation occurs.

Transportation

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

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).

Transportation Liability Release

Parents/guardians are responsible for arranging transportation for their child to and from off-campus athletic events. If a student will be transported by another parent or authorized adult, written permission from the parent/guardian must be submitted to the school office prior to transportation. A completed Transportation Liability Release may also be required. Students will not be permitted to leave with another parent or adult without prior written authorization from their parent/guardian.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS

When Gladeview Christian School (GCS) provides or arranges transportation for a school-sponsored event, students are expected to use the transportation designated by the school. If a parent/guardian needs to make alternate transportation arrangements for a special circumstance, prior approval from administration must be obtained. Any required written authorization must be submitted before the event.

Parents/guardians who choose an approved alternate transportation arrangement assume responsibility for their child's transportation and must follow all GCS procedures regarding student arrival, departure, and release.

Students are expected to follow all GCS conduct and safety expectations while traveling to and from field trips, athletic events, competitions, retreats, service activities, and other school-sponsored events.

School behavioral expectations remain in effect throughout the event, including during school-provided transportation.

Administrative Discretion: Gladeview Christian School recognizes that individual circumstances may require thoughtful consideration when applying school policies. When administrative discretion is permitted, administration may consider the student's age, circumstances, seriousness and frequency of concerns, prior history, documented exceptional circumstances, response to interventions, demonstrated improvement, safety considerations, and the best interests of the student and school community. Administrative discretion is intended to support consistency, fairness, accountability, and appropriate grace while furthering the mission and values of GCS.

17. HANDBOOK ACKNOWLEDGMENT

By signing the Student-Family Handbook Acknowledgment, parents/guardians and students confirm that they have received and reviewed the Gladeview Christian School Parent-Student Handbook and understand their responsibility to follow the policies, procedures, and expectations outlined within it.

Parents and students are encouraged to contact the school when clarification regarding a policy or procedure is needed. The handbook provides guidance regarding school policies and expectations; however, it cannot anticipate every circumstance that may arise.

Gladeview Christian School reserves the right to interpret and apply its policies based on the individual circumstances of a situation and to make reasonable changes to policies and procedures when necessary. When significant changes are made during the school year, GCS will communicate those changes to families through an appropriate school communication method. We are grateful for the opportunity to partner with your family in the education and development of your child. Thank you for entrusting Gladeview Christian School with the privilege of providing a Christ-centered education in a caring and nurturing environment as we work together to help students grow academically, spiritually, socially, and in godly character.

Shaping Leaders for God's Glory