



Member of FACCS
Florida Association of Christian Colleges and Schools

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Mission Statement

Glades Christian Academy offers a premier education emphasizing spiritual, academic, physical, and social training that will prepare students to enjoy success in life and help them to commit fully to the adventure of following Christ.

This document is subject to change and or modification at any time per Church by the
Glades or Glades Christian Academy

PURPOSE

The program of Glades Christian Academy is established to provide an educational experience in a warm and friendly atmosphere for children Kindergarten to 8th grade. Recognizing the importance of balanced growth, our staff provides many opportunities for the social, mental, physical, and spiritual development of the child. Our program is also established as a service to the families and children of the community. More specifically, our program is:

- To teach students that God is the creator and sustainer of the universe, and the Lord Jesus Christ is the divine Son of God who came to earth to die for our sins
- To teach students that God has spoken through His infallible word, the Bible. Therefore, to help students apply study skills, understand, and apply its principles to every part of their daily life
- To inspire and motivate students to receive Jesus Christ as their personal Lord and Savior, and to commit to live their lives to serving Him
- To help students love, obey, respect, and serve others as God desires, thereby accepting responsibility for their behavior and treatment towards others
- To help students develop the ability to assume responsibility for the tasks they are given
- To provide an excellent education by providing outstanding, professional teachers who are well trained and equipped, who demonstrate a strong commitment to their Christian faith
- To help students become thankful and responsible citizens of our nation and to appreciate our diverse world

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Glades Christian Academy, 400 Lakeview Drive, Coral Springs, FL, 33071, admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. Glades Christian Academy does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other organization-administered programs.

ADMISSIONS

"And these words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." (Deuteronomy 6:6-7, NKJV)

Glades Christian Academy is called to serve those parents who take to heart the command of the Lord in Deuteronomy 6:6–7. Therefore, in order to be considered for admission, the student's family must be willing to abide and maintain the following biblical standards:

- A belief in Jesus Christ and His teachings
- A life that reflects Christ-like moral purity
- Participate in school activities and events
- Abide by school rules and policies
- Is actively involved in disciplining and educating their children at home

PARENT INVOLVEMENT

We strongly encourage parents to be involved in their child's education. However, please notify the school office in advance of your visit. Any parent who volunteers to chaperone field trips or visits more than 30 minutes a day must pass a level 2 background check.

Parent and School Relationship:

In order for the school and home to enjoy the highest degree of cooperation, we believe it is essential that both parties understand basic expectations designed to foster cooperation.

1. We recognize that parents are the foundational influencers of a child's character and moral standards. Therefore, it is your responsibility to teach, model, and encourage the moral principles you want your child to develop. (Ephesians 6:4)
2. We encourage each family to be actively involved in a local church that will provide your family with Biblical teaching and instruction regarding the importance of developing a personal relationship with God through Jesus Christ. (2 Timothy 3:16, 17)
3. Glades Christian Academy is charged with being good stewards of our resources and to maintain a good reputation in the community. Therefore, it is important that we meet our financial obligations in a timely manner. This requires each family to faithfully remit their tuition payment each month. We also encourage each family to prayerfully consider how they can offer a financial gift to GCA to enable us to add programs to our school. (2 Corinthians 9:7)

4. We need to mutually support one another. If a disagreement arises, we commit to handle it in a manner that is positive and solution oriented, rather than critical and divisive. (Psalm 133:1; Matthew 18: 15 – 22)
5. We believe that discipline is a necessary part of the teaching process rooted in our love for the child and we are committed to exercising appropriate measures to help the child understand how to change thinking, attitudes, and behavior. (Proverbs 22:6; Romans 12:2)

Each family is reviewed annually by Glades Christian Academy relative to these standards. Families whose lives are not characterized by these standards receive ministerial support and are held accountable. Meetings with the parents occur to address each situation in a manner consistent with the Word of God. If, after ministering to the parents, it becomes clear that one or both parents persists in failing to maintain the standards identified above, ministry toward the family could continue, but their child's/children's enrollment would be subject to termination.

