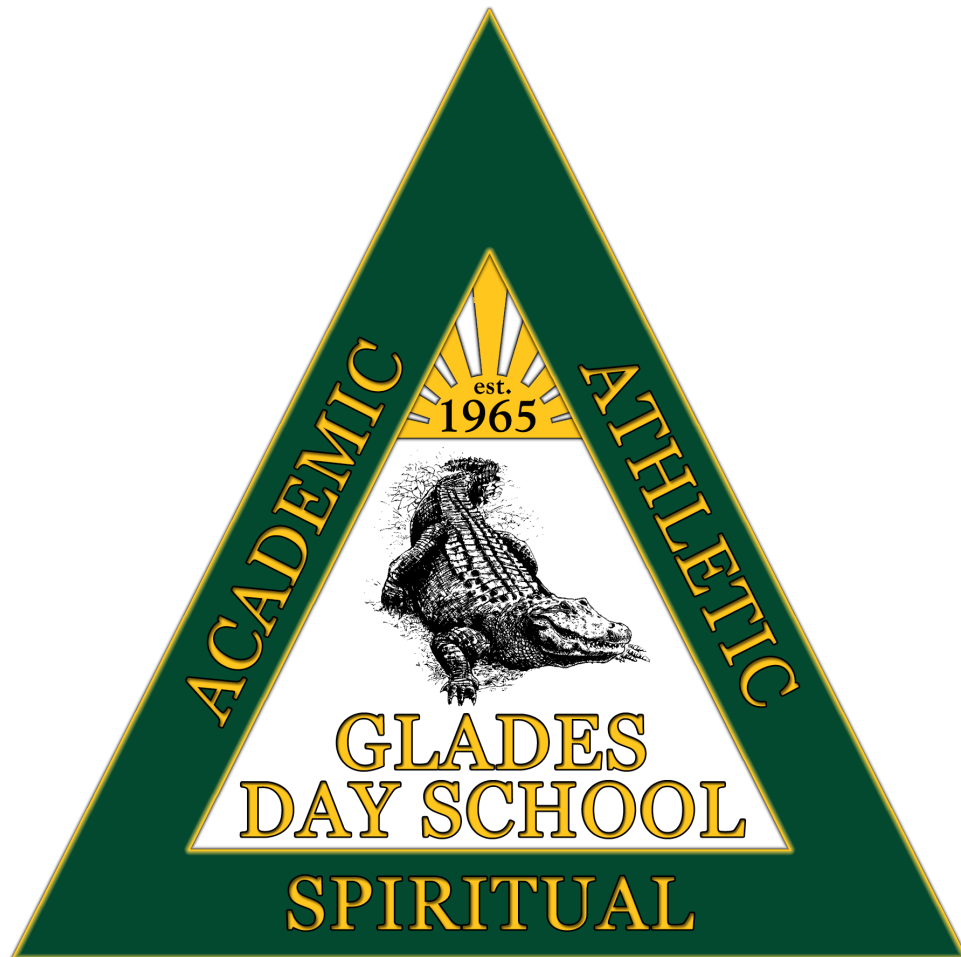


GLADES DAY SCHOOL

STUDENT HANDBOOK

2026 – 2027



Mrs. Amie L. Pitts
Head of School

Mr. Jake M. Davis
Chairman of the Board

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INTRODUCTION

GLADES DAY SCHOOL welcomes your family to share the pride in being a part of the traditions of Glades Day School, the home of “The Fighting Gators.” This handbook can be accessed online via the school website or the school app.

The primary function of Glades Day School is to provide an equal educational opportunity for all students. Education is best achieved in an atmosphere of structure and discipline. At Glades Day School, we recognize the unique individual differences in our students’ abilities, gifts, and needs. We are committed to fostering a safe, nurturing, and challenging environment that encourages students to develop and grow into productive citizens who are lifelong learners able to compete in a world of change. Our teachers are committed to high educational standards that prepare our students for college and the world of work. Our faculty and staff are caring and supportive educators who support each other and believe that together we can build and inspire tomorrow’s future.

This Handbook provides for recognition of the student's rights, including the right to learn. It provides for the recognition of students' responsibilities with respect to the rights of others and with respect to the school's obligation 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 School. 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 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 the orderly educational process.

Glades Day School believes that a positive and constructive working relationship between the school and parent/guardian is essential to fulfilling the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off-campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishments of its educational purpose or program, Glades Day School reserves the right to dismiss the family from the school. In addition, the school reserves the right to place restrictions on parents or other family members' involvement or activity at school, on school property, or at school-related events if the parent or family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of this contract. If for any reason, it is in the best interest of the school, the school also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to nullify an executed enrollment contract.

Mission Statement

We COMMIT to provide a safe, family environment and to INSPIRE all students to LEAD academically, athletically, and spiritually.

Striving to fulfill the mission, Glades Day School will:

- Integrate a quality curriculum incorporating innovative electives.
- Provide student-athletes with an unsurpassed athletic program.
- Employ competent, qualified, and caring faculty.
- Support faculty members with quality instructional resources and professional development opportunities.

Vision Statement

Glades Day School will foster a holistic education, where academic excellence, athletic achievement, and spiritual growth are interwoven. We aspire to provide a nurturing community where each student is empowered to become a well-rounded, productive individual, capable of making a meaningful difference in their lives and the world, grounded in knowledge, physical strength, and spirituality. With a positive and constructive working relationship between the school and parents/guardians, our graduates will emerge as well-rounded individuals with skills, knowledge and character to excel in college and the work-force, contributing positively to their communities. Our vision embraces a collaborative educational environment that actively encourages family and community involvement to enrich the overall learning experience.

Educational Philosophy

Our educational philosophy is deeply rooted in the belief that a safe and supportive family environment is the cornerstone of nurturing students to excel academically, athletically, and spiritually. We are committed to providing an education opportunity that goes beyond the classroom, one that fosters character development, instills a sense of belonging, and encourages leadership.

Academically, we aim to inspire our students to reach their full potential, encouraging a lifelong love of learning. Our curriculum is designed to be challenging, yet flexible, allowing students to explore their passions and develop critical thinking skills. Faculty members are expected to perpetually enhance their expertise and effectiveness through ongoing professional development opportunities. Faculty are empowered to apply new ideas and techniques on a foundation of proven practices.

In Athletics, the school's philosophy is to recognize and develop the student-athlete by creating a culture that drives the student-athlete to achieve their highest potential. This philosophy is achieved through fostering confidence, accountability, commitment, work ethic, responsibility, competitiveness, and sportsmanship. The ultimate goal is that each participant takes these qualities of character along with the many positive experiences derived through sports, and applies these principles to their life after high school. Through promoting broad participation in athletics and enthusiastic support for the entire athletics program, the Athletic Department seeks to generate a sense of pride in GDS Athletics, the student body, and the school community.

In relation to Spiritually, our philosophy is grounded in the belief that spirituality enriches the learning journey, guiding students towards a life of meaning, service, and personal fulfillment. We believe in nurturing the whole person, integrating Christian values into every aspect of our culture. We aim to foster a sense of purpose, compassion, ethical values to cultivate spiritual growth and connections with self and others by providing opportunities to understand and apply the word of God through prayer, devotions and service. Faculty and Students are to value others in God's image, in the way that God created them by embodying the physical, emotional and spiritual well-being of self and others.

In essence, our educational philosophy centers on the idea that a safe, family-like atmosphere is the catalyst for academic, athletic, and spiritual growth. With a commitment to standards-based instruction, STEAM, Agri-Science education, athletics, community service, and extracurricular activities, Glades Day School offers unique educational opportunities to a diverse population of students.

Glades Day School is accredited by the Florida Council of Independent Schools (FCIS).

SCHOOL HOURS

Lower School students attend school from 8:00 am to 2:25 pm Monday through Friday.

Upper School students attend school from 8:00 am to 2:35 pm Monday through Friday.

Bell Schedules

Lower School

Welcome Bell	7:55 am
Tardy Bell Day Begins	8:00 am
K – 3 rd Lunch	10:50 am - 11:20 am
4 th – 5 th Lunch	11:15 am - 11:45 am
PK3 – PK4 Lunch	11:30 am - 12:00 pm
PK3 – 5 th Dismissal	2:25 pm

Upper School

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

ENGAGEMENT PLATFORMS

Communication Outlets

- FACTS SIS
- Text Alerts
- Constant Contact (Emails)

FACTS SIS

- Schedules
- Grades
- Lesson Plans/Homework
- Absentee/Tardy Information
- Financial Information
- Disciplinary Information

Google Workspace for Education

- Core Applications

Note: Additional Services Require Parental Consent

Glades Day School App

- Accelerated Readers Information
- Athletics
- Calendar
- Destiny Discover (Library Catalog)
- Faculty Directory
- Gator Chomp Cafe
- Links to FACTS SIS
- Student Handbook
- Supply Lists
- Summer Reading
- Textbook Lists
- Transportation Information
- Uniforms
- Upcoming Events / Activity Email Archive
- And Other Pertinent Information

Glades Day School Website

- General School Information (*About, Admissions, Academic, Campus Life, Alumni, Faculty Directory, Quick Links*)
- Calendar
- BSN/Sideline Store Link

MaxPreps

- Sports Schedules
- Team Rosters
- Team Stats/Rankings

GoFan

- Home Game Sporting Event Tickets
- Other School-Sponsored Event Tickets

Social Media Platforms

- Facebook @gladesdayschoolgators
- Instagram @gladesdayschoolgators
- Twitter @gladesdayschool

RESPONSIBILITIES

Commitment to the success within the school is the joint responsibility of the parents/guardians, student, and school faculty. The Student Handbook recognizes the need for a cooperative relationship between the student, parent/guardian, and faculty. The following behaviors reflect such a relationship:

Parents/Guardians

- Will keep in regular communication with the school concerning their student's conduct and academic progress.
- Will notify the office immediately of any change in contact information.
- Will ensure that their student is in daily attendance and/or report and explain absences to school personnel in writing to office@gladesdayschool.com.
- Will not enter the classroom after 8:00 am unless prior arrangements have been made with the classroom teacher.
- Will provide their student with resources needed to complete classwork.
- Will ensure their student arrives at school well-groomed and clean daily.
- Will bring their student a change of clothing if they soil their clothing.
- Will notify the school of any issue that negatively affects their student or another student.
- Will discuss course selections, report cards, and work assignments with their student.
- Will ensure the good health of their student.
- Will foster a positive attitude toward the school.
- Will engage in volunteer opportunities.

