

2016 – 2017
STUDENT HANDBOOK



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INTRODUCTION

GLADES DAY SCHOOL asks that you share the pride and become a part of the tradition that is Glades Day School, the home of "The Fighting Gators."

The primary function of Glades Day School is to provide an equal educational opportunity for all students. Education cannot take place unless there is an atmosphere of good order and discipline described as the absence of distractions and disturbances, which interfere with the optimum functioning of the student, the class and/or the school.

This Handbook provides for recognition of the rights of the student, including the right to learn. It provides for the recognition of responsibilities of students in respect to the rights of others and in respect to the obligation of the school to provide the order necessary for meaningful and effective instruction and learning. The procedures outlined in the Handbook apply to all students at Glades Day. The Handbook is in force while every student is traveling to and from school, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate administrators have jurisdiction over students. Additionally, the Head of School or her designee has the authority to take administrative action when a student's misconduct away from school is having, or could have, a detrimental effect on the other students or on the orderly education process.

Mission Statement

It is the mission of Glades Day School, in partnership with our parents and community, to provide a safe, nurturing, and challenging environment, encouraging all students to grow intellectually, socially, morally, and physically to their fullest potential.

In pursuit of this mission, Glades Day School will:

- Address student needs with a high quality curriculum and fine arts program, and an unsurpassed athletic program
- Employ a competent, qualified, and caring staff
- Support staff members with qualified instructional resources and professional development opportunities

Vision Statement

With an eye on the future, the faculty and Administration at Glades Day School will create an environment that promotes student success in school and in life. Recognizing the need of students to have a strong academic base, teachers will stress skills in reading, writing, mathematics, science, social studies, and technology. The arts, physical education, foreign language, and career/technical education will be recognized for their importance in the development of the whole individual.

In pursuit of this vision, Glades Day School will:

- Prepare students to be productive citizens and lifelong learners, courageous and able to adapt in a world of change
- Continue to build and nurture an enthusiastic and professional staff
- Provide facilities that enhance and encourage the learning process
- Base the use of new ideas and techniques on a foundation of proven practices
- Welcome parent and community involvement

A graduate of Glades Day School will have a record of successful experiences and valuable academic preparation that will open many opportunities for the future.

Educational Philosophy

Glades Day School's philosophy is to provide an outstanding educational environment that balances academic, athletic, and spiritual components which prepare its students for college and for life.

The school fosters individual achievement and development through a wide variety of elective and enrichment courses, a strong program of extracurricular activities, and an opportunity to join a number of school-supported activities that encourage moral and spiritual development. Close ties between administration, parents, teachers, and students are welcomed and encouraged in a pleasant, safe and supportive atmosphere.

Glades Day School is accredited by the Florida Council of Independent Schools and the Florida Kindergarten Council.

BELL SCHEDULES

Lower School

Welcome Bell	7:55
Tardy Bell; Day Begins	8:00
PreK-3 – 3 rd Lunch	10:50 - 11:20
4 th – 6 th Lunch	11:00 - 11:30
PreK-3 – K5 Dismissal	2:25
1 st – 6 th Dismissal	2:30

Upper School

Welcome Bell	7:55
Homeroom/ 1 st Period	8:00 - 9:00
2 nd Period	9:05 - 9:50
Break	9:50 - 10:05
3 rd Period	10:05 - 10:50
4 th Period	10:55 - 11:40
5 th Period	11:45 - 12:30
Lunch	12:30 - 12:55
6 th Period	1:00 - 1:45
7 th Period	1:50 - 2:35

RESPONSIBILITIES

Discipline within the school is the joint responsibility of school personnel, students, and parents. The Student Handbook recognizes the need for a cooperative relationship between student, parent, and educator. The following behaviors reflect such a relationship:

Parents

- Keep in regular communication with the school concerning their child's conduct and academic progress
- Notify office immediately of any change in contact information
- Ensure that their child is in daily attendance and/or report and explain absences to school personnel

- Provide their child with resources needed to complete class work
- Ensure their child is well groomed, clean, and neat
- If a child soils his/her clothing, the parents will be notified to come to school to change their child's clothing
- Bring to the attention of school authorities any problem or condition which negatively affects their child or other children of the school
- Discuss course selections, report cards, and work assignments with their child
- Ensure the good health of their child
- Foster a positive attitude toward the school

Students

- Attend all classes and are prompt
- Are prepared in class with appropriate working materials
- Are respectful of individuals' property and rights
- Conduct themselves in a safe and responsible manner
- Are well groomed, clean, and neat
- Are responsible for their actions
- Abide by the rules and regulations set forth by the Board of Trustees, school and/or individual classroom teacher
- Seek changes in an orderly and recognized manner

Staff

- Encourage the use of good guidance procedures
- Maintain an atmosphere conducive to good behavior
- Exhibit an attitude of respect for and develops a good working relationship among professional staff, students, parents, and peers
- Plan a flexible curriculum and provides instruction to meet the needs of students
- Encourage the student to adhere to the school rules and regulations
- Implement a recognition system that supports and promotes good student behavior
- Maintain an academically focused atmosphere to foster student success

ADMISSIONS

Admissions Policy

Admission is open to any student who meets the academic, moral, and financial standards of Glades Day School. Glades Day School does not discriminate on the basis of race, color, ethnic status, national origin, or gender in admissions, educational programs, or other school programs and practices.

Admissions Process

The following must be submitted on the candidate's behalf prior to acceptance: a completed online application, an application fee, and documentation as noted in the online application on the Admissions page of the Glades Day School website. This documentation will provide the school with the applicant's most recent history of academics, behavior, and attendance. An interview with the applicant accompanied by a parent must be scheduled with the Director of Admissions.

New Student Acceptance

The acceptance of new students is determined by the Director of Admissions, the Head of School and additional members of the Administration. Their collective decision is based on the academic, behavioral, attendance, and special needs (if applicable) documentation provided by the parents.

Standards for Incoming Lower School Students

- All preschool students must be completely potty trained before starting school
- Three year olds must be three on or before September 1 to enter PreK-3
- Four year olds must be four on or before September 1 to enter PreK-4

Standards for Incoming Juniors and Seniors

Incoming juniors and seniors must meet the following requirements for admission:

- Must be transferring from a qualified and accredited public or private school
- Must be on track to receive the required number of credits to graduate under normal course study
- Must have a cumulative core GPA of 2.0 or higher, prior to transferring

McKay Scholarship Students

GDS will only accept high performing students with IEPs or 504s (if applicable). Students that require intensive accommodations and modifications will not be accepted. Parents must disclose any and all cognitive limitations that might hinder their child's ability to function in a rigorous curriculum with high expectations. Our program is designed to challenge motivated students of good moral character who are in the middle to upper range of academic ability.

Parents must understand that if their child has an educational IEP or a 504 Plan for their child's academic program of study, GDS will only offer reasonable accommodations and modifications for their child. The school does not have the instructional staff to provide students with intensive accommodations and modifications to be successful. These noted limitations must be carefully considered by any parent who is considering GDS as an educational institution for their child.

Student Conduct

GDS has extremely high expectations related to student conduct. The school will not tolerate students who fail to obey the rules and regulations that govern a polite society. Infractions of the rules and regulations will be strictly enforced and continued infractions may result in immediate suspension or expulsion from GDS.

GRADING SCALES AND GRADE POINT AVERAGES

Grade Point Ranges

A (Excellent)	90 -100
B (Good)	80 - 89
C (Average)	70 - 79
D (Poor)	60 - 69
F (Failure)	0 - 59

Lower School

PreK-3 through Kindergarten uses a grade specific, standards based report card. PreK-3 report cards are distributed at the end of each semester and PreK-4 report cards are distributed three times a year. Kindergarten report cards are distributed each nine weeks. Students in grades 1st – 6th will receive averaged grades over the year. Semester grades will be determined for 5th and 6th grade students as shown in the following chart:

Semester 1		Semester 2	
1 st Nine Weeks Grade	40%	3 rd Nine Weeks Grade	40%
2 nd Nine Weeks Grade	40%	4 th Nine Weeks Grade	40%
Semester Exam	20%	Semester Exam	20%

Upper School

Semester grades will be determined by the following:

Semester 1		Semester 2	
1 st Nine Weeks Grade	40%	3 rd Nine Weeks Grade	40%
2 nd Nine Weeks Grade	40%	4 th Nine Weeks Grade	40%
Semester Exam	20%	Semester Exam	20%

Grade Point Average

- A (3.5-4.0) = 4 points
- B (2.5-3.4) = 3 points
- C (1.5-2.4) = 2 points
- D (0.5-1.4) = 1 point
- F (0.0-0.4) = 0 points

AP (Advanced Placement), IB (International Baccalaureate), DE (Dual Enrollment*), H (Honors**) and Pre IB (Pre International Baccalaureate) Points

Students Graduating Prior to 2020						Students Graduating After 2020					
Grade	AP	IB	DE	H	Pre-IB	Grade	AP	IB	DE	H	Pre-IB
A	6	6	5	4.5	4.5	A	5	5	5	4.5	4.5
B	5	4.5	4	3.5	3.375	B	4	4.5	4	3.5	3.375
C	4	3	3	2.5	2.25	C	3	3	3	2.5	2.25
D	1	1	1	1	1	D	1	1	1	1	1
F	0	0	0	0	0	F	0	0	0	0	0

Please Note: These changes are reflective of current college points and other private/public schools.

