

**GLADEVIEW  
CHRISTIAN SCHOOL**



**PARENT-STUDENT  
HANDBOOK  
2025-2026**

# Gladeview Christian School

*Gladeview Christian School is a ministry of Gladeview Baptist Church*

## **OUR MISSION**

Our mission is to provide a Christ centered education and **create** effective leaders of Godly Character, who will **integrate** academic achievement and biblical truths to **influence** their society for the for the glory of God.

## **OUR VISION**

Our vision is to inspire students to excel academically and spiritually, who will be able to use their God given potential to impact their home, community and society, for Christ.

## **NON-DISCRIMINATION STATEMENT**

*Gladeview Christian School does not discriminate on the basis of race, color, national or ethnic origin. Gladeview Christian School admits students of any race to all rights, privileges, programs, and activities generally accorded or made available to all students.*

## **ACCREDITATION**

*FACCS- Florida Association of Christian Colleges and Schools*

**Resources:**

Address: 12201 SW 26<sup>th</sup> Street, Miami, FL 33175

Phone Number: 305-551-6143

Fax Number: (305) 225-1632

E-mail Address: [office@gladeview.org](mailto:office@gladeview.org)

Website: [www.gladeviewschool.org](http://www.gladeviewschool.org)

School Colors: Royal Blue & Gold

School Mascot: Panther

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

## Table of Contents

<b><u>Introduction</u></b>	<b><u>5-9</u></b>
History	
Statement of Faith	
Philosophy & Mission Statement	
Statement of Nondiscrimination	
Accreditation	
School Spirit and Verse	
Objectives	
Goals	
Resources	
<b><u>Admission</u></b>	<b><u>10-13</u></b>
Parent's Code	
Admission and Enrollment Procedures & Requirements	
Re-Enrollment	
Transfer Students	
Withdrawal	
Waiting List	
Student Records	
Family Rights and Privacy	
<b><u>Financial Information</u></b>	<b><u>14-16</u></b>
Description of Fees	
Morning & Aftercare Fees	
Financial Policies	
<b><u>General Information</u></b>	<b><u>16-25</u></b>
Hours of Operation	
Drop Off/Pick Up & Dismissal	
School Lunches & Breakfast	
Food Standards & Allergies	
Immunizations	
Head Lice	
Communicable Diseases	
Sick Policy	
Administering Medicine	
Website	
Lost and Found	
Lockers	
Chapel	
School Closures	

Field Trips  
Fundraisers  
School Pictures  
Faculty Credentials

---

**Attendance** **26-28**

Attendance Policy  
Types of Absences  
Late Arrival  
Closed Campus Policy

---

**Home/School Communication** **28-30**

Communication  
RenWeb  
Signed Documents  
Orientation Meetings  
Parent-Teacher Conferences  
Cell Phones  
Visitation  
Birthday Parties

---

**Transportation** **30**

Hired Transportation

---

**Academics** **30-34**

Curriculum Guide  
Textbooks  
Supplies  
Class rotation  
Homework  
Grading Scale  
Conduct Grading Scale  
Honor Roll  
Enrichment & Tutoring  
National Honor Society  
Report Cards  
Merit Trips  
Academic Eligibility  
Promotion/Retention & Incomplete  
Mid- terms and Final exams  
Standardized tests  
Schedule Changes  
Policies for Cheating

---

**Conduct** **34-38**

Rules of Conduct  
Conduct in Assemblies/Chapel  
Dating Relationships  
Violation of School Property

**Discipline** **35-41**

Pre-School  
Kindergarten  
Elementary  
Middle School  
Suspension  
Probation  
Expulsion

**Dress Code** **42-44**

Uniform Policy  
General Guidelines (Boys, Girls, Chapel, Friday Attire)  
Non-Uniform Days/Dress Up Days.  
Field Trip Attire  
Team or Club Attire  
Parent Guidelines On Campus  
P.E. Uniform

**Athletics** **45-46**

Godly Sportsmanship  
Eligibility  
Rules  
Transportation & Liability Release

**Safety and Security** **46-49**

Security Guard  
Parking Permits  
Unauthorized Articles  
Safety  
Injuries  
Emergency Procedures  
Non-Custodial Parents  
Legal Documents  
Solicitation  
Harassment

**Technology Code of Conduct** **49-50**

**Parent Code of Conduct & Compliance** **51**

Group Chats

## **Introduction**

Gladeview Baptist Church was founded in April 1965 as a mission of Central Baptist Church. Originally, the founders rented the Village Green Community House. Then, the church built the existing school and chapel in 1965. The following month, the first service was led by Rev. Truett Smith. During the spring of 1968, the first preschool Christian program was organized and named Gladeview Baptist Kindergarten, which later became Gladeview Christian School. In 1987, Pastor Michael Rodriguez founded Templo Biblico de Miami with a small group of Christians. After consistent growth and perseverance, the Lord allowed Templo Biblico de Miami and Gladeview Baptist Church to merge in 2002. They were now one congregation under the leadership of Pastor Michael Rodriguez. The church then initiated a process of reorganization, transformation, and growth in all areas of the ministry. This included building a new wing of classrooms for the school in 2007. The new and beautiful sanctuary was opened in September of 2014. Today, Gladeview Baptist Church is growing steadily and serving God through the school and the church.