Students

- Will arrive at school well-groomed and clean daily.
- Will arrive promptly and be prepared to attend all classes.
- Will respect all individuals' property and rights.
- Will conduct themselves safely and responsibly.
- Will remain responsible for their actions.
- Will abide by the rules and regulations set forth by the Board of Trustees, school, and/or individual classroom teacher.
- Will discuss concerns in an orderly and recognized manner.
- Will participate in one extracurricular activity/sport per year.

Faculty

- Will maintain an atmosphere to foster students' academic and behavioral success.
- Will exhibit an attitude of professionalism and respect in relationships among parents/guardians, students, and other faculty members.
- Will prepare weekly lesson plans that provide differentiated instruction to meet the needs of students.
- Will encourage students to adhere to the school rules and regulations.
- Will implement a recognition system that supports and promotes good student behavior.

Parent/Guardian Conferences

Parents/guardians who wish to confer with teachers regarding their students are required to schedule an appointment by calling the Main Office or by emailing the teacher to schedule a meeting.

Teachers are not permitted to leave their classroom during class time to speak with a parent/guardian, and a parent/guardian is not permitted to enter a classroom to speak with a teacher unless it is during a scheduled conference.

Parents/guardians who wish to meet with the Administration regarding their student are required to schedule an appointment by calling the Main Office.

ADMISSIONS

Admission

Admission is open to any student who meets the academic, moral, and financial standards of Glades Day School. Glades Day School does not discriminate based on 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/guardian 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 the parents/guardians provide.

Standards for Incoming Lower School Students

- All preschool students must be completely toilet trained before starting school.
- Three-year-olds must be three on or before September 1 to enter PK3.
- Four-year-olds must be four on or before September 1 to enter PK4.

Standards for Incoming Juniors and Seniors

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

Student Conduct

Glades Day School (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.

Extracurricular Requirement for Students in Grades 6th-12th

All 6th through 12th-grade students of Glades Day School will be required to participate in a minimum of one extracurricular or athletic activity each school year.

Student Identification Cards in Grades 6th-12th

All 6th through 12th-grade students will be issued a school identification card and lanyard at the beginning of each school year. Students will be required to carry their identification card daily while on campus. If the student identification card and/or lanyard are lost, a replacement will be issued, and the student's account will be charged the replacement fee.

Physicals and Immunization Requirements

The State of Florida requires that all students who are making their initial entry into a Florida school must present certification of a school-entry health examination completed within the last twelve months.

All new students are required to have a current, original Florida Certification of Immunization Form 680. For students entering preschool and kindergarten, the immunization record must show that the student has met minimal state requirements (age-appropriate doses, as medically indicated):

Diphtheria-Tetanus-Pertussis Series (DPT)	Measles-Mumps-Rubella (MMR)
Haemophilus Influenza Type B (Hib)	Hepatitis B Series
Polio Series	Varicella (Chicken Pox)

Students entering seventh grade must show proof of the second dose of measles vaccine (preferably as MMR), Hepatitis B Series, Diphtheria-Tetanus-Pertussis Series, Polio Series, and a Tetanus-Diphtheria Booster.

All middle and high school students participating in sports are required to have an FHSAA Preparticipation Physical Form and Consent and Release completed within the last twelve months.

Academic Accommodations

Glades Day School (GDS) will only accept high-performing students with IEPs or 504s (if applicable). Students who require intensive accommodations and modifications will not be accepted. Parents/Guardians must disclose any and all cognitive limitations that might hinder their student'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/Guardians must understand that if their student has an educational IEP or a 504 Plan for their student's academic program of study, GDS will only offer reasonable accommodations and modifications. The school does not have the instructional staff to provide students with intensive accommodations and modifications. These noted limitations must be carefully considered by any parent/guardian considering GDS as an educational institution.

FINANCE

Continuous Enrollment Contract

In the 2020-2021 school year, Glades Day School simplified the re-enrollment process by requiring all parents/guardians to sign a Continuous Enrollment Contract. Continuous enrollment provides convenience and peace of mind to reserve your student(s) space for the next academic year.

By February 1 of each school year, the School will notify parents/guardians via email of the new tuition and fees for the upcoming school year. The non-refundable re-enrollment fee will be assessed by the Reservation Date. All students will be assessed the re-enrollment fee and the parents/guardians will be responsible for the re-enrollment fee unless they complete the Opt Out Form by the Reservation Date.

The school will assume that the parent/guardian intends to re-enroll the student for the next school year on the same payment plan and transportation plan as elected during the initial online enrollment process through FACTS. Should the undersigned decide to re-enroll the student after notifying the school that the student will not be returning to the school for the following academic year, re-enrollment will depend on space availability, and, the undersigned will need to sign a new enrollment contract and pay the New Student Enrollment Fees.

Glades Day School reserves the right to deny a student's enrollment for any school year covered by this contract if the school determines in its sole discretion that the student has not met the school's academic or behavioral standards and/or if tuition, fees, and other costs have not been paid in full.

Tuition

The educational programs offered at Glades Day School are 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. The twelve-month payment plan begins in July and will be processed on the 5th or the 20th of each month *(except for seniors who are set up on an 11-month payment plan and will be processed only on the 5th of each month)*.

Payment plans options 1 and 2 may be paid directly to the school or through FACTS. However, you must set up a payment plan in FACTS, which will generate an invoice reminder. Please note that 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 option three must be paid through FACTS.

FACTS Fees

One-time payment plan	Annual Fee - Set by FACTS
Two-time payment plan	Annual Fee - Set by FACTS
Monthly payment plan	Annual Fee - Set by FACTS

FACTS payment adjustments must be made through the Finance Office.

FACTS will assess a fee to your account for any NSF returns.

Payment plans will include all incidental billing (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 any 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 a diploma or have access to report cards, transcripts, or FACTS, 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 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/Guardians may receive a letter from the school stating that all outstanding balances must be paid for the student(s) to continue in school. The Finance Office may make aggressive use of small claims court, collection agencies, and other strategies on any accounts that are not satisfied by the above policies.

Enrollment Fee

For each student enrolling in Glades Day School, a non-refundable enrollment fee is billed through the online billing program offered through FACTS.

Re-Enrollment Fee

By February 1 each year, the School will email parents/guardians with the tuition, fees, and non-refundable re-enrollment fee for the upcoming school year. The email will also include the due date for the re-enrollment fee, which is needed to reserve the student's spot. This due date is called the "Reservation Date." Students who are not returning must complete the Opt-out Survey by the Reservation Date. The school will assume that the parent/guardian intends to re-enroll the student for the next school year on the same payment plan and transportation plan as elected during the initial online enrollment process through FACTS unless the Director of Finance/Finance Assistant is notified otherwise.

If the parent/guardian does not pay the re-enrollment fee by the Reservation Date of each year, the student's space will be offered to other applicants. Should the undersigned decide to re-enroll the student either after the Reservation Date or after notifying the school that the student will not be returning to the school for the following academic year, re-enrollment will depend on space availability, and, the undersigned will need to sign a new enrollment contract and pay the New Student Enrollment Fees.

Returned 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.

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 diplomas until all financial obligations have been satisfied.
- Students may not be able to participate in extracurricular 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.

Class Fees

Class fees are billed annually on August 1st.

PK3 – PK4	K5 – 12 th Grade
\$25.00	\$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 the full application for admission to Glades Day School and be accepted. Returning families must also complete the re-enrollment process for GDS.
- Submit the online FAST application for financial aid along with all necessary documentation. Returning families must resubmit their application for financial aid. Financial aid assessments cannot be made without the submission of your most recent tax returns 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 that 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 balance.

Once a financial aid award decision has been made, a confidentiality agreement will be sent notifying you of the award amount. At this time, you must sign and return the agreement within seven days.

The conditions of this Award are:

1. You must adhere to the Finance Policy.
2. You must keep the Financial Aid Award and all supporting documents confidential.
3. Registration fees must be paid before financial aid is applied to your account.

If in the sole discretion of the Financial Aid Committee, the above conditions are not met during the school year in which the award is made, Glades Day School reserves the right to withdraw the Financial Aid Award. Upon such an event occurring, you will be responsible for

repaying the Financial Aid Award in accordance with the tuition payment option selected. For instance, if tuition has been paid in full, the withdrawn Financial Aid Award shall be repaid immediately. If installment payments are being made, you shall repay, in equal installments, the withdrawn Financial Aid Award over the number of installment periods remaining.

GDS will have three award notification dates: May 15, June 15, and July 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 to meet the July 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
May 1 st	May 15 th
May 2 nd - June 1 st	June 15 th
June 2 nd - July 1 st	July 15 th

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

Scholarship Opportunities

Glades Day School accepts state funded scholarships through *Step Up for Students (SUFS)* and *The Division of Early Learning (DEL)*.

SUFS supports students and families in building a stronger future through an education that fits their needs. For more information and to apply for one of the scholarships below, please visit www.sufs.org.

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Options (FES-EO)
- Family Empowerment Scholarship for Students with Unique Abilities (FES-UA)

The Division of Early Learning (DEL) offers a Voluntary Pre-Kindergarten (VPK) program that prepares 4-year-olds for success in kindergarten and beyond. For additional information and to apply, please visit the website www.florida early learning.com.

Any tuition or fees not covered by the above scholarships are the responsibility of the parent or guardian.

SAFETY AND EMERGENCY PROCEDURES

Visitor Check-in

ALL guests visiting campus during school hours **MUST** report directly to the Main Office located on the west side of the courtyard to check in and receive a visitor's pass. Any unknown person on the school campus will be asked to immediately report to the Main Office to obtain a visitor's credential.

Animals on Campus Policy

Service Animals

Service animals are permitted on campus as defined by law and are considered distinct from pets, emotional support animals, comfort animals, and therapy animals. Emotional support, comfort, and therapy animals **are not** considered service animals.

All Other Animals

For the health, safety, and welfare of our school community, **no personal animals or emotional support animals** are allowed on school property or at school-related events **without prior written permission from the Administration**. This restriction applies to all school functions—both on and off campus—including parties, games, and extracurricular activities.

Only **certified service animals** are permitted on campus or at school-related events without prior approval.

Preschool Sign In/Out

PK3 and PK4 students are required to be signed in and out daily in the Lower School Office. Parents/guardians will need to park in a designated spot and enter the Lower School building to sign their students in and out of school.

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 faculty members.