*DE course, *Learning Strategies for Success*, will not receive the additional weighted point(s)

**Only in-house honors courses will be weighted an additional .5 point

The cumulative GPA is computed by semester, beginning with the completion of the 1st semester of the 9th grade year. The exception to this would be students who take Algebra I and/or Introduction to Physical Science (credit courses) during their 8th grade year. The GPA for these students begins in the 8th grade year.

ACADEMIC REQUIREMENTS

Lower School

For Kindergarten students, retention is based upon low academic performance, not meeting grade specific standards, and teacher/administrative recommendation. Students in 1st - 6th grade who fail two subject areas will be required to attend summer school at GDS or a summer program that is approved by the Administration prior to attendance. Students in 1st - 6th grade who fail three or more subject areas will be retained.

Middle School

- Grade 7: English, Math or Pre-Algebra, Life Science, Civics, Physical Education, Keyboarding
- Grade 8: English, Pre-Algebra or Algebra I, Earth Science or IPS, American History, Physical Education, Word Applications
- High School Credits: Algebra I and IPS are taken for high school credit and are computed into the student's GPA; students opting for these credits will still be responsible for four math credits and four science credits during their high school years.

If a 7th or 8th grade student fails the second semester in any class, he will have failed that course for the year. If the student fails two academic (core) subjects, he may be retained unless he remediates one course. In such case, he will be promoted to the next grade, but will repeat the one failed course the following year.

High School

Credits needed for graduation – 24 credits
 Cumulative GPA needed for graduation – 2.0

If a high school student fails a course needed for graduation, the course must be remediated through GDS summer school or a program that is previously approved by the Administration.

Students may repeat a course taken in grades 9-12 for grade forgiveness if a grade of “D” or “F” is earned in the course.

Class Determination

A student’s classification is determined as follows:

- Senior – 17 credits (11 being core)
- Junior – 13 credits (7 being core)
- Sophomore – 6 credits (3 being core)

Academic Studies

- Advanced Academic Studies
- Academic Studies
- General Academic Studies

Advanced Academic Studies

English: Levels I – IV, AP English Language and Composition, AP English Literature and Composition.....	4 credits
Mathematics: Geometry, Algebra II, Pre-Calculus, Calculus, AP Calculus.....	4 credits
Science: Biology, Honors Biology, Chemistry, Physics, Anatomy, AP Biology	4 credits
Social Studies: AP Human Geography, AP World History, AP U.S. History, AP Macroeconomics, AP American Government, World Cultural Geography, World History, U.S. History, Economics, American Government.....	4 credits
Physical Education/Health	1 credit
Foreign Language	2 credits
Art or Music	1 credit
Electives	4 credits

Academic Studies*

English: Levels I – IV	4 credits
Mathematics: Algebra I, Geometry, Algebra II, Pre-Calculus	4 credits
Science: Introduction to Physical Science, Biology, Honors Biology, Chemistry, Anatomy	4 credits
Social Studies: World Cultural Geography, World History, U.S. History, Economics, American Government.....	4 credits
Physical Education/Health	1 credit
Foreign Language	2 credits
Art or Music	1 credit
Electives	4 credits

*Students in the Academic Studies track may take AP courses

General Academic Studies

English: Levels I – IV	4 credits
Mathematics: Algebra I, Geometry, Algebra II, General Math, Senior Math	4 credits
Science: Introduction to Physical Science, Biology, General Science, Environmental Science	4 credits
Social Studies: World Cultural Geography, World History, U.S. History, Economics, American Government.....	4 credits
Physical Education/Health	1 credit
Art or Music	1 credit
Electives.....	6 credits

Any student who transfers from Glades Day School will be required to meet the graduation requirements of the new school.

Florida Virtual School (FLVS) Credits

The school uses the Virtual Learning Lab to teach Upper School foreign languages. All Upper School language credits will be honored and awarded credits by GDS. FLVS credits will be honored only in the following situations:

- Grade forgiveness – the credit is used to replace a low or failing grade (D or F only)
- Scheduling issue – if a graduation requirement cannot be met due to a scheduling conflict
- Educational enrichment – a desire to take an elective course as enrichment to the general program of study

These credits will not be substituted or take the place of credits needed for graduation from Glades Day School.

All FLVS credits will become part of the student's transcript and cumulative grade point average (GPA) as per the agreement between FLVS and Glades Day School.

All students taking FLVS courses must have approval from their Guidance Counselor.

STUDENT SERVICES

Academic Testing

Information on the SAT and ACT is available in the Upper School Student Services Office or you may go online to apply for testing or get testing information at www.collegeboard.com for the SAT and www.act.org for the ACT.

During the school year, the Stanford Achievement Test is administered to Kindergarten – 11th grade students. This tool is used to evaluate the student's academic progress and allows us to place them in the appropriate class the following year.

Advanced Placement Courses

Glades Day School offers Advanced Placement courses in several subject areas beginning in ninth grade. These courses are designed to develop higher order critical thinking skills and are taught as college level courses.

Parental written permission must be given for a student's request for withdrawal from the class. Students enrolled must pay a \$100 fee that covers the mandatory national testing done at the completion of the course (this fee is non-refundable unless the course is dropped within two weeks of the course start date). Students and parents must recognize that these courses are far more demanding than regular courses, even the college preparatory courses. Students must sit for the mandatory national test that determines if the student is awarded college credit for the course.

Students who meet the criteria for inclusion in Advanced Placement courses are identified by using a rubric that is comprised of the following:

- the student's national standardized test score results
- College Board AP potential
- the student's GPA
- a teacher's recommendation

Bus Transportation

Students riding GDS transportation must abide by all the rules of behavior as named in this Handbook. Students in violation of the rules will be subject to the loss of the privilege of riding the bus.

Activities Van: Any student that is not a registered user of the morning and/or afternoon buses, may use the activities van at a cost of \$10.00 per trip. Registered monthly users are allowed the use of the activities van at no additional charge.

College Days

It is recommended that students visit college campuses during their summer break. College days are for four-year colleges and universities only. Seniors are allowed two days and juniors are allowed three days. Permission to take a college day must be approved through the Student Services Office. No visits are allowed after April 30. An exception to this would be senior orientation preview days.

Dropping/Adding Classes

With the permission of an administrator, students may add or drop classes without penalty through the first two weeks of the semester. Any change in schedule after the first two weeks requires approval by the Administration and the student's teachers. Classes dropped after the fourth week of the semester may result in a failing grade.

Work Release

Seniors who wish to be released from school to work, may be released as long as he/she is on track to fulfill graduation requirements and has submitted a Senior Work Release form with approval from the guidance office.

Dual Enrollment

Dual enrollment requests are processed on an individual basis and must be approved by the Guidance Department and the school Administration.

Students wishing to be dually enrolled must meet the following requirements:

- Must have completed his/her freshmen year
- Must have and maintain a high school GPA of at least 3.0
- May only take up to eight (8) hours per semester
- Must meet required scores on ACT, SAT, or PERT for college admission

Steps for Applying for Dual Enrollment

- Student must attend Dual Enrollment and Early Admission Orientation
- Student must complete PBSC Application for Admission
- Student must complete Dual Enrollment Program Permission and Registration form (available through the Guidance Office), signed by the student, a parent, and a guidance counselor
- Student is responsible for submitting the application and registration forms to the college
- Student must return a copy of the class schedule and the high school copy of the registration form to the Guidance Office

Students participating in the dual enrollment program are required to pay for the cost of the course, the textbooks, and a parking pass. This is payable to Glades Day School. All grades earned in Dual Enrollment classes will be reflected in the student's high school GPA and will become a permanent part of the student's high school and college transcripts.

If a student earns a D or F in a Dual Enrollment course, the student will be disqualified from the program.

Guidance and Academic Advisors

The Guidance Counselors will assist all Upper School students in the developmental processes in intellectual, social and personal growth and assist students in making informed and individually appropriate social, educational and vocational choices.

Scholarships

Information regarding scholarships is available on RenWeb, the Upper School Guidance page of the school's website, and daily student announcements.