ACADEMICS

The distinctive perspective Glades Christian Academy provides for the student is the emphasis on a biblical view towards academic subjects. Since we believe that all truth is God's truth and the world is a part of God's creation; and that He is sovereign over all things, every academic subject must be taught from a Biblical perspective. Science is the study of God's creation reflecting the laws and order He ordained to govern its existence. Mathematics reflects the orderly nature and structure of the creation. History is a study of the events God has ordained and orchestrated as part of His sovereign plan for His world. Language Arts illustrates the desire of God for man to communicate and express his thoughts and ideas to Him and other men. Every subject provides a special perspective on God's desire for an intimate relationship with His created world.

Accreditation:

Glades Christian Academy is a member of the Florida Association of Christian Colleges and Schools (FACCS). There is no State accreditation program for any school, public or private, in Florida. All accreditation is accomplished by private agencies such as FACCS.

GCA Property:

Students are permitted to use various items belonging to GCA, including textbooks, iPads, and resource materials. They are expected to treat them with care and to keep them in good condition. Any items that are lost, damaged, or that exhibit excessive wear will result in the parents of the student being assessed a fee to replace those items.

Middle School has the privilege of using lockers to hold their books and supplies. If a student takes advantage of the use of lockers, they will lose the privilege. **All lockers and backpacks, purses, and sports bags are subject to search and seizure at any time the administration deems it necessary for the protection and welfare of the school.**

Implied Consent:

When a student enrolls at Glades Christian Academy he/she waives the right of privacy related to any personal property brought on campus. Refusal to comply with a request for permission to search a student's possessions or locker may result in disciplinary action.

Glades Christian Academy is a drug, alcohol, and smoke-free facility. There will be random checks for lockers, desks, and backpacks throughout the school year.

Report Cards:

Report cards are issued to students at the end of each nine-week grading period. It is suggested that in reviewing your child's report card you (1) look for the areas in which he/she has improved, (2) look at the trend in each subject area (whether it is up or down, or constant) and (3) indicate your pleasure in the areas of improvement, make suggestions and determine a procedure to monitor those subjects in which the grade is less than satisfactory.

Kindergarten-8th Grade Grading Scale:

A+	97 – 100	C+	77 – 79
A	94 – 96	C	73 – 76
A-	90 – 93	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
			59 and below F

Standardized Testing:

A national norm-referenced achievement test will be administered to students during the spring of each year. This achievement test is a tool to help parents, teachers and the administration evaluate the progress of each student. The tests also permit the school to evaluate the effectiveness of our academic program. Individual student test results will be distributed to parents with the last report card.

Promotion / Retention:

Promotion or retention of students in grades K – 8 is an educational decision made by the school principal and teacher(s) after careful examination of academic progress and standardized test scores. Parents will be consulted in an effort to add input to the decision. Retention should not be viewed as failure, but rather as an alteration in the learning pattern to meet a particular need of the student.

1. Excessive absenteeism – Any child with more than ten (10) absences in a grading period or thirty (30) absences total per year, may be retained. **If a student has accumulated five days (30 hours) of absences in a marking period or 10 days (60 hours) within, two marking periods, the principal/designee shall determine if there may be a pattern of nonattendance.**
2. Unsatisfactory achievement – An average of “D” or “F” in three or more academic subjects (Reading, Math, Social Studies, Science, or Language Arts) will constitute reason for retention at the child’s current grade level if an intervention program enrollment is not in effect. Test scores near one year below the present grade level will also be a reason for intervention program enrollment and/or retention. Any student that fails three or more subjects for the year will be subject to retention. A student who is retained is not allowed to repeat the grade at GCA.
3. Other – Mutual agreement of parent, teacher, and administrator to retain the child at the current grade level due to emotional, social, or academic reasons may also be cause for retention. In this event the student is allowed to continue as a student at GCA.

Intra-Curricular Programs:

We offer students the following intra-curricular enrichment courses: Art Appreciation, Chapel, Library, Music, Physical Education, Drama, and Spanish.