Emergency Closings

Should it be necessary to issue a school closure due to weather emergencies, parents/guardians will be notified through a combination of a text alert to the parent/guardian phone number on file, via email to the parent/guardian email address on file, the Glades Day School App, and via Facebook, Instagram, and/or Twitter

SCHOOL TRANSPORTATION

Glades Day School offers transportation to and from campus using school-owned buses and vans. This service is provided in the following areas: Belle Glade, Pahokee, and Canal Point; South Bay and Clewiston; Loxahatchee, Royal Palm Beach, and Wellington. Transportation is available at designated locations in the mornings and afternoons.

Bus routes are set at the beginning of the school year based on student needs and can be viewed on the Glades Day School app. All bus drivers are required to complete annual training, which includes reviewing the transportation policy and all laws relevant to transporting students.

Bus and Van Safety Regulations

1. School transportation is considered an extension of the campus, and student behavior outlined in the Student Handbook is expected. The driver has complete authority over the bus from when it leaves the school until it returns. This applies to all bus transportation, including but not limited to routes, athletics, field trips, etc. Respect for the driver is expected at all times.
2. Vans are not to be used to transport three and four-year-olds.
3. The driver may, at any time, arrange the seating of students and assign seats.
4. No student is permitted onboard any Glades Day School vehicle unless the driver is present.
5. The driver shall not leave the vehicle while students are onboard.
6. Once the student boards the school vehicle, the student must remain on the vehicle until released by the driver.
7. Students will be expected to follow these safety rules on all Glades Day School transportation:
 - **Wear the seat belt in the approved manner whenever the vehicle is in motion.**
 - **Sit properly and face forward:** Students are required to remain seated while the vehicle is in motion and refrain from obstructing aisles with their legs, feet, books, backpacks, etc.
 - **Keep hands, feet, and personal items confined to oneself:** Respect for the rights and property of other students, as well as for the school's property. Students may not put any part of their body out of the window at any time.
 - **Talk quietly:** Shouting out of a window or excessive music/noise within the vehicle is not permitted. Profanity is prohibited at all times, in all forms.
 - **Electronic Devices:** Electronic devices such as cellphones, tablets, and laptops may be used on Glades Day School transportation at the discretion of the driver; however, all devices must be on silent mode or used with headphones/earbuds. Students assume all responsibility and liability for their devices. Glades Day School is not responsible for lost or damaged electronic devices.
5. Students are prohibited from sitting in the driver's seat, tampering with vehicle controls and equipment (including unauthorized opening or closing of bus doors),

tampering with emergency exits, and committing any act that might endanger other people.

6. No student may sit in the front passenger seat of a school van.
7. The bus will not stop at any point other than scheduled stops to load or discharge students. If a student misses their assigned stop, they may meet it at the next scheduled stop.
8. Students will be discharged from the vehicle only at their designated stop unless prior permission and arrangements have been made through the Main Office. This includes friends occasionally riding home with daily bus riders. (There is a fee, and parent/guardian permission is required.)
9. Students are required to be at their designated stop five minutes prior to their published pick-up time and at the proper place for boarding the vehicle.
10. Parents of Lower School Students: An authorized person must be at the drop-off point **five minutes before the scheduled drop-off time**. The bus driver will wait to ensure the authorized person is present before leaving the student. Parents are required to exit their vehicles to pick up their children at the bus or van entrance. If a parent is not present, the student will be returned to the school.
 - a. Parents may give permission for an older sibling in Middle or Upper School to be responsible for a younger sibling, but they must complete and have on file a permission slip.
 - b. **Bus Departure:** Middle and Upper School students will exit the bus first, unless they have a sibling in Lower School, in which case the younger sibling will exit first.
 - c. **Designated Parent Parking:** Parents should only park in the designated “parent parking” area to ensure student safety and to keep the process running smoothly.
11. Vehicles must be kept clean, and all trash properly discarded. Throwing objects in or out of a vehicle window is forbidden.
12. Florida law regulates the seating capacity of buses and vans. The driver will not permit more than the lawful capacity.
13. In the event of an accident, all passengers must remain on site until responding authorities approve dismissal.

Afterschool Activity Transportation

Glades Day School provides transportation for students participating in afterschool athletic and extracurricular activities. The bus/van will not depart before the scheduled time of **5:15 PM**. However, if all students are accounted for and checked off the list, the bus may leave at **5:10 PM**.

Any student who is not a registered rider of the morning or afternoon buses may use the activities van for a per-trip charge. However, registered monthly bus riders can use the activities van at no extra cost.

All students who wish to ride the activity bus must sign up daily by 1:00 pm in the Main Office.

Student Dismissal Changes

Any parent/guardian requiring a change in a student's dismissal method of transportation must notify the Main Office no later than 2:00 pm.

Traffic and Car Line

- Drivers are expected to drive slowly and carefully, entering the campus through the entrance gate (west) and exiting the exit gate (east).
- No unauthorized vehicles are permitted behind the school during school hours.
- Parking is only permitted in the designated parking spots.
- Crossing the street is only permitted at designated crosswalks.
- Students who are dropped off and picked up in the front of the school must enter and exit the vehicle on the right passenger side only. Students may not walk behind or in front of their car to enter or exit the car.

Lower School Car Line

- Lower School students are held inside the hallway at dismissal. As the authorized pick-up arrives at the pick-up location, the student will be escorted to the car.
- If an individual other than the parent/guardian is picking the student up from school, they MUST be on the FACTS account and will be asked to show identification.
- School faculty are not permitted to buckle students into their car restraints. All students will be placed in the rear seat of the vehicle and must use a seat belt at all times. Please be aware of the Florida law on student restraints: Florida law 316.613 says that all students five years or younger must have a proper car seat based on their age. All car seats must be crash-tested and federally approved. Students three years old require the full car seat, and students four and five years old require booster seats.
- Any Lower School student who remains after normal pick-up time will be taken to Aftercare.

Bicycles

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

Student Walkers

Students who walk to school must enter through the back west entrance gate or the front entrance gate. The back west entrance gate is locked from 8:15 am to 2:15 pm; students arriving or departing between these hours must enter and exit from the main gates.

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. Students will be issued a parking pass that must be displayed in the registered vehicle. If a student is observed driving irresponsibly either on campus or to and from school, the student's parents/guardians will be notified, and disciplinary action will be taken.

Student Driver Policies

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

The Administration reserves the right to search student vehicles at any time while the vehicle is on campus. 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.

HEALTH AND MEDICATION

Health

If a student is experiencing any of the following symptoms, they cannot attend school. If the student is on-campus and begins complaining of any of the following symptoms the student will be sent home.

- Severe coughing
- Sore throat
- Severe headache
- Congestion
- Nausea or vomiting
- Difficult or rapid breathing
- Diarrhea (more than one (1) abnormally loose stool within a twenty-four-hour period)
- A temperature of one hundred (100) degrees Fahrenheit or higher
- Conjunctivitis (pink eye)
- Vomiting
- Yellow or green discharge from the nose
- Rash or Impetigo
- Chickenpox or any other contagious diseases
- Uncovered open sores
- Pediculosis (head lice, nits); A student who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases (nits).

Students may not return to school after an illness until they meet the following requirements:

- The student is fever-free for at least 24 hours without the use of fever-reducing medication.
- The student's symptoms are improving.
- A doctor's note is provided, authorizing the student to return to school.

Medication

Parents/guardians must electronically complete a Permission to Dispense Medication form if their student requires medication during school hours.

Prescription medication is only permitted to be kept in the Main Office in its original container and is to be clearly marked with the student's name and the dosage.

Mental Health and Wellness

At Glades Day School, we recognize the importance of mental health and emotional well-being in a student's overall success. To support this, we employ a full-time School Counselor who provides guidance and support to PK3-12 grade students, faculty, and families. Our School Counselor plays a key role in fostering a positive school culture by promoting social-emotional development and overall well-being.

Dedicated to enhancing student achievement, our School Counselor promotes academic, career, and social-emotional development through a comprehensive, data-driven program aligned with the American School Counselor Association (ASCA) National Model. This framework guides the design, delivery, and management of counseling programs that address the unique needs of our school community. Through individual counseling, small group sessions, and classroom guidance lessons, the School Counselor helps students develop essential life skills to succeed in school and beyond.

Glades Day School is committed to working collaboratively with faculty and parents/guardians to support students' mental, emotional, and behavioral development. The School Counselor is also available to connect families with additional resources if needed. More information on mental health resources can be found at <https://www.fldoe.org/mental-health>.

If you feel your student has any thought or intention to harm themselves or someone else, it is imperative you immediately inform the Head of School and proper authorities.

- Call 911 immediately for all emergencies.
- [National Suicide Prevention Lifeline](#)
 - Toll-free number 1-800-273-TALK (1-800-273-8255)
 - The [Online Lifeline Crisis Chat](#) is free and confidential. You'll be connected to a skilled, trained counselor in your area.
- [National Domestic Violence Hotline](#)
 - Call 1-800-799-7233 and TTY 1-800-787-3224

Resources for Treatment or Mental Health Providers:

- [First Call for Help \(211\)](#)
- [FindTreatment.gov](#)
- [Hope for Healing](#)
- [National Alliance on Mental Illness \(NAMI\)](#)
- [The National Child Traumatic Stress Network](#)

- [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Find Treatment](#)

ATTENDANCE

Attendance is directly related to student achievement. Students at Glades Day School are responsible for attending 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. Educational experiences lost during an absence are irretrievable because make-up work seldom duplicates classroom interaction. It is the responsibility of the parents/guardians to ensure their student is on time and in attendance each day.

Excused Absences

- Approved school absences such as athletic competitions, leadership activities, and other school-planned events
- College visits for students in 10th – 12th grade
- Student illness with documentation from a medical professional
- Death in the family or a serious illness/injury of an immediate family member
- Religious holiday
- Suspension(s)

Unexcused Absences

Any other absence from school is considered an Unexcused Absence. For example, a personal absence due to illness without documentation from a medical professional, vacations, or traffic/vehicle problems will be unexcused.

Absentee Notification

Parent notification is required for every absence. Parents/guardians must email the Main Office at office@gladesdayschool.com before 8:00 am on the day of the absence. All absences will be marked unexcused until documentation is provided. Proper documentation must be provided within two school days of the absence. This includes both full-day and partial-day absences.

VPK Program Attendance Requirements

Parents/Guardians of PK4 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/Guardians will be financially responsible for the balance. VPK dismissal is at 11:30 am. Students not picked up on time will be assessed a fee (refer to VPK Attendance Acknowledgment). All Parents/Guardians must adhere to the VPK guidelines.