To apply for the Bright Futures Scholarship, the student must go online to www.FloridaStudentFinancialAid.org. This also allows the Florida Department of Education to evaluate the student's transcript for eligibility for select state grants and other state scholarships. Eligibility for the Bright Futures Scholarship is based solely on core credits as determined by the Florida Department of Education.

Tutoring

All teachers are available for after school tutoring until 3:15pm. Please schedule this with your child's individual teacher. Private tutoring may be arranged with the individual teacher for a fee.

Valedictorian and Salutatorian Honors

The policy for determining these honors is as follows:

- Student must be in Advanced Academic or Academic Track
- Student must be enrolled at Glades Day School for five consecutive semesters culminating in their senior year
- Honors are based on GPA determined by semester grades
- Semester averages are calculated by letter average and not numerical average
- In case of a tie, the honor is shared
- Determined at end of 2nd semester of senior year
- Any misconduct may prohibit a student from receiving this honor

FINANCE POLICY

Tuition

The educational program offered at Glades Day School is funded on a strict operating budget. For the school to maintain fiscal stability, it is important that each family responsibly remit tuition payments on a timely basis.

Payment Plans

1. One-time payment plan billed on or before July 1st
2. Two-time payment plan billed on or before July 1st and January 1st
3. Twelve month payment plan (except for seniors who are set up on an 11-month payment plan) begins in July and will be processed on the 5th or the 20th of each month.

Payment plans 1 and 2 may be paid directly to the school or through FACTS. Please note, if your payment is made directly to the school and is not paid in full by August 1st, you may be required to sign up for the 12-month payment plan (except for seniors who will be on an 11-month plan).

Payment plan 3 must be paid through FACTS.

FACTS Fees:	One-time payment plan	–	No Fee
	Two-time payment plan	–	\$10.00 Annual Fee
	Monthly payment plan	–	\$38.00 Annual Fee

FACTS payment adjustments must be done through the Finance Office. FACTS will assess its fee to your account for any NSF returns.

Payment plans do not include any additional fees once the agreement has been signed. The responsible party will be billed for any additional fees separately (i.e. after school care, activity bus fees, athletic fees, class fees, testing fees, Prom fees, etc.).

All payments are considered late if not paid within 30-days of the billed date as specified by payment plan dates. At the point an account becomes 30 days in arrears, families will be charged a late fee of \$25 per month, which will be added to their account. In addition, families will not be issued or have access to report cards, transcripts, RenWeb or diplomas, nor will they be allowed on any grade-level trip or participate in commencement exercises including Class Night and Baccalaureate. Excluded from this are the interim transcripts required for college applications. In addition, students may not be permitted to try-out for a sport (including Cheerleading) if they have an outstanding balance. Once an account becomes 90 days in arrears, the student may not be able to attend class. The past due amount must be paid in full in order for the student to return to class. All records, report cards and transcripts remain the property of Glades Day School (GDS) until the account has been brought current or paid in full.

Students may enroll, but may not be allowed to start school in August until all prior year balances have been satisfied. If a student withdraws or is administratively discharged for any reason, the parent/guardian is responsible for the entire semester's tuition. Tuition for students who enter mid-year is prorated.

Upon failure to comply with the financial agreement, parents may receive a letter from the school stating that all outstanding balances must be paid for the student(s) to continue in school.

Enrollment Fee

Each family is charged a non-refundable Enrollment Fee per child. Enrollment will not be accepted for students with an outstanding balance at another school.

Return Checks

A \$35 fee will be charged to your account for any returned checks or ACH. After two returned checks or ACH, all monies paid to the school must be in cash, certified check, or money order.

Refund Policy

Glades Day School does not offer a refund on any tuition or fees. If for any reason an enrolled student fails to attend or to continue in attendance at GDS for the contracted school year, 100% of the tuition for the current semester remains due and must be paid in full.

Class Fees

Class fees are billed August 1st. Refer to the table below:

K3- K4	K5 – 12th
\$20.00	\$30.00

Financial Aid Options

Financial Aid at Glades Day School is funded by tuition dollars and is awarded to families who demonstrate a financial need as evaluated by Financial Aid for School Tuition (FAST) and may not be awarded if an account is 60 days or more past due. In seeking financial assistance, families should follow the following steps:

- Complete full application for admission to Glades Day School and be accepted. Returning families must also complete the reenrollment process for GDS.
- Complete the FAST application for financial assistance online and submit all required documentation. Returning families must resubmit their application for financial assistance. **Note: Assessments cannot be completed without submitting your current tax return to FAST.**

GDS is dedicated to helping families who desire and need financial assistance. However, the family is completely responsible for meeting all deadlines and completing all forms required for financial aid.

To apply, click on the following link: [FAST Application](#). Note: FAST has a processing fee which is non-refundable. Should you have any questions, FAST's phone number is: 1-877-326-3278 and their email address is help@ismfast.com. Once your application has been submitted, your information will be calculated and the recommended award made available to the school. Financial awards will vary from family to family and will be based on need and circumstances and will be awarded based on the availability of financial aid funds. The parent or guardian is responsible for the remaining tuition. FAST awards must be renewed annually.

GDS will have three award notification dates: April 15, May 15 and June 15. Your award date will be based on the date GDS receives your assessment report from FAST. Please be sure to complete your application and submit all required documentation so you don't miss the June 1st deadline. Families, who enroll mid-year, must submit and finalize their FAST application within 30 days of admission.

GDS award notifications will be sent based on the following schedule:

*GDS receives FAST recommendation by:	*Award Notification
April 1 st	April 15 th
April 2 nd – May 1 st	May 15 th
May 2 nd – June 1 st	June 15 th

**These dates will be modified for the 2017/2018 SY to coincide with open enrollment.*

FAST assistance is not guaranteed for all those who apply. The application must be completed each year with the knowledge that prior year's award amounts are not guaranteed or considered in future year's calculations.

Scholarship Opportunities

1. **McKay Scholarship** - Eligibility for the McKay Scholarship is determined by the State of Florida. To qualify for the scholarship, the student must be transferring from a Florida public school with a current IEP or 504 Plan. Applying for the McKay Scholarship Program is the responsibility of the parents. All application deadlines for the scholarship are posted on the website at www.floridaschoolchoice.org. (**Note: the deadlines for filing a parental intent and private school enrollment are statutory deadlines – McKay will not make exceptions if these deadlines are missed. Please ensure that your child has been accepted by Glades Day School before the private school enrollment deadline date.**) The funded amount varies from student to student (determined by the state). The parent or guardian is responsible for the tuition balance.
2. **Step Up for Students (SUFS)** - SUFS is an income-based scholarship with eligibility determined by the state. Parents may apply and check eligibility requirements online at www.sufs.com. It is the parent's responsibility to notify the school of their eligibility for SUFS. Any tuition or fees not covered by the scholarship is the responsibility of the parent or guardian. Families receiving SUFS must reapply for the scholarship each year and are responsible for notifying the school concerning continued eligibility.
3. **Voluntary Prekindergarten (VPK)** – VPK is a legislatively mandated program designed to prepare every 4-year-old in Florida for kindergarten and build the foundation for their educational success. For additional information and an application, visit the website www.familycentral.org. **Any tuition or fees not covered by the scholarship are the responsibility of the parent or guardian.**

Field Trips

To participate in field trips, students are to finalize their payment no later than two days before the trip. If the permission slip or the payment is not made by this deadline, the student will not be able to attend.

Consequences of Non-payment

- Transcripts will be held with the exception of interim transcripts required for college applications during the senior year
- Seniors will not be awarded their diploma until all financial obligations have been satisfied
- Students may not be able to participate in extra-curricular activities
- Students may register, but may not start the new school year until the account is brought up to date

Student Withdrawal or Expulsion

If a student withdraws or is administratively discharged for any reason during a semester, the parent/guardian will be responsible for that entire semester's tuition.

Collections

The Finance Director will make aggressive use of small claims court, collection agencies, and other strategies on any accounts that are not satisfied by the above policies.

ATTENDANCE

Good attendance is closely related to achievement, and students at GDS have a responsibility to attend classes regularly and on time. Regular attendance means attending school every school day, including every school period, for the entire class time, for each course in which a student is enrolled. Students may not be counted in attendance while away from the school on a school day, unless they are engaged in an educational activity which constitutes a part of the school-approved instructional program. Educational experiences lost during an absence are irretrievable because make-up work seldom

duplicates classroom interaction. Parents can help by making school attendance a top priority. It is the parents' responsibility to make sure their child is on time and in attendance each day. Students must turn in homework assignments as required by each teacher. If missing assignments become a problem, parents will be notified. Late homework limits will be set by individual instructors.