## **Statement of Faith**

- We believe that the Bible is verbally inspired by God, and that it is the supreme and final authority in faith and life. (II Timothy 3:16)
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (I John 5:7)
- We believe that Jesus Christ was begotten by the Holy Spirit, born of a virgin, and is true God and true man. (Luke 1:35)
- We believe in the deity of our Lord Jesus Christ who took on human flesh, lived a sinless life, and was crucified, buried and rose again, who ascended back to Heaven to make intercession for us, and who will return in power and glory. (II Corinthians 5:21)
- We believe that all men are sinful by nature and are in need of God's salvation. (Romans 3:23, Romans 6:23)
- We believe man is saved by grace through faith in what Christ has done for us on the cross, not by our own merit; it is a gift of God (Ephesians 2:8-9).
- We believe that the child of God has been given a new nature at the time of salvation and is enabled to live a Godly life only by the power of the indwelling Holy Spirit (John 3:37; Galatians 5:17-26).
- We believe the obedient Christian has followed the Lord in believer's baptism and is actively serving in the ministry of the local church. (Hebrews 10:25, Philippians 1:3-6).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Gladeview Christian School.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in single, exclusive union, as delineated in Scripture. Genesis 2:18-25

### **Statement of Philosophy and Purpose**

Our purpose is to provide a Christ centered education and **create** effective leaders of Godly Character, who will **integrate** academic achievement and biblical truths to **influence** their society for the for the glory of God.

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

Gladeview Christian School does not discriminate on the basis of race, color, national or ethnic origin. Gladeview Christian School admits students of any race to all rights, privileges, programs, and activities generally accorded or made available to all students.

### **Accreditation**

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

### **Mission Statement**

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

### **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.

### **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.

1. I will pray regularly for the teachers and administration.
2. 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.

3. 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.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. 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.
8. I will seek the advancement of Gladeview Christian School in all areas: spiritually, academically, and physically.
9. 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](mailto: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.

### ***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](http://www.gladeviewschool.org)
- Admissions → "Apply to GCS"
- There is a \$75.00 non-refundable application fee.

#### **3. Entrance Exam/Observation**

***If your child will be attending Pre-school (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 1<sup>st</sup> and walking.

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

K3: Must be three years old by September 1<sup>st</sup> and fully Potty-trained.

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

#### **4. Elementary & Middle School Students**

***If your child will be attending 1<sup>st</sup> grade- 8<sup>th</sup> grade, please submit the following documents prior to taking the Entrance Exam and follow these steps:***

- Current & previous year's report card (Kinder-8<sup>th</sup> Grade)
- FAST, SAT, IOWA, Scores (1<sup>st</sup> -8<sup>th</sup> Grade)
- Entrance Exam
- Reference Forms (1<sup>st</sup> -8<sup>th</sup> Grade) such as IEP, 504, Behavioral Treatment Plan
- There is \$50.00 Cash only Non-refundable Entrance Exam/Observation Fee (Preschool - 8<sup>th</sup> Grade)

Our Admissions Team will review all the applicant's 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](http://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**

To receive the early re-enrollment discount, current families must re-enroll by the deadline. The correct fees must accompany all submitted re-enrollment packets to ensure proper enrollment and securing the student's spot for the following year. There is a one-month period where current families can re-enroll. After that, enrollment is open to the public.

- 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.
- Students on academic or behavior probation are not guaranteed eligibility for re-enrollment.
- Current GCS K4 students are not guaranteed placement in kindergarten. They must pass the kindergarten entrance exam and pay the \$50 entrance exam fee.

### **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 a 48-hour notice.

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

### **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 1<sup>st</sup> of enrollment year.

#### *School Improvement Fee*

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

### *Security Fee*

- This fee is due on or before July 1<sup>st</sup> 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 student must be enrolled for at least one full semester. (August- December) and the referral family's name must be noted on the child's application form. Credits are issued the second semester.

## **Financial Policies**

- Account balances are due between 1<sup>st</sup> and 5<sup>th</sup> 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 10<sup>th</sup> of the month, students will be placed on financial suspension and will not be able to return to class until the account is current. Financial suspension penalties include: a hold on student report cards and/or transcripts, ineligibility to sit for semester exams, participation from sports or extracurricular activities, and exclusion from end of year programs and/or graduation/promotion ceremonies.
- Full tuition is charged until a student is officially withdrawn from school. Any portion of the month is considered a month.
- All fees are non-refundable and must be paid by the due date.
- A statement will be emailed the 20<sup>th</sup> of each month. This statement includes tuition charges, before and after school care, lunch, and any other applicable monthly charges.
- Any morning and aftercare charges will be added to monthly statements and be billed monthly.
- Extracurricular activities fees must be paid by the deadline and may not be added to

account balances.