Absences and Participation in School Activities

In order to participate in after-school practices, events, and competitions, students must be present for the 4th, 5th, 6th, and 7th periods. The only exception to this is an absence that is a result of a doctor's appointment, funeral, or school activity. Other extenuating circumstances may be considered at the discretion of the Administration.

Early Release of a Student

Parents/Guardians (or authorized individuals) wishing to check out their student(s) prior to the end of the school day must report to the Main Office and sign their student out. Students will not be released from 2:00 pm through dismissal. If the student is an authorized driver or walker, the parent/guardian must email the Main Office at office@gladesdayschool.com to provide permission for the student to check out early.

If the student returns to school, the parent/guardian (or authorized individual) and the student must report to the Main Office to sign the student back into school. The student will need an admission slip to return to class.

The attendance policy for excused and unexcused absences applies to the early release of students.

Tardiness

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

Tardy Procedures

All students who are not in their classroom by 8:00 am are tardy to school and must report directly to the Main Office and obtain a tardy slip.

Students are granted three tardies to school without penalty each semester. After a student has accumulated three tardies to school, the student will be assigned one demerit for each additional tardy. 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 a demerit.

Upper School Tardies

1st Period

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

Periods 2 through 7

If a student is tardy to class without a pass from a teacher, administrator, or the Main Office, they will receive an unexcused tardy. After one unexcused tardy, the teacher will assign one demerit for each unexcused tardy thereafter.

Students experiencing a problem (bathroom issues, locker, etc.) in between classes must report to their next class prior to the bell and ask permission to leave to address their issue; otherwise, they will receive an unexcused tardy.

Make-Up Work

For all excused and unexcused absences, it is the responsibility of the student to contact the teacher(s) via email concerning any work missed, as well as schedule to make up any missed tests or activities. This policy also applies to student absences as a result of a field trip or organizational trip.

For planned absences, students and/or parents/guardians may request absentee work in advance if the Main Office and teacher are provided with at least one-day notice.

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. Any additional time given for completion of the assignment is solely at the teacher's discretion.

Absentee Limits and Consequences

If a student accumulates eight unexcused absences in a semester (Lower School by day and Upper School by period) or is absent for 16 days/periods over the course of the year, the Administration will schedule a conference with the parent/guardian and student to review the excessive absences. If a period of extended illness causes a student to exceed eight-course absences in a semester, written verification from the doctor will be required. Such appeals will be considered by the Administrative team, where a joint decision will be made on disciplinary action, which may include, but not be limited to, not being permitted to make up missed work, loss of credit, retention, or termination of enrollment.

Florida Law

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.

Scholarship Students

Scholarship recipients who fail to abide by attendance policies may permanently lose their scholarship.

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 and 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 Statutes 1003.26 and 1003.27(3) without resultant successful remediation of the truancy problem before being dealt with as a student 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.

Perfect Attendance

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

USE OF TECHNOLOGY

Internet Safety

It is the policy of Glades Day School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

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.

Google Workspace for Education

Glades Day School uses Google Workspace for Education to support teaching, learning, communication, collaboration, and classroom management. Google Workspace for Education includes educational tools such as Google Classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, Google Meet, Google Calendar, and other Google services approved by the school.

To provide these services, the school creates and manages a Google Workspace for Education account for each student in kindergarten – 12 grade. In establishing and maintaining the account, the school may provide Google with limited student information, such as the student's name, school email address, grade level, and other information necessary to administer the account. Google also processes information generated through the student's use of these services, including documents, assignments, and activity necessary to provide, maintain, and secure the educational environment.

Student accounts are school-managed and are to be used solely for educational purposes. Students are expected to use Google Workspace for Education in accordance with this Student Handbook, the school's Acceptable Use Policy, and all applicable technology guidelines.

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:
 - Avoid publishing personal information about yourself or others (names, addresses, email addresses, phone numbers, etc.)
 - Never post anything you would not like your Parents/Guardians, teachers, or future employers to see
 - Don't open messages or attachments from contacts that you do not know.
 - If something seems inappropriate or makes you feel uncomfortable, notify your Parents/Guardians or a trusted adult immediately.

- Students will exhibit respect for 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.

ARTIFICIAL INTELLIGENCE POLICY

By implementing an Artificial Intelligence (AI) policy, the school aims to promote responsible and ethical AI usage among its students, fostering a safe and productive learning environment. The school recognizes the educational benefits of AI, and in certain situations, AI tools may be used for educational purposes, including research, homework assistance, and skill/personal development.

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

Academic Integrity

AI is not a substitute for schoolwork that requires original thought. While AI technology can provide valuable insights and assistance, it is essential to maintain academic integrity when using AI-generated content. Plagiarism, including directly copying AI-generated responses without proper citation, is strictly prohibited. Plagiarism, cheating, or dishonest use of AI for academic purposes are unacceptable and will be disciplined as cheating. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of faculty or administrators is strictly prohibited.

Acceptable AI Use

Students should use AI-generated content as a supplement to their own analysis, critical thinking, and research. Assignments, papers, and assessments should primarily reflect the original thoughts, analysis, and research of the individual student. While AI can provide

guidance and ideas, students should ensure that the final work demonstrates their own understanding and effort. Overreliance on AI-generated content may compromise the authenticity and educational value of the assignment.

When using AI-generated responses, students should critically evaluate the information provided and consider it as one potential perspective among others. AI models like ChatGPT are trained on a vast amount of data, but they may not always produce accurate or up-to-date information. Students are encouraged to cross-reference information obtained from AI sources with reliable and credible academic resources.

Monitoring AI Use/Permissions

Students are responsible for their behavior when using AI and should adhere to the school's code of conduct and ethical guidelines. Parents or guardians must oversee and guide their child's AI usage, ensuring it aligns with educational and ethical standards. Students must obtain permission from teachers before using AI in the classroom or for academic projects. If students have questions or concerns about AI-generated content, they should consult with their course instructor for guidance and clarification. The instructor can provide specific instructions and guidelines regarding the acceptable use of AI as a source within the context of the assignment.

Ethical Personal Use of AI

Students should use AI technology responsibly and ethically. This includes refraining from using AI to engage in harmful or unethical activities, such as generating false information, spreading misinformation, or engaging in malicious behaviors, including AI image or voice generator technology. The use of AI should align with the principles of academic integrity, honesty, and respect for others.

Students must protect their personal information and not share it with AI systems or platforms. Be aware of privacy settings and permissions when using AI applications, and report any concerns to school staff.

Reporting AI Misuse

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork, the school may monitor AI usage for security and compliance with this policy. Students must report any concerns or incidents related to AI misuse to school staff or administrators.

This policy will be reviewed periodically to ensure its relevance and effectiveness in the ever-evolving landscape of AI technologies. The school reserves the right to revise this policy as technology and AI evolve. By following this AI Usage Policy, we aim to harness the benefits of AI while upholding our commitment to ethics, security, and responsible practices. Violations of this AI policy may result in disciplinary actions in line with the school's code of conduct.

Technology Protection Measures

Firewall and filtering software and other technology have been installed on the school's network to prevent the accessing of visual depictions that are obscene, student 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 warranty 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 the information accessed over the school's network.
- The school assumes no liability for damages related to the filtering software's operation or failure.
- 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 technology policy is viewed as a violation of the rules set forth in the Student Handbook. The student will face disciplinary action, as determined by Administration.

Chromebooks

Students in kindergarten through 5th grade will utilize class sets of Chromebook devices to use in the classroom.

Students in grades 6th-12th will be supplied with a school-owned Chromebook device to utilize throughout the school day and within their home environment for academic purposes.

Students are required to abide by the following policies:

1. Use the device as a learning tool for school purposes only.
2. Log in to the device using my assigned school email.
3. Close and carry the device with two hands.
4. Keep water and food away from the device.
5. Log off, shut down, and charge device daily.
6. Keep the device and charger in a secure safe place at all times.
7. Be the only person to utilize this device.
8. Any issues with the Chromebook should be immediately reported to the Media Center or email media@gladesdayschool.com
9. All Chromebook usage will be monitored utilizing [Lightspeed Systems](#).

Students who do not abide by these rules will be subject to disciplinary action.

Parents/Guardians assume full responsibility if the Chromebook is damaged, lost, stolen, and/or not returned by the required due date and will be fully responsible for the cost of the device and/or charger.

Parents/Guardians assume full responsibility if the Chromebook is damaged due to negligence, including but not limited to horseplay, intentional misuse, or failure to follow school guidelines, the administration reserves the right to assess the damage and determine the party responsible.

Parents/Guardians understand, if the Chromebook is later found after payment has been made to the school, they may be eligible to receive a refund for all or part of the amount paid. The refund amount will depend on the condition of the Chromebook when it is returned.

Parents/Guardians understand that Chromebooks are to be used only by students for academic purposes and take full responsibility for the internet content that students access with their device.

Parents/guardians understand that the school technology and Chromebooks are to be used only by their student for academic purposes and are fully responsible for the internet content that their student accesses with the device.

All Chromebooks are monitored by Lightspeed Systems. Lightspeed Classroom Management gives teachers real-time visibility of student activity and control over their online workspaces. For more information, visit www.lightspeedsystems.com.

Electronic Device and Cell Phone Policy

Lower School students are not allowed to use personal electronic devices on campus at any time.

Yondr Pouch Policy

To support a focused and engaging learning environment, all students are required to secure their phones and personal tech devices (including earbuds and smartwatches) in their assigned Yondr Pouch from 8:00 AM to 2:35 PM. Each student is responsible for bringing their pouch daily and maintaining it in good condition, as it is considered school property. Upon arrival, students must turn their phones to airplane mode, place them in the pouch, and secure it in the presence of school staff during 1st Period (8:00-8:15 AM). Late arrivals or early dismissals will follow the same procedure in the Main Office. Throughout the day, pouches should be stored in backpacks. At dismissal, students will unlock their pouches, retrieve their devices, and store the pouch in their backpack to ensure it is brought to school the next day.

Policy Violations & Consequences

Unauthorized phone use during school hours will result in progressive disciplinary actions. The first offense leads to phone confiscation, three demerits, and parent contact, with the phone returned to the student after dismissal. A second offense results in five demerits, detention, and parent pickup of the phone. A third offense leads to ten demerits, in-school suspension, and a required parent conference before the phone is returned. Additional violations will be addressed by administration. Lost or damaged pouches require a replacement fee. If a pouch is forgotten, the phone will be collected, and parents will be notified. Repeated instances will be treated as a lost pouch, requiring replacement.