Absences and Participation in School Activities

In order to participate in after-school practices, events and competitions, students must be present for 4th, 5th, 6th, and 7th periods. The only exception to this is an absence that is a result of a doctor's appointment, funeral, school trip or college day. Seniors who check out for work release are exempt. Other circumstances may be considered at the discretion of the Administration.

Absentee Limits and Consequences

Parent notification is required for every absence, and parents must call the front office before 8:00am on the day of the absence. If a parent does not call, the absence will be marked unexcused. If a student is not accounted for by this time, the school will notify the parent. This includes both full-day and partial-day absences. If time away from school is preplanned, please give the school as much lead time as is possible.

If a Lower School student is absent for 10 days in any semester or 20 days for the year, the student may be subject to disciplinary action, retention, or termination of enrollment. If an Upper School student is absent for 10 periods in any semester or 20 periods for the year in any class (unless for a school activity or an absence approved by the Administration) the student may be subject to disciplinary action, loss of course credit, retention, or termination of enrollment. By state law, Florida statute 232.165, the school is required to notify the state of any student with a Florida driver's license who misses 11 consecutive days or 20 days cumulative of school. The student's driver's license may be suspended by the state. McKay Scholarship students and Step Up For Students recipients who fail to abide by the policy may lose their scholarship permanently.

Early Release of a Student

Parents wishing to check out their child prior to the end of the school day are to provide the office with written permission. Parents will not be allowed to check their student out over the phone, unless it is an emergency. If a student checks out before lunch, they must have a doctor or parent's note to check back in. Any student checking in or out must report to the front office.

For liability reasons, students who leave the campus to assist teachers or the Administration must have written permission from a parent.

Make-Up Work

An absence that is known in advance should be cleared through the office. Parents may request make-up work in advance of the absence if the school is given at least one-day notice. It is the responsibility of the student to contact the teacher(s) concerning any work missed as a result of student absence. Any work missed during an absence(s) not related to truancy is to be made up in a timely manner (as determined by the individual teacher). Any work not completed in a timely manner (as determined by the individual teacher) will receive a zero.

Students are responsible for any work missed as a result of a field trip, a partial absence due to a doctor's appointment, or an absence due to an organizational trip. Any additional time given for completion of the assignment is solely at the teacher's discretion. Parents and students are to utilize RenWeb or email, as well as call the teacher directly to obtain information involving their child's missed work. Only work missed due to an excused absence will be allowed to be made up.

Perfect Attendance

Perfect attendance awards will be given to Lower School students if there is no record of tardiness and/or early dismissal.

Truancy

A student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or guardian, is subject to compulsory school attendance, and is not exempted from compulsory attendance under state laws and regulations. (*Compulsory attendance refers to minors who are at least six years old who are required by law to attend school regularly unless an exemption or exception is applicable under Chapter 1003 Florida Statute.)

Such a student must have been the subject of the activities specified in Florida Statute 1003.26 and 1003.27(3), without resultant successful remediation of the truancy problem before being dealt with as a child in need of services according to the provision of Chapter 984 Florida Statute. In such a situation, Glades Day School will determine eligibility for academic accommodations, and make decisions regarding the student's academics on an individual basis.

An absence will be excused if it is for one of the following reasons:

1. Illness or injury. Students must be free of all symptoms (fever, vomiting, diarrhea, etc.) for 24 hours before returning
2. Medical Appointment. Please schedule medical and dental appointments outside of school hours. Please advise the front office by 8:00am if you are signing your child out during the day
3. Family emergencies or bereavement
4. Court appearance

Skipping is automatically considered unexcused. A student will not be allowed to make-up work for an unexcused absence related to truancy. Disciplinary action will be taken.

VPK Program

Parents of PreK-4 students participating in the VPK Program are required to sign a monthly verification form (long form). If a student loses his or her VPK voucher due to lack of attendance, the parents will be financially responsible for the balance. VPK dismissal is at 11:30am. Students not picked up on time will be assessed a fee. All parents must adhere to the VPK guidelines.

TARDINESS

Tardies are disruptive to the educational process and have an adverse effect on the student's learning.

Tardy to School

If a student is tardy to school, he or she must report directly to the office and obtain a tardy slip. No student should be allowed into a 1st period class without a tardy slip from the Main Office. Students are granted three tardies to school without penalty each quarter. After a student has accumulated three tardies to school (excused or unexcused), the student will be assigned demerits. If the student is tardy to school due to a medical appointment, a doctor's note must be provided that day in order to avoid demerits.

A student in the Upper School who is more than 20 minutes late to first period is considered absent.

Tardy to Class (Periods 2 through 7)

If a student is tardy to class without a pass from a teacher, administrator, or the main office, the teacher may assign demerits. Students who are experiencing a problem (bathroom issues, locker, etc.) must

report to their next class on time and ask permission to leave. Otherwise, they will be marked tardy when they arrive to class.

BEHAVIOR POLICIES

Morals and Ethics Policy

The Board of Trustees believes it is essential that Glades Day School be safe and orderly to provide an environment that fosters learning and high academic achievement. Further, the Board believes the school should provide an environment that is without violence, drug-free, tobacco-free, and protects students' health, safety and civil rights. This belief assumes that all stakeholders, including students and parents, will take a personal responsibility in achieving this goal.

Any student who commits a chargeable offense in or out of school and causes reputable damage to Glades Day School by exercising a lack of moral and ethical conduct may be subject to out-of-school suspension (OSS), in-school suspension (ISS), alternative placement, or expulsion.

Minor Violations

- Chewing gum
- Dress code violation
- Tardy to class
- Candy, food or drinks (other than water) outside the pavilion or cafeteria
- Inappropriate or improper displays of affection
- Uncooperative or disruptive behavior
- Obscene language or gestures
- In unauthorized area of campus
- Violation of fellow student's personal property or space
- Other minor infractions not noted here

Minor violations should be handled immediately by the faculty/staff member present and recorded in RenWeb. Repeated infractions will result in further disciplinary action which may include but are not limited to demerits, detention, Saturday Work Detail, ISS, or OSS.

Major Violations

- Cheating and Plagiarism:
During testing – including, but not limited to, copying answers, using “cheat sheets,” open books; giving others answers, using technology to copy and share information
Homework assignments – copying another's work, reading a summary instead of a book, plagiarism of any source or kind
Also includes, but is not limited to, altering or changing answers on work, passing information to others between classes, and paying others to do your work
Disciplinary action for cheating:
 - a. 1st Offense – failing grade on work, parents notified, and 3 demerits assigned
 - b. 2nd Offense – failing grade on work, parents notified, 5 demerits assigned, and other penalties as determined by the Administration
 - c. 3rd Offense and subsequent offenses – failing grade on work, parent notified, 10 demerits assigned, OSS, and other penalties as determined by the Administration
- Theft/stealing
- Disrespect, harassment, assault or battery by a student upon school personnel inside or outside the school setting is prohibited; this includes, but is not limited to, any form of electronic communication.

- False accusations made by students that jeopardize the professional reputation, employment, or professional certification of a teacher or staff member will not be tolerated; false accusations against another student will not be tolerated
- Fighting
- Forging and/or changing school or parental documents. False identification used to call-in for absence, checkout, tardies, and or permission forms is also prohibited
- Possession and/or use of illegal substances, tobacco, and alcohol
- Violence/abuse/harassment/intimidation/bullying
- Leaving campus without permission
- Truancy/skipping class
- Destruction of school property: Intentional or unintentional, student will be financially responsible for repairs
- Possession of any weapons
- Excessive record of minor offenses
- Pranks/Vandalism:
 - a. Pranks include, but are not limited to, a trick or practical joke that creates a substantial disruption in the operation of the school day; also any mischief or malicious action targeting a school employee
 - b. Vandalism includes, but is not limited to, intentionally damaging or defacing any school building, school owned property, or personal property located at the school
 - c. Trespassing involves entering the school's property or buildings after school hours without staff supervision or permission
 - Students involved in planning or participation of the above pranks/vandalism will be subject to disciplinary action as determined by the Administration; discipline may include exclusion from regular or special events (athletic contests, prom, homecoming, etc.), loss of privileges (Honor Society membership, Green/Gold/White Club, etc.), restitution, and/or clean-up
 - d. Should the damage done merit such an action, a police investigation may be called for and a criminal complaint may be filed against those involved

All major violations will be handled by the Administration. Consequences for major violations may include but are not limited to demerits, lunch detention, after school detention, Saturday Work Detail (SWD), ISS, OSS, or expulsion.

Demerit System

It is the responsibility of the teacher to provide a safe, professional learning environment for every student. Classroom management is to be handled by the classroom teacher. Teachers are given the authority to issue demerits for violations of classroom and school procedure and behavior.