- The Office of Early Learning is responsible for finalizing the provider contracts. Hours of eligibility for VPK ONLY students are subject to change each year.
- VPK only students are required to adhere to the VPK attendance policy to avoid forfeiting their VPK certificate.

### **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 snack, homework, and playground time.
- Aftercare locations are subject to change

*After Care and Before Care Hours:*

- Before care is 7:00am – 8:00am for all registered students; preschool – middle school.
- Preschool: 3:15pm-6:00pm
- Kindergarten & 1<sup>st</sup> Grade: 2:45pm-6:00pm
- 2<sup>nd</sup>-8<sup>th</sup> 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.

## General 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	8:15am - 3:00pm
Half-Day Schedule	8:15am - 12:00pm
VPK Half Day	8:00am - 12:00pm (subject to change)

### Elementary

Kindergarten & 1 <sup>st</sup> Grade	8:15am - 2:30pm
2 <sup>nd</sup> -5 <sup>th</sup> Grade	8:15am - 3:00pm

### Middle School

6 <sup>th</sup> -8 <sup>th</sup> Grade	8:15am - 3:00pm
--	-----------------

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 respect all traffic laws and security measures at all times.
- 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 122<sup>nd</sup> 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 1<sup>st</sup>- 8<sup>th</sup> must be dropped-off and picked-up at the designated curbside drop-off and pick up area. Curbside drop-off and pick-up is mandatory for grades 1<sup>st</sup>-8<sup>th</sup>. 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 8:15a.m., 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 in order 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 & 1<sup>st</sup> grade in the **CUB HALL** until 2:45pm.
- **Curbside** pick-up begins at 3:00pm for elementary and middle grades (2<sup>nd</sup> -8<sup>th</sup> grade) in the **CUB HALL** 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 lock down 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 a 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 being 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 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*

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the **final hour** of the school day unless there is an emergency, sickness, or is authorized by the Principal or Principal's designee. If a parent is picking up their child early, the parent is required to sign them out in the Sign Out Log located in the main office.

### *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 \$6.95 per meal. Lunches that are not preordered or submitted after the deadline (15<sup>th</sup> of the previous month) are \$8.95 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 \$8.95 charge as they did no pre-order an alternative option. Lunch menus should be submitted to the teacher or e-mailed to the office at [office@gladeview.org](mailto:office@gladeview.org)

- Bottles of any kind, sodas, and canned puddings, fruit, etc. with metal tops are not allowed.
- Students should not have candy or gum packed in their lunch.
- 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 the 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 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 will be subject to disciplinary action, including but not limited to detention, lowered conduct grade, suspension or expulsion.
- The student should conduct himself/herself as though he/she were in a classroom 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. - 8:00 a.m. Breakfast will not be served after **8:10 a.m.** to ensure students are on time.

### *Food Standards & Allergies*

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

- Parents **MUST** notify the teacher and the school office if their child has any allergies, both verbally and in writing.
- **If a child is on a special diet**, food must be prepared from home, and parents must provide

a written note to the office about the diet. A copy will be given to the teacher for the safety of the child.

- Any half-day preschool student who is not picked up on time by 12:30p.m. will automatically be given a hot lunch from the school. The parent will be responsible for the lunch charge of \$8.95 that will appear on the financial statement.

### **Immunizations**

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

As required by the department of health, no student will be allowed to attend school without current health forms or a certificate of waiver on file.

Failure to provide these forms on time, will result in the child being sent home from school until proper immunization(s) have been completed. All health forms must be renewed each year.

### **Head Lice**

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

- If a child is found to have head lice, the child will be removed from the classroom. The parent(s) will be notified to come pick up their child and have the lice properly treated.
- The child must be nit free and provide a doctor's note or certificate of clearance before returning to school.
- The student will need to be picked up within an hour 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

Mumps

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

### **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 has a fever or diarrhea, and is vomiting during the night, please do not bring your child to school the following day. Students must be Fever free for at least 24 hours without medication before returning to school.

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

GCS offers care for minor injuries & scrapes. In case of an emergency, the school will call 911 and then contact the parent. First aid will be administered. However, no medical treatment or medication will be given. If a student visits the office due to illness and is unable to return to

class, parents will be contacted, and arrangements will be made for him/her to go home. The student(s) must be picked up within an hour of the time the parent was contacted. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school regarding any limitation of activities or special consideration.

Some students have medical conditions such as diabetes, asthma, allergies, seizures, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school. If student has an EpiPen it must be kept in the classroom by the teacher in case of an emergency. +

### **Administering Medicine**

No staff member is to administer any medication unless it is authorized by the parent. Parent will need to provide consent to the main office. If there is a fever above 101 degrees, ONLY Tylenol will be administered by the office staff or teacher and this is to be documented. Students are not permitted to administer medications to themselves or others.