Attendance/Tardy/Early Release

PATTERNS OF NON-ATTENDANCE

- Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is 5.
- A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90- calendar-day period, may be exhibiting a pattern of non-attendance (F.S. 1003.26 (1) (b)).
- Unless acceptable documentation is presented/submitted, an accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may establish a pattern of non-attendance.
- If the student exhibits a pattern of nonattendance, the principal will request documentation for subsequent absences. (F.S. 1003.24(4)) Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

- "Habitual truant" means a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under s. 1003.21 (1) and (2) (a), and is not exempt under s.1003.21(3) or s. 1003.24, or

Attendance:

Regular attendance is essential to the academic progress of the student. Classroom instruction, social interaction, and the learning experiences are vital parts of the educational process. The potential lessons missed through absences can never be replaced. It is imperative that parents reinforce the importance of regular attendance by encouraging your child to be present each day school is in session.

Glades Christian Academy provides the following guidelines regarding absences.

1. Excused Absence or Tardy or Early Release

- Illness of the student (doctor note required for 3 consecutive days missed)
- Bereavements
- Family trips (with written notice provided at least one week prior)
- Special skills and hobbies requiring competition on school days
- Church retreats
- Verifiable medical, dental or optical appointments (appointments should be scheduled after school hours whenever possible)
- School sponsored activities
- Civic or community involvement

2. Unexcused Absence or Tardy or Early Release

- Trip with other than own family
- Personal business of a non-emergency nature
- Over-sleeping
- Out-of-town guest
- Not prepared for class
- No email from the parent regarding the reason for the absence or tardy

A series or pattern of unexcused absences may jeopardize a student's enrollment. Any unexcused absence will result in zeros for classwork that day.

If a student is absent, the parents should notify the school office by 9:00 a.m. via email: gca@gladeschristian.com stating the reason for the absence. If a family knows in advance of a special circumstance that will result in a student being absent, the school should be notified one week prior to the absence. Provisions can be made for the student to be given any work to be assigned while he/she is absent, thereby lessening the need for excessive make-up work.

On the day the student returns to school, he/she may report directly to the classroom teacher and must provide a written note to his/her teacher stipulating the reason for the absence. Unless the parent notified the school the day of the absence. Teachers may send the student to the office if clarification regarding the absence is needed.

Tardy or Early Release

Punctuality promotes good habits and allows the school to function in an orderly manner. Therefore, each family is encouraged to see that the student arrives 15 minutes before the school day begins. Students will be considered tardy after the tardy bell rings to begin the day at 8:30 a.m. Students who are tardy must report to the office to receive a tardy slip. Tardiness, or early sign-outs that equals 5 days (30 hours) in a marking period or 10 days (60 hours) within two marking periods may establish a pattern of non-attendance. To receive an excused tardy or early release for a medical appointment, a doctor's note must be provided to the office upon arrival.

GCA accepts the Florida Tax Credit Scholarship: Step Up for Students. Student attendance and tardiness is reported quarterly to the state. A student who is habitually absent or tardy is in jeopardy of losing the state scholarship.

Homework:

Generally, homework will be assigned to students Monday through Friday. Possible weekend assignments may include make-up work, or long-range assignments such as book reports, special projects, or research papers.

There is no homework on Wednesdays; for the purpose of allowing time for our students who attend church activities. **Exceptions will be made in the event a student has not completed their assigned work for the day.

Homework objectives:

- To stimulate voluntary effort, initiative, independence, responsibility, and self-direction
- To reinforce school learning by providing the necessary practice, integration, and application
- To enrich the school experience through related home activities
- To encourage the carry-over of school interests into leisure interests

Parental responsibilities:

- Schedule a consistent homework time each day
- Provide a quiet, well-equipped place for the student to work uninterrupted
- Provide supervision and help as needed
- Provide oral drill practice for memory work and review content material
- Check to see that assignments are completed and assist in the development of good organizational skills

Research based guidelines for daily average minutes by grade level:

- K-2: thirty (30) minutes
- 3-5: forty-five (45) minutes
- 6-8: seventy-five (75) minutes
- K-8: Every student should read, or be read to, for 30 minutes daily (this time is in addition to the time above)
- Moby Max assignments will also be assigned for homework and the monthly reading and math school-wide challenge.

