

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

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**Parent-Student Handbook
Preschool/Elementary and Middle School
2010-2011**

Luis M. Couvertier, Principal

*In Affiliation with:
Florida Association of Christian Colleges and Schools
Florida Association of Southern Baptist Schools
National Association of Child Care Professionals
Dade County Department of Health and Services
Association of Independent School of Florida
Florida Department of Children and Families*

It is by these associations that we are able to further staff and teacher development and remain up-to-date with current methods and materials.

FROM THE PRINCIPAL'S DESK

Welcome to the Gladeview Christian School family. Thank you for choosing our school program for your child. It is our desire to make this a meaningful year for every student in our care.

Your child will have many experiences this year that will be remembered for years to come. It is the goal of our staff to see that the needs of every child are met. We want each one to have an opportunity to grow in emotional, physical, and spiritual development. Our program is designed to allow your child the freedom to be him or herself and to have the opportunity to express him or herself in many different ways.

This handbook is designed to help you become familiar with the policies, objectives and procedures of our school. Your involvement plays a vital role in your child's success in school this year. It is my desire and prayer that working together we can build a solid foundation for your child's attitude toward school and his/her future learning and behavior habits.

Thank you for sharing your child with us. We fully appreciate your confidence and eagerly accept the responsibility you have given us.

Sincerely,

Luis M. Couvertier, School Principal

STATEMENT OF NON-DISCRIMINATION

Our school is a private, non-profit, corporation, licensed under laws of the state of Florida #501-(3)-(C). It is non-denominational, non-sectarian, and yet definitely Christian in its teachings and beliefs.

Gladeview Christian School admits students of any race, color, national, or ethnic origin, to all rights, privileges, programs, and activities that are available to the students at our school. Gladeview Christian School will not discriminate on the basis of race, sex, color, religion, national or ethnic origin in the administration or our educational and admissions policies, nor in our financial aid and other programs. Gladeview Christian School will make reasonable accommodations for individuals with disabilities in order to integrate them into the program to the extent feasible, given each individual's limitations

STATEMENT OF FAITH

1. 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
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. I John 5:7
3. 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
4. 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
5. We believe that all men are sinful by nature and are in need of God's salvation. Romans 3:23, Romans 6:23
6. 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
7. 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
8. 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

OUR PHILOSOPHY AND OBJECTIVES

The purpose of Gladeview Christian School is to educate and train the whole student physically, emotionally, intellectually and spiritually. Guidelines for personal habits and definite dress codes are provided. The student is also provided with the opportunity to learn self-discipline and the principle that one must control his own actions and emotions. He must honor the rights of others and respect manners, rules, and laws, all of which were created to preserve his freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus, but he must also have wisdom, knowledge, understanding and skills.

SPIRITUALLY:

Gladeview Christian School does not recognize a body of secular truth separate from the sacred. We believe that all truth is from God, and is related to God. Therefore, a philosophy, which places the Bible at the center of all truth, permeates every subject that is taught. Gladeview Christian School desires to send out into the world, young people who will truly be lights in this world of spiritual darkness.

ACADEMICALLY:

Each student is expected to put forth his best efforts in his academic pursuits. All students will be encouraged to work up to their maximum capabilities. Emphasis will be placed on each student being persistent and doing his/her very best work at all times.

SOCIALLY:

Gladeview Christian School has set down rules and regulations based on Biblical principles in order to maintain an atmosphere where students can learn to appreciate the opportunity to study, learn, and grow spiritually in an orderly environment. If a student does not keep these regulations, however, he/she is made aware of his/her offense and disciplined accordingly. Through this method, Gladeview Christian School plans to produce young people who know how to behave as courteous and proper ladies and gentlemen.

Gladeview Christian School will not only train its students in proper habits, but will also teach its students how to make decisions based on Biblical Principles of right and wrong.

We believe that if America is to be saved, a generation of young people must be produced, a generation that loves their country and are willing to defend the constitutional principles that make this country the greatest in the world.

GOALS OF GLADEVIEW CHRISTIAN SCHOOL

We believe that we must teach students in today's complex, humanistic and materialistic society:

1. That the Bible is the inerrant word of God, and the only reliable guide for living.
2. 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.
3. That truth as taught in all areas of the curriculum must be based on Biblical truth to achieve true understanding and wisdom.
4. To think clearly, analytically, logically, and critically.
5. To express himself orally and in writing in an accurate and clear manner.
6. To exhibit Christian graces such as honesty, kindness, and courtesy toward others.
7. To fulfill personal responsibilities.
8. To develop understanding of and readiness to assume the responsibilities of productive citizenship.
9. To recognize the particular abilities and limitations that are God-given, and to come to appropriate life-orienting decisions concerning education and vocation.
10. To exercise constructive leadership.
11. To appreciate the fine arts, and learn to express his own creative skills.
12. To exercise discernment and discretion in wholesome physical and mental recreation.
13. Techniques of and enjoyment in independent study as preparation for a lifetime of progressive learning.

14. To value intangible ideals such as loyalty, truthfulness, submissiveness to authority, and purity, that is lightly valued in a secular world.

15. To recognize the personal imperative of evangelism and missions worldwide.

16. To appreciate our American heritage and attain awareness of the problems facing our nation today.

17. To realize the responsibility that the Christian has to share the Gospel with the world around him.

OUR PARENTS' 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 assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
5. I will attend periodic meetings and parents' functions of the school.
6. If I become dissatisfied with GCS 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.
7. I will seek the advancement of GCS in all areas: spiritually, academically, and physically.
8. 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.

OUR SCHOOL SPIRIT

School Colors: 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."

MISSION STATEMENT

Gladeview Christian School, a private non-denominational school, exists to provide quality education for preschool through 8th grade. Our mission is to develop well-rounded students through excellent academic and extracurricular activities, while seeking to win the lost to Christ and equip Christians with the skills and knowledge to change the world for Christ.

HOURS FOR SCHOOL OFFICE

The school office hours are daily from 8:00A.M. - 4:00P.M., except on holidays.

HOURS FOR SCHOOL DAY

Preschool

8:00 A.M. – 12:00 P.M. Half-day Program

7:00 A.M. – 6:00 P.M. Full Day Program

Elementary & Middle School

K-5 – 5th Grade 8:00 A.M. – 2:45 P.M.

6th – 8th Grade 8:00 A.M. – 2:45 P.M.

ORIENTATION/OPEN HOUSE

At the beginning of each school year there is a Meet-the-Teacher Orientation Day for the parents and students enrolled in Gladeview Christian School. At least one parent of each student is encouraged to attend.

CREDENTIALS OF THE FACULTY

The faculty and staff of Gladeview Christian School are selected on the basis of Christian character, teaching ability and scholastic achievement. The entire faculty is comprised of born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. Each member has been carefully selected and prayerfully chosen by the Administration. Our teacher's meet all standards set by the state of Florida. Our preschool teachers are required to have Early Childhood Development Training.

WEB SITE

The school web site is a vital source of information and resources. The school calendar and weekly announcements are posted. Many vital links are available for academic grades, faculty, employment, and student resources. As part of the registration process, each student must have a WEB CONSENT FORM signed by the parent or guardian, giving or not giving consent to use photographs in school publications.

LOST AND FOUND

A lost and found area is located in the school office.

Items will be kept until the end of each semester.

At the end of each semester those items not claimed will be given to a needy organization. Students and parents are encouraged to mark all personal items that are brought to school, including each piece of clothing.

FUNDRAISERS

To enable Gladeview Christian School to purchase additional equipment and special programs while keeping our tuition rates as low as possible, we usually conduct fund raising campaigns throughout the year. Your participation is encouraged.

SCHOOL PICTURES

Twice a year, school pictures will be taken, once during the first month of school and an optional Christmas portrait. You will be notified before each setting, so that you are aware of the pictures being taken. Pictures are handled by Life-Touch Photography. Each student's picture will be in our annual yearbook.