### **Website**

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

### **Lost and found**

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

### **Lockers**

It is the responsibility of each student to take care of his/her locker. Lockers should be clean and orderly. Students must purchase the required combination lock stated in the middle school supply list; word or key locks will not be permitted. Students should never give their combinations to other students. It is the student's responsibility to keep the locker combination secure and locker locked. Students are requested to limit the number of trips they make to lockers to minimize congestion. Additionally, it is each student's responsibility to take care of their books and all other personal possessions. All belongings must either be placed in the student's locker or be carried by the student in his/her school bag. Personal belongings must NEVER be left unattended during the school day. No locker changes may be made without prior approval from the administration. Any student found to be damaging or altering their own or somebody else's locker will be found in violation of school property and will be disciplined accordingly. Parents

may be subject to be financially responsible for damages. All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded. The school assumes no financial responsibility for items taken from lockers. Gladeview Christian School reserves the right to open lockers for periodic examination if necessary.

### **Chapel**

Traditionally, Gladeview Christian School shares responsibilities with the parents for character development. Part of this responsibility is expressed through Chapel, which occur once a week. All students are expected to be present for Chapel. GCS is committed to proclaiming God's Word through these weekly chapel services and to transforming lives through the work of the Holy Spirit. Chapel services provide an opportunity for corporate worship and praise through prayer, singing, testimonies, special music, and Biblical teaching. Services are designed to minister to the student body and to encourage personal growth and service to God. Visiting pastors, guest speakers, musical groups, drama groups, faculty, and students all have opportunities to speak in chapel throughout the school year. All students in Kindergarten – 8<sup>th</sup> 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 Dade-County Public Schools. Parents will be advised of the reopening of the school by administration via parent alert or by email and or social media. If an emergency requires early dismissal, the usual dismissal procedures will be followed. In the event of emergencies, all students who remain after the early dismissal will be under supervision in the school office until picked up.

### **Field Trips**

Teachers plan field trips from time to time during the school year and will email parents with an explanation of the field trip. Any student who is on disciplinary or academic probation is subject to be excluded from participating in field trips. All students attending must have a signed liability release permission form from their parents in order to participate in field trips. Parents are welcome to participate on school field trips. However, there may be a limited number of chaperones needed and/or allowed per trip.

Preschool field trips require that every child has an adult chaperone in order 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 fieldtrips. 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.

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

For liability reasons the school is responsible for contracting transportation services that carry the state required liability coverage. All students and parents attending the field trip must ride on the bus to/from the field trip. Students may NOT leave the field trip on any other form of transportation.

### **Fundraisers**

In order to enable Gladeview Christian School to purchase additional items or make additional improvements, while keeping tuition rates as low as possible, fund-raising campaigns will be conducted throughout the year. Parent participation is encouraged. Fundraisers that are for particular classes or class trips are limited to no more than 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.

### **Faculty Credentials**

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

### **Attendance**



A written excuse, signed by a parent is necessary for each absence with the specific reason given before the absence is excused (Florida Statute Section 232.10).

### *School Attendance Policy*

Attendance and punctuality are essential for learning. Excused absences include those for illness, death in the family, and medical appointments. A written note and/or email must always be provided to the teacher. Medical appointments should be scheduled after school whenever possible. Absences for vacation **WILL NOT** be excused.

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

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

**School Attendance:** Students are to be counted in attendance only if they are actually present for at least three (3) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

### **Types of Absences**

#### *Excused Absences (EA)*

Notes should be taken to the classroom teacher. Class work may be made up with no grade penalty. If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned.

- The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.
- If the student is absent one (1) day prior to the test, the student must take the test the day he/she returns, unless given special permission.
- If a student has more than one absence, the student must take the test within two (2) days.

Excused Absences include the following:

- Death in immediate family.
- Medical appointment when note is provided.
- An approved school activity (absences recorded but not reported)
- Attendance at a center under Department of Children and Families supervision
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

A doctor's note is required for students who are absent more than three (3) days on an individual basis as determined by teacher and administration.

If a student is out for three days, teachers are required to call home and inquire regarding the well-being of the student.

### *Unexcused Absences*

Work must be made up for unexcused absences. Students receive "F" (i.e. 0) grades for all assignments and tests during unexcused absences. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

### *Unexcused absences include:*

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).
- Outdoor suspensions.

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student, who fails to attend any regularly scheduled class or fieldtrips and has no excuse for absences, should be referred to the appropriate administrator. Disciplinary action should include notification to parent.

### **Excessive Absences**

A student accumulating 5 or more unexcused absences per 9 weeks may have quarterly, semester and final grade(s) withheld pending.

A student who exceeds 5 unexcused absences per 9 weeks will not be eligible for Honor Roll.

A student may not participate in sports on a day when he/she is not present in school. Athletes are required to be in attendance by 10:00am in order to participate in an athletic event on that day.

### **Tardiness**

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

Attendance is taken at 8:15a.m. The student is tardy if he/she enters the classroom after 8:15 a.m. Students are to take a late pass to their classroom teacher. If a student arrives late without a late pass, the teacher must send them back to the office to get a late pass before admitting the child into the class. A note from a parent or doctor must be presented for the tardy to be excused. Tardiness without a note is considered unexcused. Parents will have 3 days to present a note to the teacher stating the reason for tardiness. After 3 days, if a note is not received, the tardy will be unexcused regardless of the reason.