Make-up Assignments:

Make-up assignments will be prepared by the teacher for any student who is absent. A general rule will permit the same number of days he/she was absent to complete the make-up work. Unusual cases resulting in extended absences due to an accident or serious illness will be evaluated by the administration.

Parent-Teacher Conferences:

Teachers will request conferences as necessary for each student throughout the school year. All school families are encouraged to schedule a conference with their child's teacher during the first quarter of the school year. Parent conferences will be conducted with the entire grade level team. Both parent and or school may request a conference to discuss: academic progress, social adjustments, attendance, etc.

Conflict Resolution Procedures:

Communication is key to fostering a positive relationship. At GCA, we strive to maintain excellent communication. In the event that a conflict arises, direct communication with the person in conflict is encouraged. Our goal is to resolve all conflicts at the direct level without involving those who are not necessarily part of the problem or solution. However, in accordance with the principles outlined in Matthew 18:15 – 22 and Galatians 6:1, we will strive to resolve any situation in a manner that satisfies all parties. If that is not possible, we have two options: one is to choose to disagree and remain friends; the other is to recognize the issue is divisive and therefore it may be in the best interests of all parties to sever the relationship between the school and the offended family.

- All questions, problems, or complaints should first be discussed directly with the person involved in the issue; the grade level team is here to assist in this process.
- If the situation is not resolved at this level of direct contact, it should then be addressed by appointment with the school principal.
- If the problem is still not resolved, it may be in the best interests of all parties to sever the relationship between the school.

Parents must agree to follow these steps and attempt a positive resolution to problems and disagreements within the school community. Please do not involve yourselves in such negative and divisive activities as gossip or spreading hearsay. Remember the good reputations of other people and/or the school is to be honored, protected and promoted.

Specific incidents and consequences are listed in the GCA Code of Conduct which each family will receive a copy.

Change of Residence:

The school office is to be notified of any change in a student's residence. If a student changes residence to live with someone other than the parent/guardian who enrolled the student in the school, written notification of this arrangement must be submitted to the school office.

Withdrawal from School:

Parents must notify the school within thirty days to initiate the withdrawal of a student. The parent is requested to have an exit interview with the principal before the student is withdrawn from Glades Christian Academy. Transcripts of students will be sent to other institutions when requested by the institution, assuming all account balances are current.

UNIFORMS

No jackets, tops, bottoms, or clothing of any kind with writing or pictures, other than official CBG/GCA apparel, will be allowed to be worn on campus during school hours.

Students are required to wear the following GCA approved uniform items:

Shirts:

- CBG “No Perfect People Allowed” (NPPA) short or long-sleeved T-shirts in (any colors).
- CBG Camp United or KidStuf shirts may now be worn.
- CBG series promotional t-shirts.
- For off campus field trips: please wear the CBG NPPA shirt so that our group is easier to identify.

Bottoms:

- Navy or khaki shorts (including cargo shorts) skorts, capris, or pants purchased in the uniform section of any major store.
- Girls’ shorts or skorts must be knee length or Bermuda length.
- No jeans.
- No leggings, or jeggings without shorts on top.

PE Days

- Athletic shorts (mid-to-knee length) athletic pants of any color are permitted.
- Please refrain from any inappropriate wording or graphics on the athletic wear.
- Girls may wear leggings or jeggings for PE provided that a pair of shorts is worn over them.

Shoes

- Closed shoes (heel & toe) must be worn everyday.
- No high-heeled shoes or heeled boots (heels present a safety hazard).
- Flat rubber-soled boots are permissible.

Outerwear:

- CBG jackets, hoodies, and sweatshirts (any color).
- No hats or hoods are allowed in the classroom.
- Solid-colored, long-sleeved t-shirts may be worn under uniform shirts.

On special, non-uniform days, jeans may be worn with an acceptable shirt. (Please make sure there is no inappropriate language or graphic on the shirt). No sleeveless shirts, or cold shoulder.

CBG shirts/jackets can be purchased at the CBG bookstore during weekend services.

In the event that a student is not in the appropriate uniform, the student will be sent to the office and a parent/guardian will be contacted to bring the student appropriate clothing.