LUNCH PROGRAM

Gladeview Christian School has a hot lunch program available. Hot lunches will be available to all students at \$4.25 per day for all grades, except Pre-K 1 Year Olds.

Students may also bring a nutritious lunch from home. Bottles of any kind, sodas, and canned puddings, fruit, etc. with metal tops are not to be brought to school. Students should not have candy or gum packed in their lunch.

Students will be expected to conduct themselves in an orderly manner while going to, in, and returning from the lunchroom. The student should conduct himself/herself as though he/she were in a classroom participating in a class activity in which normal conversation is permitted.

The students are expected to follow these rules:

1. Use table manners.
2. Speak only to students seated at same table in a quiet voice.
3. Stay seated until lunch dismissal.
4. Each person cleans up his/her own trash from the table and the floor.
5. Line up and stand quietly.

Class Lunch lists will be collected by 8:30 a.m. each day. If a student does not bring lunch and arrives after lunch list have been collected, the parent will be responsible for providing lunch for the student.

PLEASE NOTE THE FOLLOWING:

Students WILL NOT have access to Microwave ovens. Therefore, all foods brought from home that require pre-heating will have to be prepared at home and brought in a thermos container (no glass vacuum-ware). We apologize for any inconvenience, but for the safety of our students, the administration has reached this decision. All lunches brought from home must be in a lunch box. No paper or plastic bags allowed except for field trips.

Regarding food and drink in the classroom, students may not eat or drink in classrooms except during parties approved by the Administration. Students with medical conditions (such as diabetes or anemia), which may require that they eat or drink at off times, must inform Administration. The soda, juice machines and the concessions are off-limits to students except during lunch, recess and after school.

LUNCH RULES

- All late pick-up children are fed a hot lunch by 12:15 p.m. (Preschool students)
- Lunches sent from home must meet nutritional standards.
- Children will be encouraged to eat at least a portion of their food.
- If a child is on a special diet, food must be prepared from home, and a signed note from the parent confirming the diet must be filed in the office. A copy will be given to the teacher, for the safety of the child.
- If a child has a food allergy, a signed note from the parent confirming the food, must be filed in the office, and a copy given to the teacher and the Kitchen Supervisor, for the safety of the child.

LIBRARY

The school library is available for students Monday – Friday. Students and parents are encouraged to make use of the many books available. The library opens at 8:15 a.m. and closes at 3:00 p.m. Over-due books are charged a fine until returned. Students may use the Internet access in the library for research.

LOCKERS

It is the responsibility of each student to take care of his locker. Lockers should be clean and orderly and not to be used as trash receptacles. School locks, which are school property, will be issued during the first week of school. No other lock will be permitted. If school lock is lost, a replacement must be obtained from the school office and student will be charged. Students should never give their combinations to other students, nor should a student get into someone else's locker. Students are requested to limit the number of trips they make to lockers to minimize congestion in those areas. Students should keep personal items in lockers for protection and for the sake of good housekeeping. Periodic locker checks are made. The Administration of Gladeview Christian School reserves the right to be allowed to go into students' lockers for periodic examination, as it deems necessary.

TELEPHONE/CELL PHONES POLICY

Between the hours of 8:00AM to 4:00PM, telephone calls may be made to the school office. The telephone number is (305) 551-6143. The office is not open on Saturdays, Sundays, or holidays. Students will be called to the telephone only in case of emergencies, and only messages of extreme importance will be delivered to students.

A telephone located inside the school's office is available for use by the students and parents. Students must *always* get permission from the office before using the phone. Telephones may be used before and after school, at lunch, or with a note from the teacher. Students will not be allowed to make arrangements on the phone for going home with other students. These arrangements must be made in advance and a written permission must be presented to the office in order to allow a student to leave with any other student.

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

CELL PHONE USE

Students **MUST** leave their cell phones at the school office each morning *as they arrive*. All cell phones **MUST** be labeled with student's name and turned OFF. Cell phones found in the possession of students during the school day will be confiscated. Confiscated phones will only be returned to the parents by their request to the school office. Gladeview Christian School is not responsible for loss or damage of any student cell phone.

TELEVISION USE POLICY

Many parents have been discovering that unlimited watching by student, especially during the school week, causes poor study habits and results in low academic work. The goal at Gladeview Christian School is to encourage all parents and students to develop a plan for television use which will permit the student to give his best effort to school. This would include getting a good night's sleep even though a favorite evening program is on. These can be video recorded. The student who is well rested and has regular time for homework will perform much better in his academic work.

Gladeview Christian School teachers, in partnership with parents in the spiritual up-bringing of children, feel television viewing is becoming a cause for concern. Many values and attitudes toward authority are under attack by a growing number of television programs. We desire spiritual growth for your child. Luke 2:40 states "... and the Child grew and became strong in spirit, filled with wisdom, and the grace of God was upon him."

MUSIC/VIDEO GAMES POLICY

The purpose of Gladeview Christian School is to give direction to our young people not only academically, but also spiritually. Gladeview Christian School has a firm stand against any form of secular rock, rap, hip-hop, etc. Therefore, any secular form of the above mentioned music will not be allowed on the school grounds or any related school functions. Any CD's, CD players, MP3 players, and IPODS will be confiscated and returned ONLY to the parents by their request to the school office. Gladeview Christian School is not responsible for loss, theft or damage of any of the above mentioned items.

CLASSROOM VISITATION / DROPPING OFF ITEMS

It is important to maintain a formal atmosphere concerning visitation procedures. Once the school day begins, all parents are encouraged to leave the school grounds in order for our teachers to begin their daily scheduled activities. ***After 8:05 AM all students must come through the school office to receive a late pass.*** K5-8th grade parents are not allowed to go to their child's classroom after class has begun. If you need to drop-off lunches, homework, or any other articles, you may do so at the front office. If you need to speak to the teacher, please leave a message in the front office and the teacher will call you at his/her convenience. The office personnel will make sure these items are delivered.

COMMUNICATIONS AND CONFERENCES

Proper communication is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and school papers will be greatly appreciated. Examples of such information requiring such signatures are: field trip permission slips, progress reports, report cards, referrals, discipline notice, or detentions, etc. In the Elementary grades many times the teachers will attach these notices to the homework folder. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school.

It is important for the student to know parents and teachers are working harmoniously for his/her welfare. When there is a misunderstanding, the parent should take it immediately to the teacher. Often a note can clear up the difficulty. If the problem remains, a conference will be arranged with the teacher, the parent, and the Principal.

NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM AS THIS CAUSES AN INTERRUPTION IN THE CLASS SCHEDULE.

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. Teachers welcome opportunities to talk with parents; however, appointments should be made so as not to conflict with regularly scheduled duties. Attempts should not be made to confer with teachers during school programs or at unscheduled times before and after school. Many times teachers have after-school commitments they must keep and therefore are unable to hold spontaneous meetings.

We do ask, however that parents call or write for a conference with the teacher in advance. Teachers are normally in the classroom until 3:30 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

An appointment with the Principal should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution.

Students (or their parents), are asked not to sow discord by talking to others concerning problems they have with the school or a teacher. Students will not be allowed to remain as part of the student body if this occurs. Please know that it is the desire of all the staff of Gladeview Christian School to solve problems and work toward solutions of any problems involving your children. We will spare no effort to that end.

BIRTHDAY PARTIES

To a child, a birthday is a very important day in his/her life. We want each child to feel important on that special day. Birthdays will be celebrated in the classroom during lunchtime on Fridays. The parents of children celebrating their birthdays need to coordinate the activity with the teacher in advance. Birthday celebrations are to remain simple as far as food and decorations. NO bounce houses or hired entertainment will be allowed.