A student who exceeds 5 unexcused tardies per 9 weeks will not be eligible for Honor Roll.

### **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.

#### *Parent-Teacher Conferences*

Parents are encouraged to schedule conferences with teachers to discuss student progress. Parent teacher conferences will not be held during school events, programs, in the hallway, or at unscheduled times before and after school. Teachers should always be willing to work with parents to schedule conferences at mutually convenient times. Teachers cannot take calls during the school day to answer questions. The practice of parents calling or texting teachers on their personal cell phone is not allowed. The best way to contact the teacher is to send an email or call the school and leave a message for the teacher. He/she will contact you at his/her earliest convenience. Teachers are required to meet with parents at least twice, to discuss and resolve any concerns, prior to bringing the concerns and scheduling an appointment with the administration and/or principal.

In case of discipline issues, teachers are required to document each incident on RENWEB. Parents will be notified through RENWEB of any demerits given. A copy of documentation will also be placed in the student's file.

### **RenWeb**

All families are expected to open a RENWEB online account to stay connected and informed via email, as well as receive text messages, parent alerts, view grades etc. Parents are responsible to advise the main office if there are any changes in student's information, such as new phone

number, address, or authorization of who is allowed to pick up and drop off students.

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

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

### **Signed Documents**

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

### **Orientation Meetings**

Each year, there is an Open House night for preschool, elementary and middle school. This is a parent only event; childcare will not be provided. Middle School will rotate to all 3 classes and departmentalized classes (4<sup>th</sup> and 5<sup>th</sup>) will rotate to both classes. During Open House teachers will review the parent-student handbook, class rules and procedures, curriculum, and other important class information. Open House is not a time to have a conference regarding your child but you may set up a conference with the teacher if you would like the opportunity to meet with them.

### **Cell phones**

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** leave their cell phones OFF, or on silent mode while at school.

**Elementary students** must keep their cell phones turned off and in their bookbag at all times. If a student needs to call home, he/she must get permission to do so and use the school office phone.

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

**Cell phones found in the possession of students during the school day will be confiscated.**

**Confiscated phones will can only be picked up by a parent in the main office. Gladeview Christian School is not responsible for loss or damage of any student cell phone.**

### **Visitation**

Kinder-8th grade parents are not allowed to go to their child's classroom after class has begun. Students may not be interrupted from their school day to be called to the office unless they are being signed out. Classroom visits are not permitted unless solicited by the teacher or administration.

All visitors are required to check in with the security guard at the entrance of the school, sign in at the main office and obtain a visitor's badge that must be worn at all times. Security breaches are not taken lightly. Violators are subject to be persecuted by the law.

### **Birthday Parties**

Birthdays can be celebrated on the Friday of the child's birthday week. The parents of children celebrating their birthdays need to coordinate the activity with the teacher in advance. Birthday celebrations should be simple as far as food and decorations. No clowns, dressed up characters, bounce houses or face painting is allowed.

### **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).

#### *Academics*

Gladeview Christian School is committed to providing quality education and care and strives to establish lifelong learning in every student. GCS offers a variety of programs beginning in Pre-K1 through 8<sup>th</sup> grade. All our students are provided with fundamental tools to obtain an excellent education. GCS students use a Christian worldview curriculum that challenges them and enables them to perform at higher academic levels.

### **Textbooks**

Kindergarten-8<sup>th</sup> grade students use a variety of reputable textbooks that comply with all state standards. Students are often issued workbooks to supplement textbook study.

## **Supplies**

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

## **Class rotations**

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

## **Homework**

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

## **Academic Grading Scale**

### Preschool K1-K5

E – Excellent (Mastery)

G – Good

S – Satisfactory

M- Moderate

U - Unsatisfactory

### Elementary and Middle School

<b>Letter Grade</b>	<b>Range</b>	<b>Weight</b>
A +	97-100	4.0
A	93-96	4.0
A -	90-92	3.7
B +	87-89	3.3
B	83-86	3.0
B -	80-82	2.7
C +	77-79	2.3
C	73-76	2.0
C -	70-72	1.7
D +	67-69	1.3
D	65-66	1.0
D -	64-60	1.0

F	59-0	0.0
---	------	-----

### *Conduct Grading Scale*

A - Excellent Behavior

B - Good Behavior

C - Satisfactory Behavior

D - Needs Improvement

F - Unsatisfactory Behavior

### **Honor Roll**

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

### *Principal Honor's Roll*

To be eligible for the Principal's Honor Roll a student must earn A's in every subject. Conduct must be consistently Excellent (A). If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from the Principal's Honor roll.

**A student who exceeds 5 or more unexcused tardies or unexcused absences per quarter will not be eligible for Principal Honor Roll.**

### *Honor Roll*

For the Honor Roll the student must earn all A's and B's in every subject. Conduct must be consistently Excellent (A) or Good (B). If a student receives a C, D, or an F in conduct for any subject it disqualifies the student from the Honor roll. **A student who exceeds 5 or more unexcused tardies or unexcused absences per quarter will not be eligible for Honor Roll.**

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

### **Learning Enrichment**

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

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

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

### **National Honor Society**

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

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

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

### **Report Cards**

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

### **Progress Reports**

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

### *Merit Trips*

A student who exceeds more than 30 demerits in quarters 1 and 2 will not be eligible to attend the first merit trip/activity. A student who exceeds 60 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.