MEDIA AND ARTWORK

Photography

For the purpose of education, teachers, faculty, and students in digital design, journalism, and marketing courses are authorized to photograph and video students. These photographs and

videos may be utilized in school publications, social media, on-campus, school publications, social media, school or school-affiliated websites, and/or other school-related platforms without prior parental consent.

If a parent/guardian wishes for their student to not be photographed or videoed, or there are limitations in which the photographs or videos may be used, parents/guardians must indicate their request at the time of enrollment on the Media Consent Agreement. Revisions to Media Consent Agreement must be made through the FACTS family portal.

Glades Day School utilizes the following contracted photographers. Photography portrait packages are available for purchase at the rates determined by the photographer.

Moya Photography

Moya Photography is a family-owned studio, serving the community since 1969 in West Palm Beach, FL. Moya Photography can be contacted at (561) 832-8457 or by visiting their website at <http://www.moyaphotography.com>.

Moya Photography is contracted to take student and faculty photographs for the purpose of:

- Student Identification Cards
- School Portraits
- Yearbook Photography
- Other Photography Services
-

Consent to Utilize Student Original Works

Glades Day School has the right to display and recognize students' work on campus, school publications, social media, school website, and/or other school-related platforms without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes, but is not limited to:

- Artwork
- Special projects
- Photographs
- Original videos or voice recordings
- Other original works

MORNING/AFTERCARE PROGRAM

The Morning and Aftercare Program at Glades Day School offers students the opportunity to complete school work, participate in outdoor play, and engage in free play activities. All Counselors have been fingerprinted.

Students are expected to adhere to the Glades Day School Behavior Code of Conduct. Failure to comply with behavior expectations could result in disciplinary action and/or removal from the program.

Hours of Operation

Morning Care

The Morning Care program is available to all PK3 through 5th-grade students. There is no charge for morning care, and registration is not required. Morning care begins at 7:00 am and ends at 7:45 am.

Aftercare

The Aftercare program is available to all PK3 through 5th-grade students. Refer to the Tuition and Fee Schedule for hourly rate. Students will be signed in and out daily by the Aftercare Counselor, and the Family FACTS SIS account will be billed monthly. Registration is not required.

The Aftercare program begins at 2:30 pm and ends promptly at 5:30 pm. Students must be picked up no later than 5:30 pm. If students are not picked up by 5:30 pm, there will be a late charge of \$1.00 per minute per student. NO EXCEPTIONS. The Family FACTS SIS account will be billed monthly for any fees incurred.

ACADEMICS

The Upper School Guidance Team will support students in making informed and individually appropriate social, educational, and vocational choices.

Grading

Grade Point Ranges		Grade Point Average	
A (3.5-4.0)	4 points	A (Excellent)	90 - 100
B (2.5-3.4)	3 points	B (Good)	80 - 89
C (1.5-2.4)	2 points	C (Average)	70 - 79
D (0.5-1.4)	1 point	D (Poor)	60 - 69
F (0.0-0.4)	0 points	F (Failure)	0 - 59

Lower School Grading System

PK3 through kindergarten uses a grade-specific, standards-based report card. PK3 report cards are distributed at the end of each semester, and PK4 report cards are distributed three times a year. Students in kindergarten through 5th grade receive quarterly midterm report cards every nine weeks. Students in grades 1st – 5th receive cumulative final grades based on the average of their quarterly grades.

Upper School Grading System

Students in 6th through 12th grade receive midterm report cards every nine weeks. Note: 50% of a student's nine-week grade is derived from test scores. At the end of each semester, students receive a cumulative semester grade based on the chart below.

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%

Weighting

AICE (Advanced International Certificate of Education), AP (Advanced Placement), IB (International Baccalaureate), DE (Dual Enrollment*), H (Honors**) and Pre IB (Pre-International Baccalaureate) Points

Weighted GPA Scale						
Grade	AICE	AP	IB	DE	H	Pre-IB
A	5	5	5	5	4.5	4.5
B	4	4	4	4	3.5	3.5
C	3	3	3	3	2.5	2.5
D	1	1	1	1	1	1
F	0	0	0	0	0	0

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

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

Please note that this weighting is used to calculate HPA (Honors Point Average), but that not all colleges and universities keep this weighting when calculating GPA (Grade Point Average) for admissions determinations.

Glades Day School's GPA formula will apply to the ranking. 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 during their 8th-grade year. The GPA for these students begins in the 8th-grade year.

Academic Recognition

Lower School		Upper School	
High Honors	All A's	President's List	4.0+ GPA
Honors	All A's/B's	Honor's List	3.5-3.99 GPA
		Dean's List	3.25 – 3.49 GPA

Valedictorian and Salutatorian Honors

The policy for determining these honors is as follows:

- The 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 the end of the 2nd semester of senior year.
- Any misconduct may prohibit a student from receiving this honor.
- Students must be enrolled in the Advanced Academic Studies Track or the Academic Studies Track to be eligible.

Academic Requirements

Lower School

K-5th	Language Arts (Reading, Vocabulary, Writing, Grammar), Math, Social Studies, Science, Fine Arts Rotation
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For kindergarten students, retention is based upon low academic performance, not meeting grade-specific standards, and teacher/administrative recommendations. Students in 1st - 5th grade who fail two subject areas will be required to attend summer school at Glades Day School or a summer program approved by the Administration prior to attendance. Students in 1st - 5th grade who fail three or more subject areas will be retained.

Middle School

Grade 6	English, Mathematics, Life Science, Social Studies, Physical Education, Data Entry Keyboarding, and Art/STEAM
Grade 7	English, Math or Pre-Algebra, Earth Science, Civics, Physical Education, MS Tech Apps- Exploring Business and Choice of Elective
Grade 8	English, Pre-Algebra or Algebra I, Physical Science, American History, Physical Education, M/J Digital Art and Design and Choice of Elective
High School Credits	Algebra I is taken for high school credit and is computed into the student's GPA; middle school students opting for this credit will still be responsible for four math credits during their high school years.

If a 6th through 8th-grade student fails the second semester in any class, the student will have failed that course for the year. If the student fails two core academic subjects, the student may be retained unless the student remediates one course. In such a case, the student 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 GPA
Volunteer hours needed for graduation	25 hours per 9th-12th grade year enrolled at

	Glades Day School
Course selection requirements per grade level are based on academic studies	

If a high school student fails a course needed for graduation, the course must be remediated through GDS summer school or a program approved by the Administration. Students may repeat a course taken in grades 9th-12th for grade forgiveness if a grade of “D” or “F” is earned in the course.

Students in grades 9th- 12th are required to earn a minimum of 25 community service hours per year enrolled at Glades Day School. See *“Community Service Requirement.”*

Class Determination

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

Academic Studies

- Advanced Academic Studies
- Academic Studies

See Course Study Charts (on the following pages).

Advanced Academic Studies

Subject	Courses	Credits
English	Levels I – IV	4
Mathematics	Geometry, Algebra II, Pre-Calculus and Calculus	4
Science	Biology, Chemistry, Marine Biology and Anatomy	4
Social Studies	AP World History, World Cultural Geography, World History, U.S. History, Economics and American Government	4
Physical Education/Health	Physical Education with Integrated Health	1
Financial Literacy	Personal Finance	.5
World Language	FLVS Course Offerings	2
Arts	Journalism, Digital Design and STEAM Lab	1
Electives	FLVS* or On-Campus Selection	3.5

*See Florida Virtual School (FLVS) Credits for additional details and requirements.

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

Social Studies Credit for Transfer Students: Students transferring to Glades Day School after completion of 10th grade may have the opportunity to replace the required Social Studies credit for Geography with another applicable course of study related to the curriculum and graduation requirements.

Academic Studies

Students in the Academic Studies track may take AP courses

Subject	Courses	Credits
English	Levels I – IV	4
Mathematics	Algebra I, Geometry, Algebra II and Pre-Calculus	4
Science	Biology, Chemistry, Marine Biology, Environmental Science, Earth Space Science and Anatomy	4
Social Studies	World Cultural Geography, World History, U.S. History, Economics and American Government	4
Physical Education/Health	Physical Education with Integrated Health	1
Financial Literacy	Personal Finance	.5
World Language	FLVS Course Offerings	2
Arts	Journalism, Digital Design and STEAM Lab	1
Electives	FLVS* or On-Campus Selection	3.5

*See Florida Virtual School (FLVS) Credits for additional details and requirements.

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Social Studies Credit for Transfer Students: Students transferring to Glades Day School after completion of 10th grade may have the opportunity to replace the required Social Studies credit for Geography with another applicable course of study related to the curriculum and graduation requirements.

Dropping and Adding Classes

With the Guidance Team's permission, 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' approval. Classes dropped after the fourth week of the semester may result in a failing grade.

Textbooks And Workbooks

Students have ten days from the first day of school to have the required textbooks 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 FACTS account.

If a student drops or adds a class, they are required to obtain the textbooks within ten days of the schedule change.

Workbooks will be purchased by the school, and the student's FACTS account will be invoiced. There are no refunds for unused workbooks or additional workbooks needed due to schedule changes.

Community Service Requirements

In keeping with the school's educational philosophy to prepare students for college and life, the Upper School program includes a community service component that fosters a greater concern and sense of responsibility for service in the community. Students' exposure to and participation in community service hours on and off campus will support valuable and rewarding experiences in the hopes of realizing the value of one's contribution to the community.

To meet graduation requirements and the Bright Futures Scholarship requirements, students in grades 9th-12th must complete a minimum of 25 hours per year for every year enrolled at Glades Day School.

Students may arrange their own projects and/or participate in those offered through the school. All hours must be documented on the **Community Service Program Documentation** form and turned in to the Guidance Team by May 1st of each year. Seniors must complete and document their community service hours by April 15th.

*Please refer to the **Community Service Program Documentation** form for details and requirements. This form can be found on the school's website, FACTS, and the Main Office.

Florida Virtual School (FLVS) Credits

Glades Day School uses the Virtual Learning Lab to teach Upper School world languages, as well as offer Upper School students a catalog of options for electives. All students must have approval from the Guidance Team prior to enrolling in FLVS courses. The FLVS Calendar year is from July 1st to June 30th.

All students and parents/guardians are required to sign the annual FLVS contract prior to the student requesting courses through FLVS. A parent/guardian of the student must

provide verification of proof of residency, such as a Florida Driver's License and the student's social security number, prior to the student requesting courses through FLVS.

Parents/guardians of students who enroll in FLVS and receive state-funded educational scholarships must adhere to the specific scholarship guidelines.