- A RenWeb notification will be used to inform parents of disciplinary situations at school. The email, sent via RenWeb, will indicate whether the student received a warning (although all warnings are not recorded in RenWeb), demerit or another consequence determined by the Administration
- Demerits will start over at the beginning of each semester

Violations and Demerits: Please keep in mind that these cover many, but not all, circumstances that might arise. Other administrative judgments will be necessary to handle any situation not listed herein.

Minor Violation	Demerits
Chewing Gum	1
Candy / Food / Drinks (other than water)	1
Tardy to class	1
Dress code	1
Failure to shave	1
Uncooperative / Disruptive	1 - 3
Obscene language or gestures	1 - 3
Violation of student personal property or space	1 - 3
Students in unauthorized area of campus	3
Failure to comply / Disrespectful	3
Unauthorized or misuse of an electronic device	3
Cheating / Plagiarism (1 st offense)	3

Students who acquire 10 or more demerits during a semester will be assessed a Saturday Work Detail (SWD). SWD will be assigned as a consequence for violation of school rules. The decision to assign a student to an SWD will be at the discretion of the Head of School or her designee. The SWD will be supervised by an employee of Glades Day School who will be paid for their time.

Students assigned to an SWD will be required to perform manual labor for the two-hour period. Some examples of the type of work include picking up trash on campus, cleaning school vehicles, and cleaning classrooms.

Payment Schedule for SWDs:

- 1st time: \$30.00 for the 2 hour SWD
- 2nd time: \$50.00 for the 2 hour SWD
- 3rd time: \$100.00 for the 2 hour SWD
- Fees will be billed to your account. Students will not receive credit for the SWD until the fee has been paid.
- Failure to serve an assigned SWD may result in an out-of-school suspension. Payment is still required.
- Refusing to obey the staff assigned to supervise the SWD may result in an out-of-school suspension.

Suspensions

Out-of-school suspension (OSS) shall be defined as the removal of a student from instruction and school sponsored activities for a maximum of 10 days as a disciplinary measure. Students are remanded to the custody of their parents and may find missed work via RenWeb.

In-school suspension (ISS) shall be defined as the removal of a student from the regular school program and placement in the in-school-supervision area as a disciplinary measure. A \$60 fee will be assessed to your account per day of ISS.

OSS or ISS may be assigned for a serious breach of conduct including, but not limited to, willful disobedience, open defiance of school authority, use of profane or obscene language, and/or such other misconduct determined to be disruptive to the school and/or to the learning environment. Only the Head of School or her designee has the authority to suspend a child from attendance either in school or in a given class.

In cases of serious offenses that may result in either an OSS or ISS, a good faith attempt is made to contact the parent by phone on the day of the suspension. Actual suspension may begin the same day or the following day. The incident will be documented through RenWeb.

A student who has been removed from regular daily school attendance is denied the privilege of participating in any extracurricular activities, as well as attending these activities on campus. Students should be prepared to take missed quizzes, tests, or exams the day they return. Any projects or papers due while the student is suspended are due upon returning to school. Additionally, for any OSS or ISS, three points will be deducted from the nine weeks' grade by the academic advisor.

Continued violations of school rules may result in expulsion from Glades Day School.

ZERO TOLERANCE POLICY

Although education and prevention are the preferred means of achieving safe schools, there must be a clear statement of policy that violence and drugs in school will not be permitted. Therefore, the Board of Trustees (BOT) hereby implements a zero tolerance policy against school violence, crime, and the use or possession of tobacco products, controlled substances, or weapons as part of a comprehensive approach to controlling school violence and crime.

The following offenses, without limitation, are listed in the Student Handbook to ensure that students found to have committed the offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequences provided for by BOT Zero Tolerance Policy. This is not an exclusive list.

- Any student found guilty of maliciously or intentionally committing arson or activating a false fire alarm may be expelled from GDS
- A student shall not threaten, conspire, cause or attempt to cause physical abuse to a fellow student or any other individual. Violence will not be tolerated under any circumstances
- False bomb threats or bombs or bomb replicas are not to be made. Any such "bomb threat" is a felony under Florida Law and all students determined to have been involved in such an illegal act shall be prosecuted as well as expelled by the school
- Students shall not bully. "Bullying" is defined as systematically and chronically inflicting physical hurt or psychological distress, and includes unwanted and repeated written, verbal, or physical behavior. Examples of bullying include, but are not limited to, the following:
 - a. Making threatening, insulting, or dehumanizing gestures,
 - b. Teasing, social exclusion, stalking, threats, intimidation, violence, public humiliation, physical theft sexual/racial/religious harassment, or destruction of property, and
 - c. Cyber bullying: willfully sending text messages, emails, phone messages, or posts to any social networking website with the intent to threaten, intimidate, or to bully
- Pregnancy: Individuals who are or have been married or pregnant, or have acknowledged fathering a child, will not be allowed to attend Glades Day School

Glades Day School reserves the right to conduct a search for drugs, tobacco products, weapons or alcohol.

USE OF TECHNOLOGY

Internet Use Policy

All Internet resources accessible through the school's computers are provided equally to all users with the understanding that it is the user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the school's facilities.

Acceptable Use of Technology

- Students may utilize devices when approved by teachers
- Students will practice safe and appropriate internet conduct to protect themselves and the reputation of GDS. This would include, but is not limited to, the following tips:
 - a. Avoid publishing personal information of yourself or others (names, addresses, email addresses, phone numbers, etc.)
 - b. Never post anything you would not like your parents, teachers, or future employers to see
 - c. Don't open messages or attachments from individuals you do not know
 - d. If something seems inappropriate or makes you feel uncomfortable, notify your parents or a trusted adult immediately
- Students will exhibit respect to others by not publishing or posting material that would bully, degrade, harass or otherwise cause harm to another person
- Students are not permitted to conduct audio video recordings on campus (including the recording of classes and classroom activities) without teacher approval

Unacceptable Use of Computers

- Use that violates the law or encourages others to violate the law: transmitting offensive or harassing messages; offering the sale of illegal substances; viewing or transmitting pornography; transmitting copyrighted materials
- Use that causes harm to others or damage to their property: defamation of character; uploading a virus or other harmful program; hacking activities; any unauthorized access to the school's information systems
- Use that jeopardizes the security of access to the school's networks: sharing a user's password; impersonating another user; using a personal program; altering the school's computer settings; damaging or modifying the school's hardware or software
- Use that compromises the safety and security of students when using email, chat rooms and other electronic communications: giving out private information, credit card information, or social security numbers; arranging face-to-face meetings over the internet

Technology Protection Measures: Filtering software and other technology has been installed on the school's network to prevent the accessing of visual depictions that are obscene, child pornography or harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that a user will inadvertently retrieve text or images that are offensive, but does not eliminate the possibility.

Disclaimers

- The school disclaims any warrant as to the internet information's accuracy, timeliness, authoritativeness, usefulness, or fitness for a particular purpose.
- The school assumes no liability for damages related to the use of information accessed over the school's network.
- The school assumes no liability for damages related to the operation of, or failure of, the filtering software.
- The school is not responsible for the damage to a user's disk or computer or the loss of data due to a virus that may be downloaded on the school's system.

A violation of the school's Internet policy is viewed as a violation of the rules set forth in the Student Handbook. The student will face disciplinary action, as well as a loss of the privilege of Internet use.

Cell Phone Use Policy

Lower School students are not allowed to use cell phones during the school day. Upper School students may use their cell phones during break and lunch only. All other times of the day, cell phones must be

silent and out of sight. Violations of the cell phone policy have created a serious disruption in school due to potential cheating, harassment, inappropriate use of the camera, and class distraction. If the cell phone is seen or heard, it is in violation of the cell phone policy. Phones will be collected for violation of this policy. Repeated violations will result in serious consequences due to persistent disobedience and defiant attitude.

DRESS CODE/UNIFORM POLICY

Students are to be dressed appropriately at all times. The school Administration will decide whether a student's attire is suitable and reserves the right to send a student home to change, if necessary. Be reminded, the first thing that distinguishes a private school from a public school is the uniformity and neatness of students' attire. When traveling and/or representing Glades Day School, students are expected to abide by the dress code.

Uniform Suppliers

The local provider for Glades Day School uniforms is StitchWorks Plus located at 349 South Main Street in Belle Glade. You may contact them by calling (561) 996-0442 or via email at terri@stitchwp.com.

Uniforms may also be purchased from Lands' End through their online store. You may search for Glades Day School from their database, or use the School's Preferred Number: 900155060. Once you input your child's grade and gender, anything that is in the online store is acceptable to be worn as part of the uniform policy. Items that are required to bear the GDS logo may not be purchased without that option.

Uniforms must be purchased and embroidered by one of these two providers only.