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



- Conduct grade of A's and B's
- Academic grades of A's and B's
- Midterm grades of A's and B's

### **Academic Eligibility**

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

### **Promotion and Retention**

The classroom teacher and principal will grant promotion to Kindergarten through 8<sup>th</sup> grade students based on their academic performance in their core subjects (reading, language arts, and mat) being on or above grade level. Any student performing below grade level in their core subjects (reading, language arts, and math) will be retained or advised to seek a school that can provide appropriate instructional support.

### **Incomplete Grade**

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

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

Middle School students are required to take mid-term exams and complete a final project. Students who earn an A (90-100) in a subject in all four quarters, including the midterm, are encouraged, but not required, to also complete their final project to ensure a higher scoring G.P.A as well as a grade to reflect on the report card and transcript.

### **Standardized Tests**

Students in 3<sup>rd</sup>- 8<sup>th</sup> grade will be administered the computer-based assessment MAP. MAP will assess the students in the subjects reading, language, and math; each subject will have its own testing session. MAP testing will occur in the beginning middle, and end of the year as a way to track each student's academic growth throughout the year. MAP will be replacing the SAT for 3<sup>rd</sup> – 8<sup>th</sup> grades. Each spring, kindergarten – 2<sup>nd</sup> grad will take the SATs. Students in 7<sup>th</sup> and 8<sup>th</sup> grade will also be required to take the SAT for the purpose of high school enrollment. The SATs are administered over a 4-day time period.

### **Schedule changes**

During the Summer, Middle School students must complete their elective selection form and

submit it to the school by the given deadline. Students who do not submit their elective selection forms will be automatically assigned their electives.

### **Policies for Cheating**

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

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

### **Cheating and Plagiarism**

#### *Cheating*

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

#### *Plagiarism*

Plagiarism is another form of cheating and is defined as the practice of taking someone else's work or ideas and passing them off as one's own.

Students may not copy ideas or quotes from books, electronic media, periodicals, etc., for a paper or a report without giving the source. All student work should be their own work or material. At the teacher's discretion, students may be required to maintain electronic records of their papers, as well as turn in hard copies for evaluation.

### **Conduct**

Gladeview Christian School expects each student to be obedient to God in his/her daily conduct. The Bible emphasizes the importance of our testimony to those around us. Scripture also teaches us that proper discipline is needed to correct those things in our lives which are wrong. We expect students to exhibit respect for God, country, family, teachers, and fellow students.

### *Rules of Conduct*

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

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

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

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

### **Dating Relationships**

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

### **Violation of School Property**

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

### **Discipline**

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

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

Students share responsibilities in helping to create an optimum learning environment and a school community that everyone can be proud of. The policies and standards apply any time a student is enrolled in the school, any time a student is on campus, any time a student is participating in or attending a school-related event on or off campus, any time a student is officially representing the school, any time a student is traveling on behalf of the school, and school camps and breaks, including summer break.

Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the consequences served. All decisions involving suspension or expulsion are subject to the final approval of the Principal.

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

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

Gladeview Christian School reserves the right to dismiss a student from class, place them on probation, suspend or dismiss them from school, at any time, if undesirable or unacceptable conduct is displayed.

### **Expectations**

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

#### *Be Respectful*

- Students are expected to respect themselves and every other member of school and the community. The school holds to “A LANGUAGE OF RESPECT” which understands the power of words and the impact words have on establishing a safe learning environment. Students are expected to treat fellow students, faculty, staff and visitors with honor, respect, compassion, and wisdom. Vulgarity, indecent exposure, foul language, swearing, gestures, and comments, including those of an ethnic, religious, or sexual nature, have no place in the school.
- Students must always show respect for their teachers and for their fellow students. Disrespectful conduct such as talking back, foul language, insults, name calling and swearing among others will not be tolerated.
- Students are to respect the school’s property and the personal property of others. We work hard to keep our school attractive. Damage, destruction, theft or vandalism (including making any type of markings) of personal property, property belonging to any other member of the school or community, or property belonging to the school will not be tolerated. Students will also be required to pay for the cost of replacing or repairing the damaged or stolen property.
- Public display of affection is not appropriate at school. Such behavior is embarrassing to others, unacceptable in the school environment, and subject to disciplinary actions. Any type of public display of affection (holding hands, hugging, kissing, touching, showing body parts, touching inappropriately; even if consensual, entering the restroom of the opposite sex, etc.), is inappropriate at school or at school-related events. Consequences may include, but are not limited to, warning the students, parent(s) conference, referral to therapeutic resources for evaluation/remediation, suspension, probation or expulsion. Any such behavior that a student is subjected to and that is unwanted, or the student finds offensive must be immediately reported to the Administration in accordance with the No Bullying/Harassment.