SCHOOL SPONSORED FIELD TRIPS AND ACTIVITIES

Occasionally, students participate in off-campus activities. The director of the event will inform students and parents of the type of field trip and transportation to be used. The teacher organizes school field trips with authorization from the Principal. All students must have a signed liability release permission form from their parents in order to participate in the field trip. Parents are welcome on school field trips; however, space on the school vehicles is limited, and they may have to provide their own transportation. Additionally, some entrances allow only a limited number of chaperones.

If a student is not participating for any reason other than illness, his/her attendance is **required at school** for the entire day. If you do not participate in the Field Trip and do not come to school, it will be an unexcused absence.

The standards of conduct and dress required of students at school are required of students on school-sponsored trips and school-related activities. Parent/chaperones visiting the school or attending school functions are also requested to follow these standards in their own attire.

For liability reasons the school is responsible for contracting transportation services that carry the state required liability coverage. We must enforce that all field trips be carried out by said company and that **all students and parents attending the field trip ride on the bus to/from the field trip.**

The only exceptions are as follows:

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

If the school does not provide transportation, the parent will be responsible to make arrangements for their student. All students will be instructed as to the proper attire for the Field Trip, such as Friday T-shirts, these are also available for parents to purchase and wear on Field Trips.

CHANGE OF ADDRESS/PHONE AND EMPLOYMENT

Many school communications are mailed directly to the student's home. Any changes in your phone, address, or employment, are vital information that must be kept current at all times. Also, advise the school office of changes of home, work or cell numbers; the school may need to reach a parent regarding an emergency with a child. It is very important to list cell phone numbers, as well as home and work numbers, on student emergency cards. This includes any person listed, with permission, to pick-up the student.

FAMILY RIGHTS AND PRIVACY AT 20 USC S. 1232G

Records shall not be made available under any circumstances, providing access to, any personally identifiable information in educational records other than directory information unless:

1. There is a written consent from the student's parents specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents and the student if desired by the parents.
2. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance by the educational institution.

NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life that affect our school's responsibilities to its students. 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.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs or access to the child or child's records, unless the school is presented with a court order or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.

A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or written authorization signed by the custodial parent, which permits such 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 such parent(s) and to take other reasonably necessary action.

Concerning student activities, which require 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.

These guidelines will be applied so as to further the mission of the school and the best interest of all its students.

LEGAL DOCUMENTS:

In the event of a divorce, or legal separation of parents, when certain custody agreements pertain to the child attending Gladeview Christian School, all legal documents, such as final decree, or judgment must be on file in the school office, where it will be placed in the child's folder. A letter from custodial parent must accompany the legal document verifying who is allowed to pick up, or deliver the child to school, or in case of tuition payment being made by opposite party, this too must be documented in writing with the Financial Administrator.

HURRICANES AND DISASTERS:

In case of emergencies such as hurricanes, disasters, etc., information will be made available from our 24-hour voicemail service just by dialing the school's phone number, 305-551-6143. Announcements regarding school closure will be placed on the school web site (www.gladeview.org) and TV stations (Channel 4,6,7 and 10). ***We will normally observe the same directions as Dade-County Public Schools with regard to the closure of our school.*** You will be advised of the reopening of the school by your teacher or by the above-mentioned media. Therefore, should our phone be out of service, please follow radio and/or television announcements. Should an emergency require early dismissal from school, the usual dismissal procedures will be followed. All students who remain after the early dismissal will be under supervision in the school cafeteria until picked up by their parents or authorized person.

NATIONAL EMERGENCY:

Once the type and extent of an emergency has been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are as follows:

Stand by alert: This action is used to alert staff and students of an emergency and place them on "Stand By" for further instructions.

Duck and Cover: This action is taken to keep the students away from windows and doors.

Shelter in Place: This action is taken to place and/or keep students indoors in order to provide a greater level of protection during an emergency situation.

Secure Building: This action is taken when a threat of violence or gunfire is identified and it is necessary to prevent the perpetrator(s) from entering occupied areas.

Evacuate Building: This action is taken after the decision is made that it is unsafe to remain in the buildings.

All Clear: This action is taken to notify teachers that normal school operations can resume. In the event of a lockdown, all preschool children will be taken to the Cafeteria in the preschool building, which is equipped with food, water and first aid kits.

LOCKDOWN PROCEDURES

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as the best means of protecting students. One of the considerations will be to secure the entire campus, and all students, by a lockdown procedure. The following is a description of the two types of lock down procedures that will be used.

Code Blue- This procedure will be implemented when it becomes necessary to keep all students in an indoor room until the potential danger has passed. This procedure would be implemented in case of situations, which might occur off campus that have a potential impact on the school. It might also be implemented in case of threatening weather situations.

Code Red This procedure will be implemented when it becomes necessary to keep all students locked in an indoor room until the danger has passed. This procedure would be implemented in case of situations, which occur on campus that pose an immediate threat to the school. This is a real and dangerous situation and must be acted on accordingly.

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. Walk quickly. Do not run or push.
2. Do not talk either in or out of the building.
3. Each classroom is to exit single file.
4. Listen for the teacher's directions.
5. Do not play in or out of the building.

ADMISSION PROCEDURES

All incoming students must submit a certified birth certificate, social security card, and the immunization/health forms before starting school. Students may not enter the classroom without the proper forms on file in the school office. The certificate of immunization/health forms may be obtained from your private physician or the Dade county Health Department.

Parents from Pre-school through Middle School are required to sign a statement of cooperation expressing their support of the school's program. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

Admission will be determined on the basis of information provided and availability of classroom space. Should a student qualify for admission in a class with no openings, the student's name will be placed on a waiting list. As openings occur, these students will be contacted in the order in which they appear on the list.

RE-ENROLLMENT

Every January, all families are mailed a re-enrollment packet. Every child must re-register each year they attend Gladeview Christian School. Please make sure you re-register during the allotted time. The correct fees must accompany all re-registration applications, and you must be current on your school bill in order to re-register. When classes are filled, student's names are then placed on a waiting list and are to register in the order in which they are placed on the waiting list. Registration opens to the general public approximately 2 weeks after the re-enrollment packets are sent.

WITHDRAWAL

We ask that when first considering withdrawal from school, the parent contact the Principal before a final decision is reached. Withdrawals from school must be made through the school business office. School records and report cards will not be given to families whose financial account is past due. All accounts must be clear for records to be released. Students must turn in all school hard cover books, library books, etc. on his/her last day of school (Middle school students must turn in their lock).

WAITING LISTS

Programs are filled on a first come, first served manner. After a grade level fills, applications with registrations fees will be placed on a waiting list in case an opening arises. However, if a parent has one child already registered and attending Gladeview, and wants to put a sibling in, our policy is to accept the sibling first, before going to the waiting list.

REGISTRATION PROCEDURE

Once all of the required information is on file in the school office, the required fees must be paid to complete the registration process. Please see the list of required information needed below:

THESE PAPERS ARE REQUIRED AT TIME OF REGISTRATION.

Completed School Registration Form.

Completed Payment Plan Selection Form.

Completed Financial Policy Form.

Completed Emergency Contact Form.

Cumulative record information from previous school.

(K-4 through - 8th grade only)

Reference Forms for Middle School or Upon Request.

FCAT or SAT Scores.

Age verified by one of the following:

1. Birth certificate
2. Passport
3. Birth registration card

Social Security Card

Student's Health Form (HRS-3040 form)

This is a yellow form that you get from the doctor after the child has had a physical exam and a tuberculin screen/test.

This form is only good for two years.

Certificate of Immunization (HRS 680 form)

This is a blue form called the Florida Certificate of Immunization. *Your doctor will give you this form after your child has had his/her required immunizations.*

Required Vaccinations

- 2nd Measles, Mumps and Rubella Shot (Required to enter K5)
- Hepatitis B Shot. (Required before 7th grade)

Important: Be sure your *doctor's personal signature* or stamp is on your current health and immunization forms.