Uniform Bottoms

- Must bear the GDS monogram
- Upper School: khaki pants, shorts, capris, and skirts
- Lower School: khaki pants, shorts, capris, and skirts
- No frays
- No cut hems
- Relaxed fit; no tight fitting bottoms
- Shorts are not to be too tight or too short (shorts are not to be rolled up at the hem)
- Must have belt loops (excluding skirts)
- Belts must be worn at the natural waist and through the belt loops (Grades 3 - 12)
- Uniform pants must be worn at the anatomical hip bone level or higher, with a belt, to ensure the pants stay at the desired level on the body

Uniform Tops

- Uniform tops must be in good condition and not too worn
- Must bear the GDS monogram
- Solid undershirts allowed (forest green, gold, white, gray, black only)
- Boys' shirts must be tucked in at all times
- Uniform shirts must be worn under sweaters and jackets
- Shirts must be worn when leaving the gym
- Team uniforms or shirts allowed on game days
- Cubavera and Ultra Club-Cabana Breeze provided by StitchWorks Plus are the only shirts allowed to be worn without having to be tucked in

Outerwear and Cold Weather Uniform Requirements

- Outerwear must be official GDS attire.
 - Purchased from GDS, Stitchworks or Lands' End
 - Approved GDS athletic team outerwear
 - Approved FFA jacket
 - Letterman jacket
 - Herff Jones senior sweatshirt
- Must have uniform shirt underneath outerwear
- Undershirts worn under a uniform shirt must be solid forest green, gold, white, gray, or black
- Girls may wear solid tights in solid colors: black, white, gray or natural
- Any jacket may be worn when the temperature drops below 40 degrees

Shoes

- Closed Toe
- Closed Heel

Dress Code for Field Trips

The dress code for all field trips will be regular uniform tops, bottoms and shoes. Exceptions to this policy can only be made by the Administration.

Upper School Dress Down Day Attire

Full Dress Down:

- Must be in an approved GDS t-shirt
- Closed toe and closed heel shoes
- Blue jeans must be appropriate with no holes, worn at the natural waist line and not down on the hips (Note that other colors of denim will not be permitted.)

Top Only:

- Must be in an approved shirt and worn with uniform pants or shorts
- A belt must be worn

Dress down attire for fundraising purposes will be approved by the Administration at the time of the request.

Other T-shirts

Class, sports, and club shirts must be approved by the Administration before they are purchased. Organization t-shirts and sport team shirts will follow the above standards with the exception that t-shirts may have organizational logos and themes, and may be colors other than forest green, gold, white, gray or black; these are worn with a belt at the waist. All organization t-shirts must be pre-approved by the Administration. All sports t-shirts are to be pre-approved by the Athletic Directors.

Spirit Week Attire

- Spirit Week attire will be set by the Student Council and its advisor, with final clearance through the Administration
- Leeway may be given to hats and/or crocs during this week

Lower School Uniform Exceptions

- May wear GDS t-shirts on Fridays
- May wear holiday t-shirts the day prior to a holiday (Christmas, Halloween, etc.)
- May be rewarded non-uniform days: Bottoms must conform to same rules as uniform pants except for color; tops must be modest

Physical Appearance

- No visible tattoos
- Conservative hairstyles with no bizarre hair colors; well-groomed, off the eyes; no designs in shaved heads; no mohawks (Boys must be clean-shaven without mustaches or excessive sideburns, hair must be off the collar with no braids or ponytails)
- No earrings (for boys) or visible body piercings; no nose rings or tongue rings allowed
- No hats, bandanas, or sunglasses are to be worn during the school day

SAFETY AND EMERGENCY PROCEDURES

Students are to ride in assigned vehicles only, unless written permission is given otherwise.

Bicycles are to be parked in racks and locked. Good biking rules are to be followed. Any child 16 or younger riding a bicycle is required by Florida law to wear a helmet.

No traffic will be allowed behind the school during the hours of 7:30 - 8:00am and 2:15 - 2:45pm.

Emergency Closings

Should it be necessary to close the school due to weather emergencies, the announcements will be made over the local radio and television stations, and on RenWeb

Fire and Security Drills

Fire and security drills are conducted regularly as a legally required safety precaution. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with all staff members.

Lower School Traffic and Pick-Up Policies

Lower School students are not to walk through the parking lot. Students must be picked up and dropped off at the designated area in front of the Lower School. Parents are to come to a full and complete stop, and students are to enter and exit cars on the right side. Students may not walk in front of or behind their car to enter or exit the car.

Lower School students may not remain on campus unattended by an adult. Any Lower School student who remains after normal pick-up time must report to Aftercare.

Visitor Check-in

All visitors to Glades Day School must check-in at the Lower School or Upper School office. You will sign in and receive a visitor's badge for the time you are on campus. Any unknown person on our campus will be asked to go immediately to the office and obtain visitor's credentials.

CLINIC AND MEDICATION**Medication**

Students who require medication must have the guardian's written permission as given on the Permission to Dispense Medication form.

Prescription medication is to be kept in the main office in its original container that is clearly marked with the student's name and with the dosage.

Health Policy

If a student feels ill, he may ask to go to the sick room in the main office to lie down. If he is unable to return to class, the parent/guardian will be called to come get the student. It is the responsibility of the parent to come immediately or secure alternate childcare.

For the protection of all students and staff, no child will be permitted to attend school if any of the following symptoms are exhibited:

- vomiting or diarrhea (within a 24 hour period)
- fever (temperature of 100 degrees Fahrenheit or higher within a 24 hour period without fever reducers)
- acute cold
- yellow or green discharge from the nose (without medical consultation)
- rash or Impetigo
- deep hacking or uncontrollable cough
- head lice (nits or bugs)
- Chicken Pox or any other contagious diseases
- Uncovered open sores

LOST AND FOUND

The personal items of Lower School students should be marked with the name of the child. Lost and found items are stored in the Lower School or Upper School office. At the end of the school year, items that remain unclaimed are donated to charity. Loss/Theft of personal items at school or on the bus is not the responsibility of the school or its employees.

PARENT-TEACHER CONFERENCES

Parents who wish to confer with teachers regarding their child's work or problems in the classroom are required to schedule an appointment by calling the main office or emailing the teacher. Teachers are not allowed to leave their classroom during class time to talk to a parent.

SCHOOL LUNCH

By contract, the exclusive right to serve lunches and snacks in the cafeteria during school hours is given to SLA Management. Students are not to have fast food brought in to them (and their friends).

Coaches may arrange parent provided meals for their teams during a sports season. These are to be served in the Gator Room. The number of lunches allowed per season is determined by the Administration.

Students may purchase a lunch or bring food from home. The cafeteria provides a microwave to warm food – not to cook food.

Sodas are not sold and may not be brought from home.

STUDENT LOCKERS

Upper School student lockers are to be kept locked with locks purchased from the Finance Office. Books are to be kept off the top of the lockers; violators will have their books taken to the Main Office where a fee will be charged for the return of the books. Administration reserves the right to search student lockers and personal belongings at any time.

STUDENT VEHICLES

Students are allowed the privilege of having vehicles on campus provided they have a valid driver's license and a completed *Vehicle Registration* form. If a student is observed driving irresponsibly both on campus or to and from school, his/her parents will be informed and disciplinary action will be taken.

Policies Pertaining to Private Vehicles

- Enter and exit through the proper gate
- Do not exceed 10 mph
- Do not return to the vehicle during school hours without permission from a staff member
- Park in designated areas
- No parking behind the school or on the grass

The Administration reserves the right to search student vehicles while these vehicles are on campus during school hours or during other school activities. Students are expected to comply with searches. Students are responsible for items located within their vehicles and are subject to the same disciplinary consequences if unacceptable items are found in their possession.

TEXTBOOK POLICY

Students have 10 days from the day school begins to have the required textbook or workbooks for each class. After this time, the school may purchase the textbooks and assess the total amount plus shipping and handling fees to the student's account.

EXTRACURRICULAR ACTIVITIES

National Honor Society

The purpose of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Glades Day School.