ELECTRONICS

Cell phones, tablets, and personal laptops may be brought to school with parental consent. They may be used in the classroom for school-related assignments at the discretion of the classroom teacher.

Cell phones cannot be used during school hours. In a true emergency, parents should call the school office so both the school and the student can be informed of the situation.

Students are to keep all cells phones turned off and either in their book-bag or locker for the duration of the school day. Middle School students may use their cell phones in Aftercare for uses other than calls and texting. No pictures are allowed to be taken by students of students during school hours. No students may post on social media pictures of students at school. Only the school has authority to photograph your student for the purpose of yearbook, website, or the school's social media account.

Inappropriate or unauthorized use of any electronic device may result in confiscation for the remainder of the day as well as other disciplinary action under the GCA Code of Conduct

LOST AND FOUND

All articles belonging to your child should be labeled with first and last name. Lost articles will be brought to the school office. Articles remaining at the end of the quarter will be on display by the Aftercare sign out table. All unclaimed items will be donated to a charitable organization.

SECURITY

All staff will maintain security measures to create a safe and secure learning environment for students. These measures are implemented for the sole purpose of protecting your children.

Main Entrance:

The school's main entrance is on the south end of the building parallel to the Sawgrass Expressway. This is the only accessible entrance and exit. All doors will be locked at all times. School personnel will permit entrance after camera identification. The North entrance will only be used for morning drop-off and afternoon pick-up and will only be opened by school staff. Please make sure to always have your photo ID with you.

Classroom Doors:

Individual classroom doors will remain locked at all times. Students will only be allowed in the hallways with a pass and be accompanied by another student or teacher. Students in need of a quiet place to finish an assignment may sit in the hallway with the door propped open. Middle School students do not require the buddy system in hallways as they are required to present a hall pass.

ARRIVAL & DISMISSAL

SCHOOL HOURS (including Pre-Care and Aftercare): 7:00 a.m. to 6:00 p.m.

Academic school hours, Kindergarten through 5th grade: 8:30 a.m. to 3:00 p.m.

Academic school hours, 6th through 8th grade: 8:30 a.m. to 3:30 p.m.

Early Arrival:

Enrolled Pre-Care students will be supervised in one of the classrooms. The doors will remain locked at all times. Students are to be brought through the playground on the southwest end of the building to the back door of the Pre-Care room.

Morning Drop-Off:

From 8:10-8:30, school personnel will escort all students into the building. Morning drop-off is available to students arriving between 8:10 and 8:30 a.m. Students will be escorted from their automobiles into the North entrance of the building; rear of North parking lot. Parents may choose to park and walk their child to the main entrance. With the exception of the first day of school, all students will be escorted into the building by school staff.

Any student arriving after 8:30 a.m. must be escorted by a parent through the main entrance and directly into the Administration Office. Office personnel will then escort the student to his/her classroom. Students arriving after 8:30 a.m. will receive a tardy slip.

Release of Students:

Parents should never send a person who is not on the registration form to pick up a child from school. No student will be released from school until the parent makes a request to the school office by way of phone or written note. Any person who assumes the responsibility for a student must present photo identification and his/her signature before the child will be released into his/her custody. Although this procedure requires time, please remember it is designed to protect your child.

Early Dismissal:

There is no early dismissal between 2:30 – 3:15 p.m. Students with a scheduled appointment during that time need to be picked up prior to 2:30 p.m. If you are planning to pick up your child early, please notify your child's teacher at least one day in advance. An early release pass will be issued for all early dismissals.

Aftercare:

Aftercare for Kindergarten through 8th grade students is available on all full days of school. There is no Aftercare on Half-Day noon dismissal. Fees for Aftercare are assessed beginning at 3:15 P.M. for Kindergarten through 5th grade students. Fees for aftercare begin at 3:45 P.M. for 6th through 8th grade.

Car Pick-Up:

Parents wishing to pick up their child by car will follow the same procedure as drop-off. Parents will follow the path and wait for a teacher to escort their child to his/her automobile. Parents choosing this method of pick-up will use the yellow identification card and place it on the dashboard of each vehicle on the passenger side. In the event that you need additional cards, please contact the school office and we will gladly provide as many as you need.