All Upper School world language credits earned through FLVS will be honored and awarded credits by Glades Day School. All other FLVS credits will be honored only in the following situations:

- Grade Forgiveness: The credit may be 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, the student may take the course through FLVS.
- Educational Enrichment: When a student desires to take an elective course as enrichment to the general program of study.

All FLVS credits earned 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 FLVS coursework, including the final exam, must be completed following the Glades Day School FLVS Pace Chart. A student may be withdrawn from the course and receive a failing grade if coursework is not completed by the date set forth by Glades Day School.

Withdrawals during the first 14 days of a course enrollment will result in a grade of W sent by FLVS. Withdrawals are processed as WP for students who are earning a passing grade (59.5% or above, overall) at the time of withdrawal and as WF for students who are earning a failing grade (59.4% or below, overall) at the time of withdrawal. If FLVS reports "WP" or "WF" for a student, this will go on the student's transcript as an attempt with no credit.

Academic Assessments

MAP Growth Assessment

At GDS, we use the innovative MAP® Growth™ test from the NWEA® assessment to assess students' academic progress. This assessment is administered to students in kindergarten through tenth grade via school Chromebooks. The results are used to determine students' instructional level and to measure academic growth throughout the school year (and from year to year) in Reading/Language, Math, and Science.

MAP Growth tests are unique in that they adapt to your child's level of learning. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This results in a detailed picture of what your child knows and is ready to learn—whether it is on, above, or below their grade level.

Since MAP Growth tests provide immediate and accurate information about your child's learning, it's easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics and then plan instruction accordingly.

MAP Growth reports also provide typical growth data for students who are in the same grade, and subject and have the same starting performance level. Following each testing period, you will receive a report showing your child's growth, which you can review with your child's teacher for more insight.

Pre-ACT and PSAT Exams

The Pre-ACT and PSAT exams are administered to all 10th-grade students.

The PreACT is a multiple-choice assessment that provides 10th graders with short practice for the ACT test. Reporting offers a full view of student college and career readiness. For more information, visit www.act.org.

The Preliminary SAT, also known as the PSAT/NMSQT® (National Merit Scholarship Qualifying Test), is a practice version of the SAT exam. Students can only take the PSAT once per year. For more information, www.collegeboard.org.

SAT, ACT and CLT

Information on the SAT, ACT and CLT are available through the Upper School Guidance Team, or you may go online to apply for testing. Online testing information can be found at www.collegeboard.com for the SAT, www.act.org for the ACT and www.cltexam.com for the CLT.

Advanced Placement Courses

Students and parents/guardians must recognize that advanced placement courses are far more demanding than regular courses, even college preparatory courses. Students must sit for the mandatory national test that determines if the student is awarded college credit for the course.

Parent/Guardian written permission must be given for a student's request for withdrawal from the class. Students enrolled must pay a \$100 fee covering 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).

College Visit Days

Seniors and Juniors are allowed two college visit days per school year; however, it is recommended that students visit college campuses during their summer break. College visit days are for four-year colleges and universities only. Permission to take a college visit day must be approved through the Guidance Team. No visits will be approved after April 30, with the exception of senior orientation preview days.

Dual Enrollment

Glades Day School offers dual enrollment to students who meet the requirements set forth by the college. Once approved, applications must be submitted to the Glades Day School Guidance Team.

Glades Day School offers dual enrollment to high school students through Palm Beach State College. Students must first meet the requirements set forth by Palm Beach State College and be approved for course registration to submit their request for dual enrollment to the Glades Day School Guidance Team.

Students participating in the dual enrollment program will not be charged for the PBSC tuition but may be required to pay for the cost of textbooks and parking passes. 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.

Dual Enrollment Requirements

1. Four high school credits, of which two must include one English Language Arts and one Math course
2. College-ready test scores through ACT (<http://actstudent.org/scores>), SAT (<http://sat.collegeboard.org/home>), ACCUPLACER and/or PERT
3. Unweighted high school GPA of 3.5 for grades 6-9, 3.0 for grades 10-12.

Steps to Dual Enroll

1. Meet participation requirements
2. Apply for admission at PBSC
3. Complete the online dual enrollment orientation requirement
4. Submit required registration documents
5. Register for classes

Career Hands-On Mentorship Program (CHOMP)

Seniors who have completed all graduation requirements may be eligible to enroll in the Career Hands-On Mentorship Program. To request enrollment, students must complete the CHOMP Form, which requires Employment Verification and parent/guardian signature. *Students participating in sports must be on campus for the entire school day.*

College Scholarships

Information regarding scholarships is available on the Academic/College Advising page of the school's website and on daily student announcements.

Bright Futures Scholarship

Eligibility for the Bright Futures Scholarship is based on core credits and community service hours as determined by the Florida Department of Education.

Steps to Apply:

1. The student must apply online at www.FloridaStudentFinancialAid.org.

2. The student will notify the Guidance Team once they have submitted the online application.
3. The student must submit their community service hours to the Guidance Team.
4. The Florida Department of Education will evaluate the student's transcript for eligibility for state grants and other state scholarships.

Tutoring

Complimentary tutoring sessions with your student's teacher may be scheduled after school up until 3:15 pm. These sessions should be scheduled directly and in advance with the teacher. Private tutoring may be offered by individual teachers for a fee.

BEHAVIOR

Morals and Ethics

The Board of Trustees is committed to Glades Day School providing a safe and orderly environment that fosters learning and high academic achievement. Further, the Board is committed to providing an environment that is without violence, drug-free, tobacco-free, and protecting students' health, safety, and civil rights. This commitment is joint between the students, parents/guardians, and faculty, and it is expected that each will take personal responsibility for achieving this goal.

Students are expected to conduct themselves with honor, integrity, and character at all times and to accept full responsibility for their actions and attitudes. Any student who commits a chargeable offense in or out of school and/or 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), or expulsion. During disciplinary meetings, students are required to answer questions and comply fully with investigations. Failure to do so may result in expulsion.

Zero Tolerance

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, use or possession of illegal drugs, illegal use or possession of controlled substances, or possession of a weapon 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, on 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.

1. Possession of a firearm, whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or

producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

2. Any student found guilty of maliciously or intentionally committing arson or activating a false fire alarm may be expelled from Glades Day School.
3. A student shall not threaten, conspire, cause or attempt to cause physical abuse to a fellow student, faculty member, or any other individual. Violence will not be tolerated under any circumstances.
4. 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.
5. Individuals who are or have been married, pregnant, or have fathered 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. The school reserves the right to search the person, locker(s), vehicle, cell phone history, including social media accounts, and sent and received text messages.

Florida Safety in Private Spaces Act

The Florida Safety in Private Spaces Act criminalizes the act of entering a bathroom or changing facility that does not correspond to the gender assigned to an individual at birth. “Changing facilities” include dressing rooms, fitting rooms, locker rooms, changing rooms or shower rooms.

In accordance with the Florida Safety in Private Spaces Act, students and all visitors may only enter and use a restroom or changing facility that corresponds to the gender assigned to an individual at birth. The only exception to the policy is in the event of an emergency, maintenance or similar purpose.

Disciplinary Action/Consequences

Students who violate the Florida Safety in Private Spaces Act will be disciplined according to the consequences defined in the Behavior section of the Student Handbook under Major Violations. Accordingly, visitors who violate the Florida Safety in Privacy Spaces Act, could be charged with the misdemeanor crime of trespass.

PK3-PK4 Behavior

Biting, Spitting, Kicking, and Other Forms of Bodily Harm

- 1st Offense: The teacher will issue a change in behavior status to display the strongest visual consequence utilizing the visual behavioral management system, and communication will be sent to parents/guardians. The victim’s parents/guardians will also be notified by phone call, and an accident report will be sent home.
- 2nd Offense: The student will be dismissed for the remainder of the day, and communication will be sent home to the parents/guardians documenting the event.

- 3rd Offense: The student will be dismissed for the remainder of the day. The student may not return to school until a parent/guardian conference is held with both the teacher and Administration.

Language

- 1st Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system, and communication will be sent to parents/guardians.
- 2nd Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system, the student will conference with Administration, and a parent/teacher conference will be scheduled.
- 3rd Offense: The student will be dismissed for the remainder of the day. The student may not return to school until a parent/guardian conference is held with both the teacher and Administration.

Inappropriate Touching

- 1st Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system, and the parent/guardian will be immediately notified.
- 2nd Offense: The student will be dismissed for the remainder of the day, and communication will be sent home to the parents/guardians documenting the event.
- 3rd Offense: The student will be dismissed for the remainder of the day. The student may not return to school until a parent/guardian conference is held with both the teacher and Administration.

Classroom Disruption

- 1st Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system.
- 2nd Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system, and the parent/guardian will be immediately notified.
- 3rd Offense: The teacher will issue a change in behavior status to display the strongest visual consequence utilizing the visual behavioral management system, the student will conference with Administration, and a parent/teacher conference will be scheduled.

Disrespect of Peers, Teachers, or School Property

- 1st Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system.
- 2nd Offense: The teacher will issue a change in behavior status at their discretion given the incident utilizing the visual behavioral management system, the student will conference with Administration, and a parent/teacher conference will be scheduled.
- 3rd Offense: The student will be dismissed for the remainder of the day. The student may not return to school until a parent/guardian conference is held with both the teacher and Administration.

Kindergarten - 12th Grade

Minor Violations

Minor violations are to be immediately addressed by the faculty member present. The faculty member will issue the appropriate demerits and/or determine the appropriate disciplinary action according to the violation and properly document the incident in FACTS. Repeated violations will result in further disciplinary action, which may include but are not limited to demerits, detentions, athletic consequences, Saturday Work Detail, ISS, or OSS. *See *Disciplinary Action and Demerit System*.