Eligibility and Membership Requirements:

- Membership is open to students in grades 10 – 12 who have a cumulative GPA of 3.25 on a 4.0 scale
- Students must be in the advanced academic studies track or the academic studies track
- Students must be enrolled at Glades Day School for a minimum of one year
- Attendance at chapter meetings, community service and fundraising will be required of all members. The current service project is AYSO and eight hours are required. The current fundraising project is Florida's Blood Centers blood drives, and five donors are required. An individual fundraising project is acceptable with a minimum donation of \$100
- Sophomores, juniors and seniors who have the minimum GPA will be reviewed at the end of the fall semester before consideration for possible induction in the spring semester

Causes for Dismissal or Probation

- Students with a cumulative GPA below 3.25 will be placed on academic probation for a period of one semester. Failure to return the GPA to 3.25 will result in dismissal
- Students, who have been suspended, have accumulated more than 10 demerits and/or 8 absences within one school year will be subject to probation or possible dismissal
- Cheating will result in dismissal
- Not fulfilling the chapter attendance, service or fundraising requirements

National Junior Honor Society

- Membership is open to students in grades 8 – 9, and will be based on the same academic qualifications as membership in the National Honor Society.
- Participation in all projects
- Projects include, but are not limited to: Food Drive, Christmas Buddy, Pancake Breakfast, Nursing Home Valentine’s Day project, and Black Gold Jubilee activities as needed

Spanish Honor Society

Eligibility Requirements

- Membership in the La Ciudad del Sol Chapter of the Sociedad Honoraria Hispánica is open to students who are currently taking Spanish and have attained an honor grade of *A* or *B*; students must be in their third semester of study in Spanish on the high school level
- In addition to honor grade, membership is further determined by character, leadership, seriousness of purpose, and service/ commitment to others

Chapter Projects

- With the approval of the sponsor and the Administration, the chapter may adopt projects for raising funds or for advancing the cause of the study of Spanish (in accordance with the purposes of the Society)
- The chapter must be selective in the projects chosen; projects and activities should serve a purpose or fill a school need
- If possible, projects should be completed outside of regular school hours to avoid the disruption of regularly scheduled classes

Dismissal or Probation

- Students whose honor grades are not maintained will be placed on academic probation for a period of one semester; if at the end of the semester, the honor grade remains below the standard, the student will be removed from the membership
- Students who display serious misconduct and/or insubordination will be removed
- Students who have been suspended, have accumulated more than 10 demerits and/or 8 absences within one school year will be subject to probation or possible dismissal
- Cheating will result in dismissal
- Not fulfilling the chapter attendance, service or fundraising requirements

Gold, Green and White Club Membership

Club	Eligible Grades	GPA needed
Gold	9 th – 12 th	4.0
Green	9 th – 12 th	3.5 to 3.99
White	7 th – 8 th	3.5 or above

Loss of Club Membership

- Member status is determined by semester and GPAs are not cumulative
- If during a semester, a student receives more than 10 demerits, or is suspended, or exceeds eight absences*, membership is relinquished. The student will be eligible at the beginning of the next semester
- If it is determined that the student has cheated based on the language in the Student Handbook, membership will be relinquished and the student will not be eligible for the remainder of the school year

*The Administration reserves the right to make decisions on absences exceeding eight due to special circumstances.

Additional Student Organizations

Extracurricular Activities	
Lower School	Upper School
Student Council	Student Council
Garden Club	National Honor Society
Safety Patrol	National Junior Honor Society
Gatorettes	Spanish Honor Society
Gator Girls	Fellowship of Christian Athletes
Art Club	Future Farmers of America
Robotics Club	Drama Club

SPECIAL ACTIVITIES

Field Trips

Regular field trips that are age appropriate, educational for students, and that expand the student’s understanding of the world will be used as an extension of learning to give children opportunities to explore, be active, and conduct field studies as part of the implementation of the educational standards. Students will follow the uniform policy as stated in the Student Handbook.

Approval of Field Trips:

A student’s parent shall be notified of all field trips; the notice shall give the location, the date, the cost, the time of departure, and the time of return. A permission slip form must be signed by the parent and returned to the teacher prior to the field trip.

Transportation:

- The preferred means of transportation is by school bus or school van
- Students may be transported by other vehicles, such as chartered buses or private vehicles
- Vans are not to be used to transport 3 and 4 year olds
- If the vehicle used has child restraints, the restraints must be used
- Parents wishing to transport their child in their private vehicle must have prior written permission from the teacher or sponsor
- Students wishing to drive themselves must have special written permission from the parent submitted to the teacher or sponsor
- Students are not to transport other students to and from field trips
- Students are expected to ride the pre-approved vehicle to and from the field trip

Financing the Field Trip:

- All arrangements for payment of expenses incurred by individual students, groups and their chaperones shall be the responsibility of the appropriate personnel planning the trip.

- Payments for field trips may include funds from fundraising that has previously been approved and is in compliance with the GDS fundraising policy.
- To participate in field trips, students are to finalize their payment no later than two days before the trip. If the permission slip or the payment is not made by this deadline, the student will not be able to attend.

Assembly Guidelines

Inspirational or motivational assemblies will be planned throughout the year. Attendance is required. Students must sit as a class and conduct themselves in an orderly manner. Teachers are to attend the assembly to maintain order.

School Dances

Lower School: 5th and 6th Grade Dance

Middle School: 7th and 8th Grade Dance

High School: 9th – 12th Homecoming Dance

Prom: 11th and 12th; 10th grade may attend if asked by a junior or senior

Processes and Procedures established to help safeguard our students and to ensure the Glades Day School core values:

- All students that wish to attend any school-sponsored dance will be required to purchase a ticket to attend (excludes Prom).
- For Upper School dances, students may bring a non-Glades Day School student as a guest as long as the guest is no older than 20; a photo I.D. and the name of the guest must be provided to the Main Office prior to the dance.
- All students will be required to obtain a form that outlines the “Dance Rules” prior to purchasing a ticket for the dance.
- The Dance form must be signed by the student and their parent(s) prior to purchasing a ticket to the dance.
- The signatures on the Dance form indicate that you and your parent(s) understand and agree to obey the rules; failure to obey the rules will result in disciplinary action.

Dance Rules

- Students must present their tickets at the door to gain entry to the dance
- Students will submit to a calibrated and registered breath analyzer prior to entry
- Students will submit to a personal pat down search by an adult of the same gender
- All bags and purses will be searched prior to entry
- No food or drink will be allowed into the dance
- No unacceptable dancing will be allowed; you will not be warned; you will be asked to leave the dance after contacting your parent(s)
- Proper attire must be worn at all times
- Parent(s) will be called prior to you leaving the dance
- Once you leave, you will not be allowed to re-enter the dance

Prom Construction

All work is completed by the Junior Class, their parents and the sponsors. Workshops are held after school two weeks prior to Prom. All juniors are encouraged to participate and be a part of the Prom Committee. During Prom week, construction begins Sunday afternoon and continues each day Monday through Thursday after school. Active Prom Committee members will meet Friday morning, the day before or the day of Prom, at the school and will be transported to the Elks Club by bus or van to finalize the decorations. Other juniors, all seniors, and GDS sophomores attending Prom must attend school through 4th period on the day of or before Prom.

All students attending the Prom must abide by the policies and procedures for school sponsored dances, as previously stated. This includes a breathalyzer test and a pat down. Attendees sign in and relinquish vehicle keys to designated staff. The parents of students who leave before midnight are called by designated staff.

After Prom

After Prom is sponsored, organized, financed, and supervised by the Junior Class parents and not by the school. The After Prom begins after the official Prom ends (12:00am - 2:00am). The primary fundraiser for this function is the junior parent sponsored poinsettia sale. All fees earned go towards the After Prom and not the Prom. The parents of students leaving prior to 2:00am are called by designated staff.

Fundraising

All juniors are responsible for the cost of the Prom, whether they plan to attend or not. This amount covers the cost of both junior and senior prom. All monies have to be paid by February 1st. Juniors who enter Glades Day School after the fundraising events will be assessed a prorated fee.

The school offers the following opportunities for the student to earn money so as to offset the out of pocket expense to parents:

- Carnation Fundraiser – Held in the month of February in conjunction with Valentine’s Day by the sophomore class
- Magazine Sale – Conducted over 10 days in September; the student is credited with 40% of what he sells
- Fall Festival – Held in October; the Junior Class operates the Coke booth and the Treasure Chest; the Treasure Chest requires a donation of two items or \$20; all money earned at the two booths is allotted to juniors and is distributed according to hours worked

Senior Class Funds

Should a graduating senior class leave funds in its account, and these funds are not designated for a specific school project or approved use, the money will go into the school’s general fund upon graduation. Senior funds are not to be used to fund any activity or trip engaged in by seniors after graduation.

Lower School Parties

Students may not pass out party invitations at school unless all classmates are invited.

Birthday celebrations at school must be pre-approved by the Administration and are limited to the lunch hour. Only cakes / cupcakes and drinks are permitted.

Outside Deliveries

To limit distractions, students are not to receive flowers or balloons during school hours.

ATHLETICS

This section of the handbook is designed to inform you about our school’s athletic program, its rules, regulations, responsibilities, and the many opportunities that are available on our campus to develop your interests and abilities in this area.