FINANCE DEPARTMENT - PAYMENTS

Your monthly statements will be mailed approximately the 20th of the month. This statement includes tuition, charges for daycare, lunch, and other miscellaneous charges. Account balances are due on the 1st of the month. A \$50.00 late charge will be added to all bills that are not paid by the 5th of the month. There is a bank charge for returned checks (whatever the current rate is), and your account will be placed on a cash only basis if a second check is returned. Students whose accounts are 10 days past due will not be permitted

to attend classes and will not receive report cards or school records until the account is clear.

Tuition may be paid in full in advance before August, or by 9 monthly, 10 monthly, or 11 monthly payments. For those families paying their tuition in full by August 1st, there is a discount.

Students who attend a portion of a month will be liable for the entire month. Families who withdraw or who are dismissed will not receive a refund. The registration fee is payable once a year.

The payment schedule is as follows:

- | | |
|---|-------------------|
| • Registration fee (non-refundable) | Upon registration |
| • June tuition deposit (non-refundable) | June 1 |
| • Book Fee | July 1 |
| • School Improvement Fee | August 1 |
| • 11 month plan | July -May |
| • 10 month plan | August -May |
| • 9 month plan | September -May |

All tuition payments are due the 1st of each month

The only refunds permitted will be for those parents who have paid more than one month of tuition in advance.

The financial office is opened Monday – Friday 7:30AM-2:00PM. Make your checks payable to Gladeview Christian School. No deduction is made from the tuition payments for a student’s absences. All payments received for reserved buses for field trips and special ticketed events are non-refundable.

STUDENT FINANCIAL ASSISTANCE

We only accept the Florida PRIDE Scholarship programs.

SCHOOL HEALTH POLICY

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

Athletes are required to attend school in order to participate in an athletic event on that day. Care is administered for minor injuries. First aid will be administered; however, no medical treatment or medication will be given without a physician’s consent. If a student is unable to return to class, parents will be contacted and arrangements made for him/her to go home. Students

with any type of infectious illness or condition such as childhood communicable disease, infections of the skin or eyes, head lice, etc. must receive proper treatment from a physician must bring a note and be checked by the school office before returning to class. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school regarding any limitation of activities or special consideration.

When your child is not feeling well or, exhibits chills, fever 99.2 or over, any communicable diseases, red or swollen joints, constant coughing – caused by virus, heavy nasal discharge, diarrhea, nausea vomiting, earache, skin rash or sores, inflamed or swollen eyes, or sore throat, please keep your child at home.

Anytime your child comes to school sick, you are doing him/her an injustice. They will not be able to function if they are not feeling well. *If your child has a fever, vomiting or diarrhea during the night, PLEASE DO NOT bring your child to school the following day.*

Some students have medical conditions such as diabetes, asthma, allergies, seizures, etc., which might necessitate special attention during school hours. It is essential that this information be kept on file at the school.

COMMUNICABLE DISEASES

Any student or employee with a communicable disease for which an immunization is required by law or is available, will be temporarily excluded from school while ill and during the contagious period. Students and employees with communicable diseases for which an immunization is not available will be excluded from school while ill. A doctor's note may be required to verify the student is not contagious. Gladeview Christian School reserves the right to make all final decisions necessary in order to control the spread of communicable diseases in the school.

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

- [Amebiasis](#)
- [AIDS](#)
- [Babesiosis](#)
- [Campylobacteriosis](#)
- [Chancroid](#)
- [Chlamydia](#)
- [Chickenpox \(Varicella\)](#)
- [Clostridium Difficile Infection](#)
- [Crabs](#)
- [Cryptosporidiosis](#)
- [E Coli](#)
- [Eastern Equine Encephalitis \(EEE\)](#)
- [Ehrlichiosis](#)
- [Giardiasis](#)
- [Gonorrhea](#)
- [Hepatitis A | B | C](#)
- [Herpes](#)
- [Hib/Haemophilus Influenza Type B](#)

- [HIV](#)
- [Human Papillomavirus](#)
- [Influenza](#)
- [Legionellosis](#)
- [Lyme](#)
- [Measles](#)
- [Malaria](#)
- [Meningitis](#)
- [Molluscum Contagiosum](#)
- [MRSA](#)
- [Mumps](#)
- [Nongonococcal Urethritis \(NGU\)](#)
- [Norovirus Infection](#)
- [Pediculosis](#)
- [Pelvic Inflammatory Disease \(PID\)](#)

- [Pertussis \(Whooping Cough\)](#)
- [Polio](#)
- [Rubella \(German Measles\)](#)
- [Rabies](#)
- [Rocky Mountain Spotted Fever](#)
- [Salmonellosis](#)
- [Shigellosis](#)
- [Scabies](#)
- [Sexually Transmitted Diseases](#)
- [Streptococcal Disease \(Group A\) | B](#)
- [Syphilis](#)
- [Tuberculosis](#)
- [Varicella \(Chicken Pox\)](#)
- [West Nile Viru](#)

If a student requires medication, then he/she is not well enough to attend school. However, if necessary *ALL PRESCRIPTION DRUGS AND NON-PRESCRIPTION MEDICATIONS INCLUDING OVER-THE-COUNTER-MEDICATIONS* must be left at the office to be administered to the student at specified times.

A medication form must be completed by the parent.

At no time should the student administer the medication to himself/herself. Students could be expelled if found with medication in their possession.

SAFETY

The safety of all children at our school is our primary focus and we do everything in our power to insure that we provide a hazard-free environment. In order to do this, we have established the following policy:

1. We always maintain an adequate number of adults to supervise every group of children whether in the classroom or on the playground. No child is ever left in a situation without supervision.
2. Every classroom and the playground areas are inspected regularly to eliminate or correct any equipment or situations that may cause injury to the children.
3. In the case of an emergency, every classroom has a telephone so that help can be summoned. Emergency telephone numbers are posted by every telephone in the school.
4. There is an emergency evacuation plan posted in each classroom showing the fastest route to safety.
5. When a child is involved in an accident requiring medical intervention, the parent or guardian will be notified promptly. If the parent is unable to come to the school to transport the child, a staff member will accompany him or her to the medical facility indicated on the child's information form. If help is needed immediately, the nearest response team will be called.
6. The attending teacher will fill out an incident report form. One copy will be placed in the child's file and the other given to the parent. The principal and staff review the incident and determine whether some preventative measures need to be taken.

INJURIES

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

1. Every injury where the skin is cut and any other that may seem significant is reported to the office and parents are notified.
2. All staff members of GCS have been trained in first aid and will take proper measures. 911 will be called if injuries are sufficiently serious and/or life threatening. The best judgment of the administration will be used to ascertain the seriousness of an injury: if a doctor's attention seems necessary, we will first attempt to contact parents, but if that is impossible, we will abide by the information contained on the emergency contact on file in the office.

Gladeview Christian School cannot be responsible for injuries incurred off school property, this includes off campus related functions.

If your child gets sick or hurt at school we will notify you as quickly as possible. Please make sure the school is up-to-date with your all your phone numbers.

INCLUSION STATEMENT

Gladeview Christian School will make reasonable accommodations for individuals in order to integrate them into the program to the extent feasible, given each individual's limitations.

ACADEMICS – GRADING

A grade of **A** (90 – 100%) (4.0 GPA) in an academic area indicates excellent achievement in a subject and/or the skills. This means the student consistently performs academically at a level that is considerably high that the typical student in the same program of subject.

A grade of **B** (80 – 89%) (3.0 GPA) shows that the student has shown good achievement in the academic area and consistently performs at a level above that of a typical student in the program or subject.

A grade of **C** (70-79%) (2.0 GPA) indicates that the student shows satisfactory achievement. The student performs at an average level in terms of mastery of skill/performance standards.

A grade of **D** (60 – 69%) (1.0 GPA) indicates that the student has achieved the minimal acceptance level, and improvement is needed to achieve a satisfactory level of academic performance.