- Chewing Gum
- Dress Code / Physical Appearance Violation
- Entering an Unauthorized Area of Campus
- Food, Candy, or Non-Water Drinks in Unauthorized Area
- Inappropriate or Improper Displays of Affection
- Disrespect
- Obscene Language or Gestures
- Uncooperative or Disruptive Behavior
- Unexcused Tardy to Class
- Violation of Student's or Faculty Member's Personal Space/Property
- Other Minor Violations as Determined by Faculty

Major Violations

Major violations are to be immediately referred to Administration by the faculty member present. The Administration will determine the appropriate demerits and/or disciplinary action according to the violation. The faculty member and Administration will both properly document the incident in FACTS. Disciplinary actions for major violations may include but are not limited to demerits, detention, athletic consequences, Saturday Work Detail (SWD), ISS, OSS, or expulsion. *See *Disciplinary Action and Demerit System*

- Bullying/Cyberbullying: "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:
 - Making threatening, insulting, or dehumanizing gestures.
 - Teasing, social exclusion, stalking, threats, intimidation, violence, public humiliation, physical theft, sexual/racial/religious harassment, or destruction of property.
 - Willfully sending text messages, emails, phone messages, or posts to any social networking platform with the intent to threaten, intimidate, embarrass, or negatively impact.
- Cheating and Plagiarism: Cheating involves acquiring unauthorized help to complete an assignment. Plagiarism is using someone else's words or works as your own without any kind of acknowledgment or attribution. Examples of cheating and plagiarism include, but are not limited to, the following:
 - Copying answers, using "cheat sheets," opening books when not authorized, giving others answers, reading a summary instead of the complete book, having another individual complete your assignment, altering or changing

answers on an assignment, using technology to copy and/or share information, utilizing any form of technology to acquire answers or information to better complete the assignment without permission.

- Severe Defiance of Authority / Harassment: Disrespect includes, but is not limited to malicious gossip, intimidation, silent treatment, and unwelcome feedback or criticism.
- Excessive record of minor offenses
- False Accusations: Any statements that are unproven and untrue in the spirit of deliberateness or deceit made against another student or faculty member. False Accusations made by a student that jeopardizes the professional reputation, employment, or professional certification of a faculty member will not be tolerated.
- Falsification: Forging and/or changing school or parent/guardian documents and/or using false identification to call in for an absence, checkout, tardies, and or permission forms.
- Fighting: Any physical altercation where an individual hits, kicks, or bites each other.
- Leaving Campus Without Permission: All students must obtain proper permission to leave campus for any reason.
- Possession of an Unsafe Object: Possession of an object that could potentially cause injury or harm, whether store-bought or created by the student.
- Possession of Tobacco, E-cigarettes, Vaping Devices, or Alcohol
- Pranks: Any practical joke or mischievous act that creates a substantial disruption in the operation of the school day; also, any mischief or malicious action targeting a school employee.
- Theft: Any intentional taking of personal property of another individual without permission or consent.
- Trespassing: Trespassing involves entering the school's property or buildings after school hours without faculty supervision or permission or entering unauthorized areas of campus during school hours.
- Vandalism: Vandalism includes, but is not limited to, intentionally damaging or defacing any school building, school-owned property, or personal property located at the school. Whether intentional or unintentional, a student who alters school property by defacing or destruction will be financially responsible for repairs.
- Other major violations as determined by Administration

Disciplinary Action and Demerit System

Glades Day School is committed to providing a safe and enriching learning environment for every student. Each teacher is expected to implement effective classroom management practices, which include, but are not limited to, skills and techniques to keep students organized, orderly, focused, attentive, on task, and academically productive during a class.

When a student does not adhere to the academic and behavioral expectations, teachers have the authority to take appropriate disciplinary action utilizing the procedures and guidelines outlined below:

- A FACTS SIS email notification will be used to inform parents/guardians of disciplinary incidents and indicate whether the student received a warning, demerit, or other disciplinary action.

- The number of demerits issued for a behavioral incident is at the discretion of the teacher and/or Administration depending on the incident.
- Demerits accrue by semester, resetting at the start of a new semester.
- Students who acquire ten or more demerits during a semester will be assessed a Saturday Work Detail (SWD). **See Saturday Work Detail*
- Other disciplinary actions may include exclusion from regular or special events such as athletic activities, school dances, loss of privileges, loss of memberships (Honor Society, Green or Gold Club), restitution, and/or clean-up.
- Should the incident warrant, a criminal complaint may be filed with the proper authorities against those involved.

Demerit Guidelines for Minor Violations

Violation	Demerits
Chewing Gum	1
Dress Code/Physical Appearance	1
Entering an Unauthorized Area of Campus	3
Food, Candy, Non-Water Drinks in Unauthorized Area	1
Inappropriate or Improper Displays of Affection	1-3
Obscene Language or Gestures	1-3
Uncooperative/Disruptive Behavior	1-3
Unexcused Tardy to Class	1
Violation of Personal Property or Space	1-3

Demerit and Disciplinary Guidelines for Major Violations

Disciplinary actions for major violations may include but are not limited to five or more demerits depending on the incident, detention, athletic consequences, Saturday Work Detail (SWD), ISS, OSS, or expulsion.

Disciplinary Guidelines for Cheating

- 1st Offense: The student will receive a failing grade on the assignment, the parents/guardians notified of the incident, and three demerits will be issued.
- 2nd Offense: The student will receive a failing grade on the assignment, the parents/guardians notified of the incident, and five demerits will be issued along with other penalties as determined by the Administration.
- 3rd Offense and subsequent offenses: The student will receive a failing grade on the assignment, the parents/guardians notified of the incident, ten demerits will be

issued, and the student will receive OSS and/or other penalties as determined by the Administration.

Saturday Work Detail

Students who acquire ten or more demerits during a semester will be assessed a two-hour Saturday Work Detail (SWD) as a consequence of the continuation of violating school rules. The decision to assign a student to an SWD will be at the discretion of the Administration. The SWD will be supervised by an employee of Glades Day School who will be paid for their time. Failure to serve an assigned SWD or refusing to obey a faculty member hired to supervise the SWD may result in an out-of-school suspension.

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

There is a fee for all SWD assignments. Fees will be billed to your FACTS account at the time of assignment. If the student does not attend the SWD, the fee must still be paid. Students will not receive credit for the SWD until the fee has been paid.

Parents/guardians will be responsible for the SWD fee as outlined below:

1 st SWD Assignment	\$30
2 nd SWD Assignment	\$50
3 rd SWD Assignment	\$75

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/guardians throughout the suspension period.

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. There is a \$100 fee for all ISS assignments. Fees will be billed to your FACTS account at the time of assignment. If the student does not attend the ISS, the fee must still be paid.

Students assigned an OSS or ISS are denied the privilege of participating in or attending any athletic or extracurricular activities. Students should be prepared to take missed quizzes, tests, or exams the day they return. Any assignments or projects 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.

The Head of School reserves the authority to assign an OSS or ISS, which 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. At the time of assignment of an OSS or ISS, the incident is documented through FACTS, and a good faith attempt is made to contact the parent by phone to discuss the incident and OSS/ISS assignment. The assignment may begin the same day or the following day.

DRESS CODE/UNIFORM

One of the visual aspects that distinguishes a private school from a public school is the uniformity and neatness of students' attire. Students are to be dressed appropriately at all times, including when traveling and/or representing Glades Day School for any school-related activity.

Students who arrive at school dressed in a manner that is not compliant with the dress code will be asked to address the issue. If the issue is not able to be addressed in such a manner (bottoms too short, inappropriate out-of-uniform wear, etc.), a parent/guardian will be called and requested to bring in replacement items. Students will be issued demerits for a dress-code violation. The school Administration will decide whether a student's attire is suitable and reserves the right to send a student home to change.

Uniform Suppliers

To ensure consistency in our school uniform program, **all uniforms must be purchased from one of the approved suppliers listed below and must be embroidered only with the official Glades Day School (GDS) logo.** Uniforms purchased from other vendors or with unauthorized logos are not permitted.

Harris Uniforms

Harris Uniforms offers both in-store and online shopping, making it easy for families to purchase approved uniform items. A wide range of sizes and specialty fits are available, including slim, tall, plus, husky, junior, and young men's sizes.

Browse approved Glades Day School uniform options at www.harrisschooluniforms.com. All uniform items must include the official GDS logo. **Store Location:** 152 W. Blue Heron Blvd., Riviera Beach, FL 33404 **Phone:** (561) 881-8689

StitchWorks Plus

StitchWorks Plus is a local approved supplier of Glades Day School uniforms. Families may purchase uniforms in person or place orders by phone. Phone orders may be picked up at the store or delivered to the Glades Day School Main Office to be sent home with your student. **Store Location:** 349 South Main Street, Belle Glade, FL 33430 | **Phone:** (561) 996-0442 | **Email:** sales@stitchwp.com

BSN Sports / Sideline Store

BSN Sports, also known as Sideline Store, offers clothing for men, women, and kids - as well as accessories ranging from backpacks and hats to wall decals and more. Glades Day School is excited to offer Gator fans school spirit apparel and accessories, as well as certain uniform-approved items, through our custom Glades Day Gators store. Uniform-approved

items include a variety of outerwear and collared shirt choices. Visit: <https://sideline.bsnsports.com/schools/florida/belleglade/glades-day-school>

Herff Jones

Letterman jackets and senior sweatshirts are offered through Herff Jones at select times throughout the year. Communication and order forms will be sent home for students to purchase these items.

Uniform Requirements

Uniform Tops

- Must be a collared shirt style per approved uniform provider.
- Must bear the GDS logo/monogram offered by the approved uniform provider.
- Must be in good, presentable condition.
- Solid undershirts may be worn under uniform collared shirts in the colors of forest green, gold, white, gray, or black only.
- Uniform collared shirts must be worn under outerwear.
- Uniform collared shirts must be worn once dismissed from the gym, weightlifting, or physical education classes.
- Team uniforms or team shirts may be worn on game days.

Uniform Bottoms

- Must be khaki pants, shorts, capris, and skirt styles per approved uniform provider.
- Must bear the GDS logo/monogram offered by the approved uniform provider.
- Must be in good, presentable condition and worn at the natural waistline.
- Must not have frayed or cut hems.
- Must not be tight-fitting.
- Shorts, skirts, and skorts may be no more than 7" above the top of the knee.
Note: Moving forward, there is ONE approved skirt style. **We will allow a one year phase out of previously approved styles IF they fit properly.**

Shoes

- Closed Toe
- Closed Heel

Outerwear

- Must be a jacket, sweatshirt, and hoodie style per approved uniform provider or athletic/extracurricular activity.
- Must bear the GDS logo/monogram offered by the approved uniform provider.
- Uniform collared shirts must be worn under outerwear.
- Girls may wear tights or leggings under uniform skirts in the solid colors of black, white, gray, or natural.
- Hats and sweatshirt hoods may be worn during Physical Education and outdoor classroom activities ONLY. Students who consistently challenge this rule will not be

allowed to bring hats or hooded sweatshirts to school, or their hat or hooded sweatshirts will be held in the Main Office.

Lower School Uniform Exceptions

- Lower School students may wear GDS spirit shirts on Fridays.
- Lower School students may wear holiday tee shirts the day prior to holidays such as Christmas, Halloween, and Valentine's Day.