The philosophy of Glades Day School’s Athletic Program is to enhance and realize the physical potential of the body by teaching discipline, cooperation, teamwork, sportsmanship, and respect for coaches, teachers, teammates, and opponents. Our goal is to attain this philosophy by creating an atmosphere conducive to competitive balance while simultaneously developing well-rounded student athletes. To accomplish this philosophy, we must follow criteria derived from hard work, consistency and practice.

Purpose of Sports

The purpose of the sports program at Glades Day is to provide an opportunity to equip each student participant for life through lessons taught in preparation, sportsmanship, leadership, goal setting and teamwork.

Eligibility and Requirements for Participation

- In addition to academic standards required by the Florida High School Athletic Association, athletes and cheerleaders must meet the standards of Glades Day School pertaining to academic achievement and conduct.
- Students have 4 years of eligibility once they enter the 9th grade and must maintain a 2.0 cumulative average of all courses taken in grades 9-12. GPAs are checked at the end of each semester. Any student who turns 19 before Sept. 1 is ineligible to play due to age.
- All students participating in athletic activities, including off-season training programs, must have a current physical (EL2) and consent form (EL3) on file.
- Cheerleaders must be enrolled prior to tryouts for the upcoming year.
- Students participating in summer sporting activities must be enrolled for the upcoming school year prior to participation.

Appeals to FHSAA Concerning Student Eligibility

The parent of a student who has been ruled ineligible for athletic competition may request an appeal or a waiver of the ruling of the FHSAA by contacting the Athletic Directors. Working with the parents, the Athletic Directors will submit an appeal/request to the Sectional Appeals Committee of the FHSAA. All costs incurred by the appeal/ request from the FHSAA will be the responsibility of the parent.

Sportsmanship

FHSAA Sportsmanship Message: Sportsmanship is having pride in your school, your team and yourself. Sportsmanship is respect for the game and those who play it. The Florida High School Athletic Association and its corporate partners remind you to take on the responsibility of good sportsmanship. Play strong. Play hard. Play fair.

Spectators are to behave in a sportsmanship like manner towards opponents, coaches, players and officials. They are to refrain from showing disrespect in any way to anyone – especially officials.

Spectator behavior that will not be tolerated includes, but is not limited to, abusive cheering, booing, excessive use of noisemakers, use of profane or improper language, ridicule of the opposing team and/or throwing objects. Violators who exhibit unacceptable behavior may be asked to leave.

Sports Teams		
Varsity	Junior Varsity	Middle School
Football	Football	
Volleyball	Volleyball	Volleyball
Cheerleading	Cheerleading	
Soccer-Boys		
Soccer-Girls		
Basketball-Boys	Basketball-Boys	Basketball-Boys
Basketball-Girls	Basketball-Girls	
Softball	Softball	
Baseball	Baseball	
Track and Field		

Middle School (6th – 8th), Junior High (6th – 9th), and Junior Varsity (6th – 11th) Programs

The purpose of the middle school, junior high, and junior varsity programs is to convey the many aspects of the respective sports, and not to focus only on winning. A concentrated effort will be made to develop all athletes. This will increase the depth on our teams and increase the balance of skills at the varsity level.

Varsity Programs (9th – 12th)

The purpose of the varsity programs is slightly different from that of the middle school and junior varsity programs. The varsity programs will continue to focus on the teaching and practicing of basic fundamentals. This will be done by giving all athletes (the skilled and less-skilled) equal time, as much as it is possible. However, game participation is dependent upon each individual game and the circumstances surrounding said game, including but not limited to the possible outcome of the contest. Whenever possible, all athletes should have the opportunity for quality playing time. At times, this is a difficult task to accomplish, since winning (in order to qualify for the playoffs) takes on a more significant role at the varsity level.

Athletes

- Always be respectful of the coach's authority and position
- Be on time for practices
- Maintain a 2.0 GPA to remain eligible
- Work hard and maintain a good attitude during practices and games
- Attendance, attitude, academics and performance may determine playing time
- Each athlete will have as much playing time as possible, pending the circumstances surrounding each individual contest
- Substitutions are a part of the game and are not an affront to anyone's playing ability

Team Size and Member Selection

Playing sports at Glades Day School, as in all schools in the Florida High School Athletic Association, is a privilege not a right. However, Glades Day School endeavors to allow every student the opportunity to play sports. Each sport and team level may have a different number of players. The size of each team is determined by the number of uniforms available, transportation requirements and the amount of playing time available. In the case of varsity teams, team size is also determined by the number of players allowed to play in the FHSAA playoffs.

Selection of players for a team will be determined by the head coach or in conjunction with his/her coaching staff. The player determinations will be based on, but not limited to, academic grades, classroom behavior, dependability, ability to work with the team, sportsmanship and athletic ability.

Funding of Sports Programs

Tuition dollars do not fund the sports programs at Glades Day School. The Fall Festival Cash Draw-Down, admission to sporting events, donations, and the Booster Club concession stand generate the funds for the athletic program. Parents of athletes are expected to work the concession stand.

Multiple Sports Participation

Any student wishing to participate in additional sports programs must first complete the original sport. The Athletic Director and the coaches involved can make exceptions to this policy. The coach of the first team is allowed to determine limits placed on practice and participation of the student in the second sport. Students who quit a sport during the season (unless due to extenuating circumstances) are not allowed to participate in a second sport until the end of the season of the first sport.

Playing Time and Issues with Coaching

Participating in athletics is a privilege and not a right; however, every effort will be made to provide all students with a fair opportunity for involvement in our athletic program. Any concern regarding a coach's philosophy is to be handled through the office of the Athletic Directors; a meeting with the coach and parents will be scheduled under the direction of the A.D.

Physical Therapy

Athletes requiring physical therapy during the school day are to schedule the appointments during physical education or weightlifting classes.

RESPONSIBILITIES OF PARENTS

Booster Club

- Membership in the Booster Club is automatic for all parents who have children participating on a school-sponsored team; membership also includes the faithful followers of Glades Day School Gators who continue to actively support the athletic program years after their children and grandchildren have graduated.
- The purpose of the Booster Club is to support and help meet the needs of students and coaches in all sports offered at Glades Day School.
- The likelihood of a successful athletic season is greatly enhanced when there is parental involvement in the program.
- Present responsibilities of the Booster Club include but are not limited to the following: Cash-Down-Draw Raffle Sales, fundraising dinners, and working concessions at home games.
- The Booster Club parents are in charge of the individual signs placed in the courtyard if a school athletic team makes the play-offs; this is done at the expense of the parents of the players.
- The Booster Club parents are in charge of painting footballs, megaphones etc. in driveways and the school parking lot during the play-off games.

Team Dinners

Varsity Football

- Historically, the varsity football parents arrange a pre-game meal for the players, coaches, and managers on Friday after school in the cafeteria; players are expected to contribute monetarily for their share of the meals as determined by the parents in charge; arrangements for the preparation of the meals, setup and cleanup is at the discretion of the parents in charge.

- Historically, the varsity football players, varsity cheerleaders, coaches, and managers are fed on some Tuesday nights. These meals are prepared and arranged by parents (and sometimes other Boosters) who donate their time and money to feeding the team. These dinners may be held on site or at private residences.

Other Sports

- Team meals may be scheduled during the school day; funding, arrangements, setup and cleanup is the responsibility of the team parents.
- Varsity teams are allowed 1 (one) meal a month; Junior Varsity, Junior High and Middle School teams are allowed 1 (meal) a season.
- It is the responsibility of the coach to complete an activity scheduler to get approval of the date and the use of the Gator Room.
- It is the responsibility of the coach to notify the cafeteria staff concerning the scheduling of team lunches.
- Additional lunches may be added during post-season play.

Senior Athletes

- One contest is chosen each season to honor the senior athletes in that sport.
- The school invites the parents; the parents and the athlete are introduced at the game with the parents receiving a yellow rose.
- Any decoration acknowledging the seniors individually by name is the responsibility of the senior parents.

SPORTS AWARDS GUIDELINES

At the end of an athletic season, the athletes and their sports are honored at an awards program. All parents are asked to bring a finger food to the program. The decoration of the stage area is the responsibility of the senior parents in those sports being acknowledged at the program.

Student Expectations

- Athletes are to dress appropriately for an awards ceremony:
Boys – dress slacks, dress shirt with collar, tucked in shirt, belt and dress shoes
Girls – Attire that is not too short, too revealing, or too tight
- Sit in assigned areas for the duration of the program
- Remain quiet and respectful for the duration of the program
- Refrain from hollering, hooting, yelling, making noises, whistling, etc.
- No hats, bandanas, or sunglasses are to be worn during the sports awards ceremony
- Behave in a manner that honors the integrity of our program

THE POLICIES incorporated in this Handbook cover many, but not all, circumstances that might arise. Other administrative judgments, guidelines, and procedures will be necessary to handle any situation not delineated on these pages.