A grade of **F** (1 – 59%) (0 GPA) shows that the student’s academic performance in the subject is unsatisfactory, and the student is not mastering the minimal objectives and competencies required in the regular instructional program.

MID-TERMS & FINAL EXAMS

All students (1st-8th grade) are required to take mid-term and final exams. NO exceptions.

CONDUCT BEHAVIOR GRADE

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

If a student receives a C, D, or an F in conduct for ANY subject disqualifies him/her from any honor roll.

ACADEMIC PROBATION

A warning and/or probation, provides opportunities to correct deficiencies in attitude, or scholarship. If improvements to a satisfactory level do not occur, 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”. In the sports program the student will not be eligible to participate in any games until grade is brought up.

PROMOTION AND RETENTION

The classroom teacher and Principal will promote Kindergarten through 8th grade students upon completion of the required course of study and subjective evaluation. Students who fail two or more academic subjects will have to repeat grade level. Students who Fail 1 academic subject will meet with the Principal to discuss required criteria needed before promotion is permitted. Students who receive a grade lower than a "C" in any academic subject will be recommended to receive summer tutoring.

SCHEDULE CHANGES

Schedule changes will be permitted during the first two weeks (Middle School only) of the first semester and during the first week of the second semester. A student must have a note of request from his/her parents and the teacher before he/she will be considered for a schedule change.

ACHIEVEMENT TESTS

Each spring, standardized achievement tests (SAT's) are given to students from Kindergarten through 8th grade. The testing for the Middle School is done during a three-day period. The elementary test is given throughout the week in small sections. The results of the test are sent to home with the final report card of the year.

ACADEMIC CURRICULUM

Curriculum encompasses everything that is associated with what we teach and how we teach your child. It is the attitude and atmosphere of the whole school, the expertise, experience, and education of the teacher. It is the classroom environment. It is the books we choose, the songs we sing and the appropriate learning experiences that are carefully selected for your **child's age and stage of development.**

We utilize a developmentally appropriate program with all age groups that focuses on children's interests, **ages and stages of understanding** in the following areas: social, emotional, cognitive, physical and spiritual growth. We teach the "whole child" in an atmosphere that makes them feel safe, secure, and loved, and that is fun and happy. They are encouraged to move from learning center to center during "child's choice" time when the preschoolers are not working in small or large groups.

AGES AND STAGES OF DEVELOPMENT

ONE YEAR- TWO YEARS: The environment will be warm and caring at Gladeview where a child will be taught who Jesus is and He is a friend who loves them. Toddlers, with their strong drive to be independent and increasing gross and fine motor skills, benefit from an environment that offers them opportunities to manipulate and explore objects for a purpose. They enjoy exploring and creating, and increasingly engage in pretend play. The main focus in the room will be providing activity centers that emphasize, discover, and socialize. These activity centers include art, books, home living area, blocks, puzzles, and manipulative items. These creative projects develop listening skills and fine motor skills. Large motor skills will be developed on the playground, when exposed to playground equipment geared to their level.

THREE YEARS: Three year olds are making development strides. Spiritually, they are beginning to understand that God is real in their lives and He is their friend. We believe that a preschool child learns through activity centers designed for self-discovery and discovery of others, while promoting creativity and learning. In addition, there is listening, language, and the ability to follow directions. Activities include numbers, colors, letters, and shapes. They are also exposed to basic facts about plants, animals, seasons, and the five senses.

FOUR YEARS: Four year olds recognize that God is real, who loves them, is their friend, and they can relate to Him through prayer. Four year olds act like budding scientists. They are enchanted by principles of cause and effect and always want to know why things happen. They approach the world with great curiosity and use their imaginations to understand it. To meet the needs of four year olds, you will find learning centers that include computers, books, art, dramatic play, science, and music. We strongly believe this maximizes a preschooler's learning opportunities.

CURRICULUM PROGRAMS ROUTINES DAY BY DAY

As children participate in daily routines, they learn to think, collect new information about themselves and their world, and develop skills. For young children, all learning is integrated. For example, physical skills affect social skills, and vice-versa. Therefore, when Andrea is asked by the teacher if she wants “crackers” or “yogurt,” she not only learns the names of things, she also learns about making choices. Another example is Matthew. When he learns to put on a jacket by himself, he develops fine motor skills, explores concepts such as in and out, learns about cooperation, and confirms his sense of independence. Everyday routines help children grow and learn in all areas.

1-2 Year Old:

A daily routine for toddlers in our center is consistent and predictable. For example, toddlers typically eat and sleep as a group and have a designated time for play, both indoors and outdoors. The room benefits the child with defined spaces for a variety of play activities for imitating and pretending, playing with toys, enjoying stories and books, dabbling in art, and having fun with music and movement. The teacher uses group time to involve her children in a variety of learning experiences with games, music, books, letting them respond verbally, and using objectives to teach colors, numbers, and letters. Outdoor play is a part of the daily schedule that includes morning and afternoon. There are 3 types of outdoor experiences your child will enjoy: sensory exploration, gross motor play, and fine motor play.

3 Year Old:

Threes are often described as being in transition. They more closely resemble 4 and 5 year preschoolers. But more than anything else is their newfound ability to express themselves in words and ideas. They are learning to trust that their parents and teachers will take good care of them. Three years olds are exploring with thoughts and ideas. Most threes have mastered all sounds, can use plural terms, talk in sentences, recite simple rhymes, and ask questions. They can tell you first and last names.

They love playing with others. As a result, our daily routine helps them grow and learn in all these areas by providing learning centers that have blocks, dramatic play, toys, games, art, music, books, and computers. The teacher uses self-directed time twice a day to involve children in a variety of learning experiences with games, music, books, letting children respond

verbally, and using objects to teach colors, numbers, and letters. 3 year olds go to the playground twice daily, in the morning and afternoon. They can enjoy opportunities to climb, slide, jump, and hang from the playground equipment provided.

4 Year Old:

In the daily routine, fours are working on many of the same developmental tasks as 3s, but at a higher level. They are a wonderful mix of independence and sociability, which tend to make sharing easier while making friends. They love to talk, be spoken to, listen to books, and are enchanted by principles of cause and effect. They are like budding scientists, because they approach the world with great curiosity and use his/her imagination to understand it. To compliment this growing development, there are established interest areas for children who want to explore, make things, experiment, and pursue their own interests in art, science, books, library, dramatic play, toys and games, music and movement, and computers. Large group time is held twice a day to read a story, to discuss plans for the next activity, or to solve a problem. Their everyday routine includes playground twice daily.

LEARNING ENRICHMENT

Preschool 1, 2, 3, and 4 Years

It is important to be on time. Children ultimately suffer when parents do not make "getting to school on time" a daily habit. We strongly ask for your cooperation in helping your child in getting to school on time. It is imperative to teach a child to be on time. Why is it important even for a Preschooler? The answer to that question lies in the fact that children should explore, experiment, and discover in a free play environment, with much activity geared to their own interest, and this begins at 8:15 AM.

DISMISSAL

No child shall be excused or dismissed during school unless the school has a written request or from the parent. The student will then be allowed to leave with the parent, legal guardian or with an authorized person listed on the child's enrollment form ONLY after being signed out in the school office. As a protection for your child, we cannot accept a telephone call as a satisfactory way of requesting early dismissal, or seeking permission for a child to be released to anyone other than persons listed as stated above.

CHILD CARE HOURS:

MORNING: Early morning childcare begins in Preschool Class C-1 from 7:00 a.m. until 8:00 a.m. The fee will be charged weekly or daily, if only needed for a few days a month. Any time you drop off your child before 7:45 a.m., this fee will be charged to your account. (This does not apply to those preschool students registered for the full day program)

AFTERNOON: The teacher takes children to the cafeteria at 2:30 P.M. where they will receive a snack and then they will be engaged in different activities including playground time.