#### *Be Honest*

- Students are to be honest with others at all times. This obligation includes being honest and forthright with all school personnel and administration when questioned about the student’s own behavior or the behavior of others. In addition, honesty includes the obligation to turn in one’s own work. *See cheating and plagiarism policies.*
- Students are expected to cooperate in all school investigations. Should an investigation involving the police take place, the school is not required to notify the parent beforehand.

The Law does not require parental consent for police questioning; however, a student can refuse the right to be questioned and has the right to remain silent.

- Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

### *Be Responsible*

- Students are to be responsible and to meet all their school obligations. All students are expected to attend their classes, Chapel, extracurricular and athletics commitments, as well as any other required meetings on a regular basis and be prompt.
- The inability to meet school commitments and obligations may lead to being removed from the activity, field trips, club or program (including but not limited to NHES/NHS), suspension and/or probation. Repeated unwillingness or inability to do so may lead, ultimately, to dismissal or ineligibility to re-enroll
- All students must understand that they represent GCS at all times, including breaks, vacations and weekends. Any off-campus behavior which, in the opinion of the Administration and faculty is detrimental to the good name of the school or which has a negative impact on any member of our community will jeopardize the student's position at the school and may subject the student to disciplinary action.
- We expect students to avoid all types of behaviors that may be harmful to themselves or others. As examples, off campus inappropriate Internet activity, criminal activity, sexual activity, use of drugs, alcohol or tobacco, any misrepresentation online of the school, its name, or its constituents, may result in a student receiving disciplinary action, up to and including dismissal from school.

### *No Weapons or Drugs*

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

discretion appear to be threatening in nature will result in disciplinary or law enforcement consequences.

- The School has a zero-tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or the school.

#### *No Fighting*

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

#### *No Running in the Hallway*

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

### **Preschool**

Preschool discipline revolves around redirection. When a young child is not following directions, teachers will redirect and correct their behavior until the child understands what they should be doing. Positive reinforcement and redirection 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**

The students will learn the purpose of classroom rules and understand that the classroom is a community with the common purpose of learning, growing, and becoming friends. The demerit system will be enforced for all students in kindergarten – 5<sup>th</sup> grade and will be recorded in RenWeb. The teacher will also use their own behavior management plan which will be explained to the parents during Open House. Students are always encouraged to be on their best behavior. Students will be rewarded individually and as a group. Students who display poor conduct are not eligible for Citizenship Awards/Honor Roll and are subject to going on a probation period and potential dismissal from the school.

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

## **Middle School**

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

## **Suspension**

Suspension from school requires a student to leave school and go home for a specific period of time. Students may be issued in-school or out-of-school suspensions. A student may be suspended from the school by the Principal for continued violation of school policies, or for a single serious offense. If he/she continues to misbehave, the parent will be asked to withdraw the student. Parents will be notified of the offense and date of suspension. During a suspension, the student will not be allowed to attend class, attend school functions, or make-up any missed work. Missed work will be recorded as zeros in the grade book. A parent/student/Principal conference may be required before student returns class or any school activities. When the student returns to school, he or she may be on probation and must show a marked improvement or face possible dismissal. Suspensions are a part of the student's disciplinary record.

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

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

- Cheating or dishonesty.
- Fighting or intentionally causing harm or injury to another person.
- A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not).
- Forging a parent's signature.
- Chronic failure to respond to standard discipline procedures.
- Use of any item as weapon to threaten a person.
- Possession, use, and/or transmission of substances that are capable of modifying mood or behavior and unauthorized medications (including aspirin, cough drops, nasal spray)
- Possession and/or use of any weapon (handgun, knife, razor, explosives, etc.)
- Assault on school personnel or another student, a lewd or lascivious act, sexual harassment, arson, vandalism, or any act that disrupts school activity.



- Engaging in continuing misconduct or the use of profanity, obscene, or abusive imagery or language, and open defiance or other acts that are detrimental to the school or other people.
- The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will be immediately dismissed from the school. **The school reserves the right to determine what material is pornographic.**

### **Probation**

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

### **Disciplinary & Academic Probation**

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

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

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

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

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

### **Dismissal/Expulsion**

A student may be dismissed from the school at any time if he/she is violating rules and policies of the school. These decisions are determined by administration and there is not an appeal process. A student who demonstrates an unwillingness or inability to reflect the standards of Gladeview Christian School may be expelled at the principal's discretion.

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

## **Dress Code**

### *Uniforms*

Gladeview Christian School wishes to maintain standards of dress and appearance appropriate to the seriousness of academic pursuits. Gladeview Christian School has a uniform policy. Students are expected to follow the dress code while on campus during the school day, Monday through Friday or for special events outside of GCS requiring uniform attire. The purpose of the dress code is to have a Godly and Christ honoring school where students reflect Christian character. Students are to be dressed properly each day and meet the policy guidelines. A list of required uniform items is available in the school office or at the uniform store. **All uniforms must be purchased from Dennis Uniform located at [8807 SW 132nd St, Miami, FL 33176](http://8807SW132ndStMiamiFL33176).**

**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.**

If a student violates the dress code, a disciplinary notice will be sent home with the student. Additionally, if a student comes to school without a complete uniform, they will be asked to call a parent to bring them proper attire. Repeated dress code violation may result in suspension.