Parents may also choose to park and pick up their child from front office area. Do not park in the handicap parking area during arrival and dismissal times as this causes distress to the families in need of these parking spots.

In the event of severe weather conditions (lightning, strong winds), we will delay dismissing the students by at least five minutes or until conditions improve for a safe dismissal.

Car pick-up for Kindergarten through 5th grade is 3:00 to 3:15 P.M. For 6th through 8th grade, it is 3:30-3:45 P.M. Any student not picked up by the end of car pick-up will be taken to aftercare.

Aftercare Pick-Up:

Parents retrieving after-care students must enter the Administrative Office through the main entrance and a staff member will call the student for dismissal. Students may not be picked up from any other area on campus.

Extra-Curricular Activities:

A local and/or in-house field trip is included in the Activity/Materials fee. Students who do not participate in a field trip may not attend school on that day.

Students earn the right to participate in field trips by displaying appropriate classroom behavior and are in good academic standing.

Glades Christian Academy offers after-school programs. Information on these programs is available in the school office. If a fee-based activity is not paid by the due date each month, the student will be withdrawn from the activity.

HEALTH and SAFETY

Medication Procedures:

All medications to be administered at school will be kept in the school office and will be administered by office personnel only. Please do not ask the teacher to administer medication.

- No medications should be sent with a student in his/her lunchbox or book bag.
- All medications must be in original containers and stating the proper dosage.

Florida Statute 232.032 requires that students enrolling in a Florida school must present tangible documentation that immunization and health requirements have been met. The documentation includes the HRS FORM 3040 and HRS FORM 680. A Florida physician must complete the forms within 12 months prior to the entry date. They are transferable within the State of Florida and must include:

HRS FORM 3040 – health examination

HRS FORM 680 – Certificate of Immunization (Part A, B, or C)

Additionally, State of Florida regulations mandate that students entering Kindergarten and 7th grade meet additional immunization requirements and submit documentation to the school showing compliance with the requirements.

No student will be permitted to attend school without current documentation.

Child Abuse Reporting

All employees are required under law to report any reasonable suspicion of physical, or emotional abuse or neglect. Our staff has training to recognize signs of neglect and abuse.

Lunch and Snacks:

All students are to bring a water bottle and healthy morning snack and lunch to school each day. Aftercare students must also bring a healthy afternoon snack. Please provide a well-balanced lunch; no soda, coffee, or energy drinks (i.e.: Red Bull, Monster...) or candy. Due to the fact that there is no cafeteria, heating or refrigeration is not available to students. Please use an ice-pack or hot/cold thermos as needed. If your child develops any food allergies, please notify the school office immediately.

Catered Lunch (optional):

On specified days, our school provides Subway, pizza lunch, Moe's, Chick-fil-A, and Char-Hut. All lunch orders must be pre-ordered and paid for the month ahead. Payments must be cash or check and given to the classroom teacher. Calendars and reminders will be sent throughout the year.

Insurance Coverage:

While in attendance at school or participating in a school-sponsored activity, students are covered by insurance through the school's supplemental insurance. The supplemental insurance generally begins after the student's personal medical insurance has paid their portion which includes deductibles. If a child is injured during the school day, the teacher will send him/her to the office. Parents will be contacted if any injury requires treatment. It is very important that the school office has a current medical information card with emergency numbers listed. Please notify the school office within 48 hours, if your child reports an injury that took place while at school.

ILLNESS POLICIES

In order to maintain a healthy classroom environment, the following guidelines will be followed:

We will not admit children with:

- A fever of 100° F or above
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis/pink eye
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open cold sore
- Evidence of head lice or other parasites
 - GCA follows Broward County's procedures regarding lice. Parents are expected to accompany students to school for re-inspection by GCA before a student may return to school. If live lice and/or nits are found, the student will not be permitted to return to school.

Children may be readmitted:

- With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others
- If visibly free from communicable disease; fever free without benefit of fever reducing medication for twenty-four hours; no vomiting or diarrhea for a period of twenty-four hours while on a normal diet.