HOURS FOR SCHOOL OFFICE

The school office hours are daily from 8:00AM until 4:00PM, except on holidays. **TO REACH THE SCHOOL AFTER HOURS IN CASE OF AN EMERGENCY, OR IN NEED OF INFORMATION, CALL THE SCHOOL OFFICE AT: (305) 551-6143.**

After 4:00P.M. Dial extension 1025 to reach a daycare worker.

KINDERGARTEN THROUGH FIFTH GRADE COURSE OF STUDY

Bible, Math, Spelling, Penmanship, Social Studies, Language Arts, Reading, Science and Phonics

Electives include: Physical Education, Art, Music, and Computers. Spanish is also given for all 2nd-5th graders.

MIDDLE SCHOOL COURSE OF STUDY

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
"Route 66"	"Life of Christ"	"Dynamic Christian Living"
Language Arts	Language Arts	Language Arts
Social Studies	World Studies	American History
Science	General Science	Earth Science
Math	Pre-Algebra	Algebra I

Physical Education (REQUIRED FOR 6th GRADE)
Music or Drama (REQUIRED FOR 7th GRADE)

Electives include: P.E., Music, Drama, Computers, Art, Yearbook, Home Economics, Anatomy, and Journalism.

TEXTBOOKS

Textbooks, workbooks and the Bible must be in the classroom for daily use. The school provides school-owned books and workbooks for every student. These books must be suitably covered in order to preserve them as best as possible. Teachers will advise students as to which books covers are suitable.

MATERIALS AND SUPPLIES

The school office mails a list all the supplies needed during the month of July. Students must have sufficient supplies throughout the school year. Borrowing of books, paper, pencils, etc... is not encouraged.

CLASS EXCHANGE

In order to facilitate orderly movement from one area of study to another, students should make an extra effort to exchange classes quietly and orderly. Exchange will occur only at the end of each period. Middle School Students are permitted five minutes to arrive at their destination. Students are tardy to class if they are not in the classroom when the tardy bell rings. They must pass by the school office for a late pass.

HOMEWORK

Homework is an essential part of the school program, and teachers are at the liberty give homework to encourage each student to advance in his studies. Parents are asked to see that homework is completed. Homework will be recorded daily in the homework folder or student's agenda. Student's agendas need to be signed daily. Many times students receive lower grades due to missing or poorly completed homework assignments. All homework will be collected in the morning before classes begin.

When a student is missing a homework assignment the first offence will be to make up work the next day. The second offence, the student will receive a zero grade. On the third offence the parent will be called in for a conference.

MAKEUP WORK

Students who are absent must check with all their classrooms teachers upon returning to school and obtain all missing assignments.

Students will have one day to make up assignments for each day, unless given special permission by the individual teacher. In order to be excused from a test the student must be absent for two days before the test is given. If excused, the test must be taken within two days. If the student is absent one day prior to the test, the student must take test on the day he/she returns.

Teachers will assign extra credit work in order to give a student the opportunity for a passing grade. Exception to this would be work missed due to extended illness or other absence.

REPORT CARDS / PROGRESS REPORTS

In an effort to communicate the progress or lack of progress being made by our students, a report card will be issued at the end of each quarter (every 9 weeks). These report cards need to be signed and returned to the school office for the student's file. The student's financial account must be current in order to receive the report card.

At the end of the school year, parents will receive information concerning the results of the standardized testing, which is done in the spring.

Progress reports are reports similar to the report cards. They are sent out approximately 2 weeks after each new quarter begins. These reports are an unofficial academic record of grades and teacher's comments. These reports are used to identify any problems the student might be experiencing with any specific subject and help the student get the necessary help before the report card is calculated. Both reports are accessible through the website (Info Direct) at the times designated by the school calendar.

HONOR ROLLS

The Honor Rolls will be published at the end of each grading period. The school has two Honor Rolls, the Principal's Honor Roll and the Honor Roll. To be eligible for the Principal's Honor Roll a student must earn A's in every subject. Conduct must be consistently Excellent (A) or Good (B). For the Honor Roll the student must earn at least three A's and have an overall average of 3.5. Conduct must be Excellent (A), Good (B), or Satisfactory (C).

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

PHYSICAL EDUCATION

All 1st through 8th grade students must change into their Physical Education uniform on the dates assigned for P.E. All physical education uniforms must have the students name clearly printed on the inside of the t-shirt and shorts with permanent ink.

ATTENDANCE

Attendance and punctuality are essential for maximum learning. It is a strong character quality that we want to strive to develop at Gladeview Christian School. Students may be given make-up work for excused absences only. Excused absences include those for illness, death in the family, and prescheduled doctors' appointments. Doctor appointments should be scheduled on Saturday or after school whenever possible. Absences for vacation will not be excused unless permission is requested and approved in advance, and the student is performing satisfactorily.

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

Students returning from absences must bring a written excuse from their parent/guardian to resume studies. Notes must include students name, grade, date(s) absent, reason for absence and parent or guardian signature. **A doctor's statement is required for students who are absent more than three days.** The absence is classified unexcused without a note. Elementary students are to take tardy and absence notes directly to their classroom teacher. Middle school students are to report to the office. An unexcused absence means a student may not be allowed to make up missed work-test or otherwise

Middle school students absent more than 9 days in a semester are subject to losing credit for the semester. More than 18 absences in one school year may cause the student to repeat the entire grade. The decision to issue credit to students with excessive absences is entirely at the discretion of the Principal. Elementary students who have 18 absences for the year

(Including accumulated unexcused tardies) may be required to repeat the grade.

In order to be eligible for the perfect attendance award, a student may not have chronic tardies (no more than 2 tardies per school year)

ATTENDANCE POLICY

It is very important for a child to maintain regular attendance in the preschool center, as there is learning and developing process designed to enhance each child on a daily basis. Unless providentially hindered by illness, a child should be taught the good habit of daily attendance.

In case of a withdrawal from school, the following proper procedures must take place:

1. Notify the administration of the date of withdrawal.
2. Make certain that financial account is clear by checking with Financial Administrator
3. Allow, if possible, the teacher time to have a pleasant closure with the child, thus making a pleasant transition for the child.

TARDIES

When a student is tardy he/she must have a note from the parent or guardian stating the reason. Tardiness without a note is considered unexcused. Excused tardies include: flat tire, car problems, illness, and prearranged medical appointments. Unexcused tardies include: alarm didn't go off, overslept, came back into town late from a trip, or had to return home for something.

Kindergarten through Middle School students must arrive by 8:00am. Any students arriving after 8:05 a.m. must go to the School's office to request a late pass. Five unexcused tardies will result in an unexcused absence and student will serve and indoor suspension.

Tardiness to classes during the school day for middle school students will be addressed as follows: For the first 3 unexcused tardies to class during a grading period, a lunch detention will be given. A student is considered tardy for a class if he/or she is not in the classroom when the tardy bell rings.

EARLY DISMISSAL

Dismissal is at 2:45 for all Kindergarten through 8th grades. Early dismissals are unexcused except for reasons already stated under "Absences." Please send a note in the morning with your student stating the reason and time of dismissal. Every student leaving early must sign out through the office.

A parent wanting to change pick-up arrangements must call the school office before 2:00PM, but please try to have pick-ups arranged the night before so the student knows before leaving for school.

PARKING/DROP-OFF & PICK-UP

All staff parking places are marked "STAFF". When you park your vehicle, be courteous and cautious, always watching for children entering and leaving the school. Please adhere to the new drop-off & pick-up procedures 2010-2011 that are posted.

REMINDER: The gates are closed at 8:30AM for security reasons.

EMERGENCY NUMBERS

If your child gets sick at school, or hurt, we want to notify you as quickly as possible. Please make sure that we have good reliable and current numbers, including cell phones, business, and home phone numbers on file for your child. Inform those that you list as emergency numbers, the procedure you want us to follow if we need to notify them.