### **General Guidelines:**

1. All standard uniforms must be from Dennis Uniform.
2. Uniforms must fit properly.
3. Uniforms may not be bleached, faded, or decorated with words, symbols, pictures or patches.
4. Team Jerseys may be worn on game days.
5. Polo shirts are to be tucked in at all times during the school day.
6. Belts must be worn Monday-Thursday.
7. During cold weather, 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 Dennis School Uniform Company (NO HOODIES). Solid, plain, navy-blue cardigans or 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.

8. Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each quarter.
9. All shoes must be solid black, including the soles with no markings in any other color. Laces must be tied.
10. Preschool students must wear shoes or sneakers with Velcro (NO LACES).
11. All black socks must be worn at all times.
12. No temporary or permanent tattoos or any kind of body piercings will be permitted other than earrings for girls.

### **Guidelines for Girls:**

1. Girls' uniforms must fit properly. Skorts and dresses must be no shorter than 2" above the knee.
2. The acceptable footwear for girls in elementary school are Mary Jane uniform shoes, Penny Loafers, or SOLID, PLAIN BLACK sneakers; NO BALLET FLATS, VANS OR CONVERSE. Flip-flops, open-toed shoes, or open-heeled sandal are not permitted.
3. Hairstyles, make-up, nail lengths and accessories must be conservative. EXTRAVAGANT HEADBANDS (i.e., unicorn, mickey, etc.) will NOT be permitted Monday-Thursday.
4. 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.
5. No more than one earring per ear is permitted. Body piercings are not permitted. Dangling earrings must be no longer than 1".
6. Black belts are required Monday- Thursday.
7. When bathing suits are permitted for field trips, the suit must be a modest one-piece. Solid Cover-ups are to be worn to and from field trips.
8. In cold weather, standard uniform slacks must be worn.

### **Guidelines for Boys:**

1. Hair should be clean, neat, and appropriate. Hair must be neatly cut above the collar, 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 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.
2. 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.

3. Boys must be clean shaven at all times during school hours and during all school events and extracurricular activities.
4. The acceptable footwear for boys' shoes are Penny Loafers, laced, slip-on, velcro, or PLAIN, BLACK sneakers. No VANS or CONVERSE.
5. 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.
6. In cold weather, standard uniform slacks must be worn.

#### **Friday Attire Guidelines:**

1. GCS Friday T-Shirt, (royal blue can be purchased at the school office.)
2. 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).
3. Jean shorts must be no shorter than 2 inches from the knee.
4. Various colored sneakers can be worn on FRIDAYS ONLY.

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

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

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

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

#### **Team or Club Attire Guidelines:**

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

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

#### **P.E. Uniform**

All Kindergarten through 8<sup>th</sup> 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 do not have to wear their black solid sneaker for P.E., any type of athletic sneakers are allowed.

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

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

### *Athletics*

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

#### **Godly Sportsmanship**

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

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

#### **Athletic Mission Statement**

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

#### **Eligibility**

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

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

**If a student is placed on academic probation due to receiving more than 50 demerits may not participate in extracurricular activities (i.e. sports, field trips, class competitions, etc.)**

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.
- Students must be present in school by 10am to be able to participate in practice or game on that day.
- Students not able to participate in P.E. class will not be eligible to participate in after school sports on that day.
- The bench area is reserved for athletes and coaches only. Parents, spectators, and friends must stay in general seating areas.
- Students who quit a sport after making the team will not be eligible to play any other sports for the remainder of that semester. If a student quit a winter sport, they will not be eligible for the spring semester.
- If a student's behavior is an ongoing problem, the principal and coaches may decide to remove the student from the team if necessary.
- Students who earn D or F on their report card are not eligible to play after school sports.

#### **Transportation Liability Release**

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

#### *Safety and Security*

#### **Security Guard**

Gladeview Christian School 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 explicit rock, rap, hip-hop music, etc.

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

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

### **Safety**

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

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

### **Injuries**

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

1. If there is a serious or life-threatening injury, the school will call 9-1-1, then call the parent if a doctor's attention is necessary. GCS will first attempt to contact parents,

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

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

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

### **Emergency Procedures**

**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.

**LOCKDOWN:** students and staff are to remain locked indoors until danger has passed.

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

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

### **Fire Drills**

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

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

### **Non-custodial Parents**

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to make contact with or take custody of the child while the child is at school. The school will not interfere with a non-custodial parent's involvement in school related



affairs or access to the child unless the school is presented with a court order or legal document which restricts such involvement.

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

### **Legal Documents**

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

### **Solicitation**

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

### **Harassment**

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

### *Technology Code of Conduct*

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

1. 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 allowed, internet access is free to users, but it is a privilege, not a right. All

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

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

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

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

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

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

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

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

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

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

### *Parent Conduct & Compliance*

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

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

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

**Group Chats** (*Room Parent, PTA, 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.

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

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