Once office personnel notifies you that your child is ill, you are expected to pick up your child in an expedient manner.

EMERGENCY PROCEDURES

Monthly emergency drills are held at varying times and documented in the school office. The teachers are trained and respond to a series of codes used with our intercom system. The codes cover procedures to be used in the case of fire, tornado, hurricane, and intruder.

Lockdown:

The term lockdown is used when the school is completely locked with no one entering or leaving the building. Depending on the reason for the lockdown will determine if movement is allowed within the building. The school will inform parents via the Parent Alert System once the students have been secured. A second alert will be sent when the lockdown is lifted.

Fire:

Teachers will remain calm and reassure the children. The children are taken to their designated locations outside as posted in the classroom. Teachers will do attendance checks using their roll books. Office staff will check bathrooms, playground, and kitchen areas.

Weather Alert:

In the event of a tornado, the children will sit under their desk, or table inside the room for safety. They will be instructed to take emergency positions until the danger has passed. The school will go on lockdown until the weather event has passed.

Hurricanes:

If we are under a hurricane watch, Glades Christian Academy will follow the same closing procedures as the Broward County School System. This information will be available through the local news media, radio, or television.

Intruder:

In the event of an intruder, the school will go on lockdown and 911 will be notified immediately. Teachers will secure the classroom. Students will be moved to a safe area of the classroom.

In the event that there is a lockdown due to events happening in the surrounding area the school goes on lockdown when notification is given by the police department or at the discretion of the principal.

Accidents:

We maintain a fully equipped First Aid box in the school office and classrooms. The staff is trained in CPR and First Aid procedures. If the accident needs further medical attention the parents will be notified immediately. If it is life-threatening, 911 will be contacted. In the event that the parent cannot be reached the school will follow transport instruction given by the first responders. All minor and major accidents are documented in an accident/incident report and signed by parents within 24 hours of the accident; copies are available for parents.

DISCIPLINE GUIDELINES

"We are careful to be honorable before the Lord, but we also want everyone else to see that we are honorable." - 2 Corinthians 8:21 (NLT)

A fundamental ingredient necessary to help students master self-discipline is HONOR. Therefore, GCA has adopted a behavior code rooted in this principle. Students are to demonstrate genuine HONOR for

- God and His Word
- Parents, teachers, and other adults
- Classmates and other peers
- School and church property, policies, and procedures

Each teacher will develop a creative record keeping system unique to their classroom that will include both positive techniques for encouraging: kindness, respectful and obedient behavior as well as consequences for unkind, disrespectful, and disobedient behavior. Each family will receive a copy of the GCA Code of Conduct with specific consequences for inappropriate attitudes, actions, and behavior.

A missed detention will result in a rescheduled detention and another detention will be issued. If the rescheduled detentions are not served, the student will face more severe penalties; such as internal/eternal suspension based upon the student's disciplinary history.

School work missed due to external suspension may result in zeros.

GCA Anti-Bullying Policy:

Glades Christian Academy is committed to protecting its students, visitors, and employees from bullying, harassment, or discrimination for any reason and of any type. Failure to do so compromises GCA's core commitment to Jesus and His Word and to offering a premiere educational experience. Therefore, GCA believes that all students and employees are entitled to a safe, harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

Bullying is defined as repeated acts, written or spoken words intended to intimidate or harass a person or to cause physical harm to a person or his or her property

Please see the separate document "Glades Christian Academy Anti-Bullying Policy" for complete guidelines, procedures, and disciplinary measures pertaining to bullying.

Prohibited Items:

In order to foster an atmosphere that is conducive to excellence in learning, GCA has decided that certain items will not be permitted on our campus. Items prohibited are: skateboards, matches, fireworks, or any item, which is dangerous or could be perceived as a weapon: knives, guns, brass knuckles, nunchakus, swords, and throwing stars. If a student brings any of these items to school, the item will be confiscated. The student will face disciplinary action.

Cheating and Lying:

Cheating on schoolwork is a serious offense and is dealt with accordingly. Cheating includes any form of work submitted which has not been completed honestly and fully by the student.