In the case of a serious emergency such as convulsion, fractured limb, concussion, etc., we always try to notify the parent as soon as possible, but will automatically **call 911**.

MORNING CARE AND EXTENDED CHILD CARE PROGRAM

Morning care is available beginning at 7 a.m. and afternoon care is available from dismissal time to 6 p.m.

For the convenience of working parents who wish to have their students remain at school after their dismissal, a supervised after school program is

offered until 6:00 p.m. An additional fee is charged and is to be paid when billed. From 3:15-4:00PM students will be in the cafeteria doing homework. Please refer to the Tuition Rates and Fees Schedule in the admissions package for the cost of the program. If you do not pick up your child at the proper time, the child will be taken to the after school program. GCS extended care program closes at 6:00 p.m. and parents should be prompt. If for any reason, you cannot pick up your child at the allotted time, there will be a late fee charge of one dollar per minute for any time after 6:00PM that a child is left in the program.

Gladeview Christian School holds a strict policy that students may not stay on the school property without proper supervision. Every student must be under adult supervision at all times, that is why we provide an extended child care service for their protection. Student may be dropped off 15 minutes before class time and pick up 15 minutes after class dismissal time with no extended childcare charges. **However, students dropped off more than 15 minutes before class begins or picked up later than 15 minutes after dismissal, will automatically be placed in the extended care program and your account will be charged.**

CONDUCT AND DISCIPLINE

Gladeview Christian School expects its students to try to live above reproach in their daily life. We expect students to exhibit respect for God, country, family, teachers, and fellow students. Attendance at Gladeview Christian School is a privilege; therefore certain rules of conduct must be required in order for students to receive the education he/she is entitled to.

Parents have the obligation to read these rules and be supportive of them. The following set of regulations is offered to provide guidelines for parents and students. The following is to 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 anywhere in school property is not permitted.
9. Students using or distributing alcohol, tobacco or any drugs will be expelled on the spot.
10. Students talking or participating in sexual discussion or and will be subject to disciplinary action.
11. Students wishing to lodge a complaint, criticism of teachers, policies, or other students, must do so with the office.
12. Unauthorized use of school phones will result in disciplinary action. Permission must be granted from the school office.
13. Unauthorized articles brought to school will be confiscated.
14. Disruptive behavior in the classroom, on the school property or at any school event will not be tolerated. Horseplay, talking out of turn, outburst, or passing/writing notes is considered disruptive behavior and will be subject to disciplinary action.

UNAUTHORIZED ARTICLES

Unauthorized articles include, but are not limited to: tobacco products, lighters or matches, alcoholic beverages, narcotics, knives, guns, mace or pepper spray, explosives of any kind (including fireworks), radios, tape or CD players, MP3 players, IPODS, tape recorders, walkmans, laser pointers, any items sexual in nature, compressed air cans & aerosols, handcuffs, magazines or books not related to class work, and anything depicting scenes or insignias associated with rock, rap, hip-hop music, etc. These and any other items, which may be considered dangerous or disruptive to the learning environment, shall be considered contraband and are not permitted on the property.

- Contraband list is subject to change should the Principal decide to add anything that becomes dangerous or disruptive.
- Exceptions to be determined by the Principal only.
- Confiscated items will be returned upon request from the parent. Parent must pick up confiscated item in person.

CELL PHONES

Middle School students are allowed to bring their cell phones to school, but they must leave them in the school office upon arrival and pick them up after school is dismissed. No exception to this rule. Cell phones must be turned off. The school is not responsible for any lost or damaged cell phones. A teacher has the right to confiscate any cell phones that are brought into the classroom, and a lunch detention will be given.

SOLICITATION

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

PROPER ATTITUDE

All students, at all levels, are expected to practice and manifest a wholesome, positive attitude, on which shows Christian love and consideration for fellow students.

“Let your moderation be known unto all men.” Philippians 4:5

CARE OF PROPERTY

Gladeview Christian School and Gladeview Baptist Church belongs to God. Respect for all property, therefore is vitally important.

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

CONDUCT IN ASSEMBLIES/CHAPEL

At all times the student’s behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly/chapel. Whether guests are present or not, each student is

personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, getting up and moving around, and talking during a program.

BOY/GIRL RELATIONSHIPS

Gladeview Christian School is a co-ed institution and realizes the importance of developing wholesome relationships. We feel that Scripture is very clear in this matter and stand on God's Word for our guidelines. Students are not to have any physical contact such as holding hands, arms around one another, or kissing. We will teach our students the importance of dating and marriage, using the Bible as our guide. Violations will result in disciplinary action.

HARASSMENT

This policy endures that Gladeview Christian School will maintain that all individuals will enjoy a safe environment free from harassment, sexual or otherwise, unreasonable interference, intimidation, hostility, or offensive behavior on the part of the school personnel, students, or visitors. Gladeview Christian School will treat all complaints fairly in order to protect the rights of the complaint and of the accused and to avoid frivolous or malicious accusations and also acknowledges the harassment, sexual or otherwise, is against the law and will not be tolerated.

CHEATING

Blatant Cheating – This includes a cheat sheet, copying from another student, etc...

Penalty:

1st offense – Office referral, 1 day suspension and zero on the test, report, or assignment

2nd offense - Office referral 3 days suspension and zero on the test, report or assignment

3rd offense - 5 days suspension and zero on the test, report or assignment and/or dismissal

*****Suspension for cheating means a zero is added to each class missed for that day's suspension.**

Suspicious Behavior – This includes talking during a test, quiz, or copying from another test.

Penalty:

1st offense – verbal warning, office referral and lunch detention

2nd offense – office referral, detention and a grade reduction may result at the teacher's discretion

3rd offense – office referral, a possible suspension and a grade reduction at the teacher's discretion

*****Suspension for cheating means a zero is added to each class missed for that day's suspension.**

DISCIPLINE

Discipline is a major area of concern in the Christian home, the Christian school and the Christian life. Without proper discipline a Christian will never achieve God's will in his life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Gladeview Christian School should find a school whose standards more nearly reflect their own. This will prevent the child from being placed in a position of conflict between the parent and the school.

The teacher handles most minor discipline problems that occur in the classroom. Other problems are referred to the administration, which may impose some form of discipline or counseling. The administration reserves the right to ask a student to withdraw when a student is having a detrimental effect upon the spiritual and social atmosphere of the school.

Assertive Discipline (The emphasis of Assertive Discipline is on the positive consequences of appropriate behavior) is practiced school-wide at Gladeview Christian School. This method of discipline is based on the following concepts:

1. Needs:
Both students and teachers have the right to have their legitimate needs met at school. The teacher has the right and the responsibility to teach without disruption from the students.

Students have the right and responsibility to learn from a competent teacher in a well-ordered environment conducive to learning.

2. Rules:

To insure that these basic needs are being met, the teacher must implement classroom rules. That is, he/she must inform the students which behavior is expected for an environment conducive to learning.

3. Choices:

Students are responsible for their choices and must accept the consequences that naturally follow their choice of behavior.

4. Consequences:

When students choose to abide by the rules there are positive consequences. Individual teachers decide which "positives" to give to their individual students and classes as a whole. Individual positives might include homework pass or free time in class. Class wide rewards could be a popcorn party or a video. However, when, a student chooses to disobey a rule there are negative consequences. These may include a discipline report, a phone call to the parents, a detention, a referral to the Principal, suspension or expulsion.

5. Consistency:

For this, or any method of discipline to work, it must be applied fairly and consistently. Students must realize that their appropriate behavior choices will be noticed, appreciated and rewarded. This is the main emphasis of the program and we are committed to doing it faithfully. Students must also realize that no behavior will be tolerated that keeps the teacher from instructing and other students from learning. All rules will be enforced and poor behavior will result in negative consequences.