The exchanging of answers on homework, as well as plagiarism, is considered cheating. Both the person obtaining information and supplier are treated the same. A grade of zero (0) is generally given for an assignment on which cheating took place. In cases of plagiarism (copying from a source without crediting the author), the work must be redone.

Student Conflicts:

Glades Christian Academy is committed to encouraging kind, positive behavior in our students. Children who have conflicts or problems with others while at school will be encouraged to reconcile the problem. If the student(s) refuses to correct the disruptive behavior, the student(s) will be removed from the classroom and the parents may be asked to pick up their child. Discipline and guidance, will always be positive, productive and immediate when behavior is inappropriate.

The role of the teacher at school is to be a helper in positive problem solving. Our staff members guide rather than punish. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on our campus.

The heart of discipline must resound with love for the student who needs instruction, rebuke, correction or further training. The motivation behind any discipline is to produce a change that results in a transformed life that reflects conformity to the truth of God's Word. At Glades Christian Academy, the purpose of discipline is rooted in the following principles:

- Discipline procedures should be biblical, rooted love (John 13:34 & 35).
- Discipline procedures should be corrective, producing a change in
 - thinking - renewed mind (Romans 12:12a);
 - attitude - Christ likeness (Philippians 2:5);
 - behavior - transformed life (Romans 12:12b).
- Discipline procedures should focus on the positive, emphasizing the lifestyle students should develop.

Guidelines Regarding Detention, Suspension and Expulsion:

Before school detention is at the discretion of school administration. Suspension may be recommended for any first-time offense or recurring offenses. If the same offense occurs following a suspension, it may result in expulsion from school. Privileges and extra-curricular activities will be denied during any suspension. Expulsion may be recommended for any serious first-time offense or recurring offense. Any student expelled from Glades Christian Academy will not be considered for readmission.

This handbook is subject to change as needed with or without notice.

UPDATE FOR 2018-2019 Tuition and Fees

Annual Tuition

K5 – 2nd grade	\$7,300
3rd – 5th grade	\$7,500
6th - 8th grade	\$7,700

New Student Application Fee

First child	\$50*
Each additional child	\$25*

Annual Fees

Registration Fee	\$300*
Activity/Materials Fee	
K5 - 2nd	\$400*
3rd - 5th	\$500*
6th - 8th	\$600*

Pre-Care

7:00 a.m. - 8:10 a.m.
\$5.00/day (\$75 per month maximum)

After-Care

3:00/3:30 p.m.-6:00 p.m.
\$15.00/day (\$200 per month maximum)

After school care charges begin at 3:15 p.m. for Elementary (K5-5th); 3:45 p.m. for Middle School (6th-8th).

Financial Assistance

Glades Christian Academy accepts Step Up for Students and the McKay Scholarship on a case-by-case basis. Please visit the respective web addresses for information.

www.stepupforstudents.org

www.floridaschoolchoice.org

Additional scholarship funds may be available through Glades Christian Financial Aid (GCFA).

Please see gladeschristianacademy.com for more

Tuition Discounts

Sibling	10%
Full Tuition paid by July 31	5%

*Multiple sibling discounts can apply. Discounts do not apply to families receiving financial assistance or scholarships.

Fees

*The non-refundable Application Fee is due at time of application submission.

*The non-refundable Registration Fee is due upon enrollment to reserve your child's spot.

*The non-refundable Activity/Materials Fee is due on or before July 31.

Late Pick-Up Fees

Late pick up charges of \$10.00 per 5 minute intervals (or any part of the interval) will be charged beginning at 6:01 p.m. or 12:16 p.m. on Early Release Days. You will receive a bill for this time.

Payment Information

Tuition is paid by automatic monthly withdrawal through FACTS Tuition Management. Payments are automatically withdrawn on the 5th, 15th, 20th, or the last day of the month. If a withdrawal is unsuccessful, a \$30.00 NSF fee will be charged by FACTS. All accounts more than thirty days past due are subject to suspension of enrollment. If account balances are delinquent

...all about Jesus and His Word