Principles of Disciplinary Methods:

When discipline becomes necessary, there are basically three levels of communication. With total cooperation from every parent most of these measures do not need to be utilized.

A discipline report will be issued to the student. It is the teacher's responsibility to complete the form, reporting the problem and action taken (i.e. written assignment, detention, etc.). Parental signature is required and the form must be returned to the teacher the next school day.

A phone call to the parent is used to assist in clarifying direction to resolve a student's misconduct. This procedure is utilized only after disciplinary reports have had no effect on the problem.

Parents will be asked to come in for a conference to resolve unsatisfactory behavior or academic performance.

According to school policy students may be disciplined, suspended, or expelled for repeat misconduct or behavior, which interrupts the orderly education process. These offenses are, but not limited to:

- 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.)
- Use of any article as weapon or in a manner reasonably calculated to threaten a person.
- Commission of serious breach of conduct including, but not limited to, an assault on school personnel, or on another student, a lewd or lascivious act, sexual harassment, arson, vandalism, or any other act which disrupts or tends to disrupt the orderly conduct of the school activity.
- Engaging in less serious but continuing misconduct including, but not limited to, the use of profanity, obscene, or abusive language, open defiance or other acts that are detrimental to the educational function of the school.
- Suspension can occur for excessive tardiness.
- Suspension can occur for excessive detentions.
- Cheating or dishonesty.
- Fighting or causing harm or injury to another person.

- Forging a signature. Students cannot sign for parents.
- Chronic failure to respond to standard discipline procedures.

Any expulsion recommendation based on such misconduct shall include a detailed report by the Principal on the corrective measures taken prior to this recommendation of expulsion.

** Severe Clause – A single occurrence of any of the above, deemed by the Principal, may result in immediate suspension for one or more days.

DETENTION

When a teacher or Principal assigns a middle school student to detention, it must be served on the last day of school day of that week. Exceptions will be made only at the discretion of the Principal based on a particular emergency and will be rescheduled at the Principal's discretion. A parental signature is required on all detention slips and must be returned on the next school day.

SUSPENSION

A student may be suspended from the school by the Principal for continue violation of school policies, or for a single serious offense. If he/she continues to misbehave, the parent will be asked to withdraw or the student will be dismissed. Parents will be notified of the offense and date of suspension. This means the student will not be allowed to attend class for the duration of the period of suspension. While on suspension the student will not be allowed on the school grounds, attend any functions, or be permitted to make up class work or tests. All such work missed will result in zeros being given in all subjects and averaged in with the current term's grade. In-house suspensions may be used in lieu of at-home suspension in some cases and at the discretion of the Principal.

Returning to school after a suspension will be on conditions established by the Principal. A parent/student/Principal conference may be required before student returns class or any school activities.

DISMISSAL/EXPULSION

A student may be dismissed from the school at any time he is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

It should be understood that any student having a discipline problem, however "minor", who demonstrates an unwillingness or inability to make reasonable adjustments to the behavioral standards of Gladeview Christian School, might be dismissed.

DRESS CODE

It is not the intent of the administration to make hair and dress codes an issue of constant concern. These codes become an issue only when the home becomes lax in its responsibilities. Our intention is to have a Godly and Christ honoring school whose students reflect Christian character and decency by the way they look and act. We ask parents help us to see that their students are dressed properly each day and meet the hair code. Teaching the importance of dressing in a modest manner begins in the elementary grades. Therefore, wild fads or clothes of questionable tastes will **NOT** be allowed in the school.

If disciplinary notice is sent home with a student for dress code, immediate attention should be given to the stated problem. Any student who comes to school without a complete uniform will be required to call their parents to bring proper clothing and will not be permitted in class until properly attired. Removal from class will occur when deemed necessary by the teacher and/or principal. Repeated dress code violation may result in suspension.

Gladeview Christian School has a MANDATORY uniform policy. The establishment of dress standards for Preschool through Middle School at Gladeview Christian School has been given much consideration and a standard dress has been adopted. Some choices are possible within limits set by the school. A list is available at the school office or at:

Sunshine School Uniform
9658 Sunset Drive
Miami, Florida
305-595-5200

All students who attend Gladeview Christian School must follow the uniform policy listed. *All clothing must be purchased from Sunshine School Uniform Company.* Students will not be able to attend class unless they are dresses according to the dress code.

Guidelines for students:

1. All standard uniforms (pants and shirts) must be from Sunshine School Uniform.
2. Uniforms have to fit properly – NO OVERSIZES
3. Uniforms may not be bleached, faded or decorated with words, symbols, pictures or patches.
4. Appropriate baseball caps may be worn outside during P.E. or when instructed during school spirit week.
5. Shirts and blouses are to be tucked in at all times during the school day.
6. During cold weather, students may wear sweatshirts, sweaters or jackets from Sunshine School Uniform Company. A uniform shirt must be worn under the cold weather apparel.
7. Please label all clothing worn to school. Unclaimed clothing will be donated to charity at the end of each semester.
8. Shoes must be black, brown, navy or and laces must be tied.
9. Preschool students must wear shoes or sneakers with Velcro (**NO LACES please**).
10. Socks must be worn and noticeable.
11. No temporary or permanent tattoos or any kind of body piercing will be permitted.

Guidelines for Girls:

1. It is required that girls wear properly fitted uniform. Girl's skirts and dresses must be no more than 2" above the floor when kneeling.
2. The acceptable footwear for girls is shoes, loafers, or sneakers. Flip-flops or any kind of open toed or open heel sandal are not permitted.
3. Extremes in hairstyle, belts, makeup, and accessories are not part of the standard uniform. No more than two earrings per ear are permitted.

Body piercing is not permitted. Dangling earrings must be no longer than 1". No big hoop earrings. No dyed hair.

4. When bathing suits are permitted for field trips the suit must be a modest, one-piece, modest cut bathing suit. Cover-ups are to be worn to and from field trips.

5. In cold weather, standard uniform slacks may be worn.

Guidelines for Boys.

1. Boys hair must be neatly groomed at all times. Hair must be neatly cut above the collar, above the eyebrows and above the ears. Hair of extreme length, style, or color is not acceptable. Our hair code does not permit boys to wear hair shaved on the sides and long on the top. Boys will not be permitted to attend classes with this type haircut or other faddish or extreme hair cuts. The Principal will determine extreme.

2. This is the ONLY hairstyle that is accepted at Gladeview Christian School.



3. No facial hair or sideburns that exceed past mid-ear are permitted.

4. Earrings or any piercing on male students are NOT permitted in school or any school function

5. The acceptable footwear for boys is shoes, loafers, or sneakers. Flip-flops, or any kind of open-toed or open-heel shoe or sandal are not permitted.

6. A belt must be worn everyday.

TEAM DRESS OR GAME DAYS

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

EXTRACURRICULAR ACTIVITIES

Gladeview Christian School Physical Education uniforms should be worn for Physical Education (P.E.) or team practice unless the coach has approved another uniform.

EXTRACURRICULAR INTERSCHOLASTIC SPORTS

Gladeview Christian School has a sports program, which competes with other area schools. These programs include: Flag Football, Volleyball, soccer and basketball.

FIELD TRIP ATTIRE

All students must wear Gladeview Christian School uniform, or Friday T-shirt for all field trips unless approved by the school principal. Friday T-shirts are also available for parents to buy and wear on Field Trips.

DRESS PROCEDURES FOR NON-UNIFORM DAYS (FRIDAY)

Students may wear blue jeans, Friday T-shirt, socks and sneakers. Baggie/oversized jeans are not permitted.

NOTE: We respectfully request that parent's dress appropriately when at school or attending school events. We also want to remind you that there is no smoking on school property.

PROJECTS AND ACTIVITIES

Parents are encouraged to participate in special projects. Some of our yearly activities include: Spanish Heritage, Spring Festival, Christmas Programs, Book Fairs, Evening with the Arts, Award Programs and Graduations.