Cold Weather Dress Code

When the weather is forecasted to be 40 degrees or below, a text alert will be sent notifying parents/guardians that students may dress according to the Cold Weather Dress Code detailed below:

- Any cold weather jacket may be worn, but all sweatshirts, sweaters, and hoodies must adhere to the normal Glades Day School outwear requirements.
- Any brand of khaki pants can be worn; no denim or sweatpants are permitted.

Dress Code for Field Trips

The dress code for all field trips is regular uniform collared shirts, bottoms, and shoes. Exceptions to this policy must be approved in advance by the Administration.

Dress-Down Days

All dress-down days must be approved in advance by the Administration. The dress-down day may be a full dress-down day in which students are invited to wear alternatively approved tops and bottoms, or a shirt-only dress-down day in which students can wear an alternatively approved top with uniform bottoms. These days will be communicated to parents/guardians and students in advance via email, the school announcements, and posted on the Glades Day School calendar.

The following items are not permitted on dress-down days: shorts other than uniform shorts, torn jeans, leggings/yoga pants, athletic pants, excessively baggy clothes, tank tops, spaghetti straps, bare midriff tops, bare-back shirts, dresses, skirts, and clothing displaying inappropriate logos, phrases, or advertisements.

Full Dress-Down Days

- GDS-approved spirit shirt or alternatively approved shirt.
- Blue, black, or white jeans with no rips or holes that are worn at the natural waistline or alternatively approved bottoms.
- Closed-toe and closed-heel shoes.

Shirt Only Dress-Down Days

- GDS-approved spirit shirt or alternatively approved shirt.
- Uniform bottoms.
- Closed-toe and closed-heel shoes.

School Organization Shirts

All class, sports, club, and other school-sponsored organization shirts must be approved by the Administration before they are purchased. Order forms will be provided to students.

Spirit Week Attire

- Spirit Week attire will be set by the Student Council and its advisor, with final approval from the Administration.
- The Administration reserves the right to determine if hats and/or alternate footwear such as crocs and slippers are approved during this week.

Physical Appearance

- **Tattoos:** No Glades Day School students may have visible tattoos during the academic school day or school events (including off campus and after hours events). Visible tattoos must be covered by uniform appropriate clothing (ie long sleeves, tights, pants, etc.). For athletic events, appropriate coverage of visible tattoos shall involve team appropriate athletic wear.
- **Piercings:** Students may not have nose rings, tongue rings, or other visible body piercings, with the exception of earrings for females.
- **Hairstyles:** Students must maintain a neat, clean, well-groomed, conservative appearance. Hair should be kept out of the eyes and face and styled in a way that does not distract from the learning environment. Natural-looking hair colors are allowed. Extreme hairstyles, shaved designs, and dramatic color contrasts are not permitted. Male students' hair must not fall below the collar.
- **Facial Hair:** Male students may have neatly groomed facial hair.
- **Other:** No hats, hoodies, or sunglasses are to be worn on campus unless during an approved activity.

SCHOOL MEALS

Glades Day School contracts Gator Chomp Cafe to serve lunches and snacks in the cafeteria during school hours. Students may purchase lunch or bring a packed lunch from home. The cafeteria provides microwaves for students to reheat food, and may not be used to cook food.

To maintain campus security and the integrity of the lunch program, students and parents/guardians may not bring fast food onto campus or arrange for food deliveries from restaurants or third-party delivery services.

Parents/guardians delivering a packed lunch to their student must report directly to the Main Office. Lunch must be delivered at least 30-minutes prior to the student's lunchtime (see lunch schedule below).

PK3-PK4	11:30 am - 12:00 pm
K-1st	10:50 am - 11:20 pm
2nd - 3rd	11:05 am - 11:35 am
4 th -5 th	11:10 am - 11:40 am
6 th - 8 th	11:40 am - 12:05 pm

9 th - 12 th	12:30 pm - 12:55 pm
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Athletic Team and Club Meals

Coaches/club sponsors may arrange for team meal(s) during their active season. Coaches/club sponsors must submit an Activity Scheduler request for all meals no less than 2-weeks in advance. Requests will be approved at the discretion of the Administration/Athletic Director.

Upon approval of the Activity Scheduler, it is the responsibility of the coach/club sponsor to notify the cafeteria of the date of the luncheon and the number of students participating.

Celebrations

All on-campus celebrations for birthdays, holidays, and special occasions must be approved by the teacher.

Birthday celebrations are limited to the student's lunch hour or homeroom as approved by the teacher. Only dessert items such as cakes, cupcakes, doughnuts, or cookies and drinks are permitted and must be supplied for each student in the classroom. A Lower School student wishing to distribute invitations during school hours must invite each student in the class.

It is the responsibility of the teacher to notify the cafeteria of any special luncheons and the number of students participating.

STUDENT LOCKERS

Students in the Upper School are assigned a locker at the beginning of the school year on a first-come, first-serve basis. Students may keep their textbooks, workbooks, and other approved personal items in their assigned locker. Only food and drinks in sealed, spill-proof containers are permitted. Lockers must be locked at all times with locks purchased from the Finance Office.

The Administration reserves the right to search student lockers and personal belongings at any time. The Administration also reserves the right to discard items within the lockers such as soiled clothing, food or drinks, etc.

No items other than gym bags are permitted on the tops of the lockers. Any items other than gym bags placed on the tops of the lockers may be discarded or taken to the Main Office, and demerits may be assessed.

LOST AND FOUND

Lost and found items are stored in the Main Office. The personal items of all students should be marked with their first and last name. At the end of each semester, items that remain unclaimed are donated to charity or discarded.

Loss/theft of personal items at school or on school transportation is not the responsibility of the school or its employees.

MEDIA CENTER

Challenge Material Policy:

Our school values open communication and respects the concerns and opinions of parents. This policy outlines the process for parents to challenge instructional materials used in our school, ensuring that concerns are addressed in a constructive and transparent manner.

Procedure:

1. Parents with concerns about instructional materials should first initiate a private discussion with the teacher or relevant school staff member. This conversation allows for clarification and understanding of the material's content and purpose.
2. If the concern is not resolved through initial discussion, the parent may submit a formal challenge. The challenge should be made in writing and addressed to the School Principal or designated authority. The written challenge should include:
The specific instructional material being challenged. A clear explanation of the concern, citing specific content or passages. Suggestions for alternatives or modifications, if applicable.
3. The school will establish a review committee to assess the challenge. This committee will consist of a minimum of four academic faculty and administrators. The committee will review the material in question, taking into account its educational value, relevance, alignment with the school's mission and values, and compliance with curriculum standards.
4. The review committee will examine the material(s) and concerns raised and will make a recommendation to the Head of School. These recommendations may include maintaining, modifying or replacing the instructional material based on the findings. Once the Head of School has made a decision, the committee will communicate the decision to the parent initiating the challenge. As a resolution, the decision reached through this process is final and binding.

Confidentiality

All parties involved in the challenge process are expected to maintain confidentiality regarding the details of the challenge, respecting the privacy of the individuals and the integrity of the process.

By following this policy, we aim to address parental concerns about instructional materials while upholding our commitment to providing a high-quality education in accordance with our school's mission and values.

Checking Out Books

Students are encouraged to check out books from the Media Center. All patrons may borrow materials for up to two weeks.

- Kindergarten students may check out one book at a time for a two-week period.
- First through fifth-grade students may check out two books at a time for a two-week period.
- Upper School students may check out up to four books at a time for a two-week period.

Overdue Books

- Books are overdue if they are not returned within two weeks.
- When a student has one overdue/lost book, they will not be able to check out another book. Teachers and parents/guardians will be notified.
- Students will initially be given a verbal reminder during their media center fine arts time if they have an overdue book.
- After a verbal reminder, a paper reminder will be sent home with the student.
- Following a paper reminder, an email will be sent from the Media Specialist to the parent/guardian.
- If the book is not returned within ten weeks, it becomes the property of the student, and the student's FACTS account will be charged for the purchase price of a replacement book.

Lost Books

- A book is considered lost if not returned to the library on time, and the student has received multiple reminders to return the book.
- After attempts have been exhausted to retrieve the book from the student, a fee equal to the replacement cost of the book will be charged to the student's FACTS account.
- Once the student's account has been invoiced for the replacement cost of the book, the account will not be credited under any circumstances, even if the book is later found.
- Students with unpaid fees will not be permitted to check out books until their fees have been paid.

Damaged Books

- A book is considered damaged if it is no longer suitable for check out, which may include water damage, ripped pages, or other physical damage to the book.
- If a student has damaged a book, the student should return the damaged book to the library as soon as possible.
- If the book is deemed damaged, a fee equal to the replacement cost of the book will be charged to the student's FACTS account.
- Students with unpaid fees will not be permitted to check out books until their fees have been paid.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering students the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education. Involvement in extracurricular activities also encourages peer relationships and deeper school connections.

Glades Day School offers a number of clubs and organizations for students in both Lower and Upper School. Activity offerings may depend on interest, the number of students, and sponsors. Registration forms for many of our extracurricular activities are distributed during Back-to-School Student Orientation. Activities beginning during the school year are

announced on the daily announcements and/or communicated via email. Clubs and organizations may require criteria for participation and/or membership.

Requirement for Students in Grades 6th-12th

All 6th through 12th-grade students of Glades Day School will be required to participate in a minimum of one extracurricular or athletic activity each school year.

Clubs

Activity	Grade Level	Season
Basketball Club (Girls)	6th-12th	Yearlong
Bible Club	6th-12th	Yearlong
Board Games & More	9th - 12th	Yearlong
4-H Fine Arts Club	K-12th	Yearlong
Fellowship of Christian Athletes (FCA)	9th-12th	Yearlong
Garden Club	3rd-5th	Yearlong
Gatorettes	PK3-5th	Yearlong
Girls Volleyball Club	4th-6th	Spring
Math Club	3rd-5th	Yearlong
Play Club	K-5th	Yearlong
Primary Lego Club	PK3-2nd	Yearlong
Reading Club	1st-5th	Yearlong
Service Club	6th-12th	Yearlong
STEAM Club	6th-12th	Yearlong
Science Club	3rd-12th	Yearlong
Service Club	6th-12th	Yearlong
Tennis Club	K-12th	Yearlong

ACADEMIC ORGANIZATIONS

Lower School

Student Council

The Lower School Student Council consists of all 5th-grade students and elected representatives in 4th grade.

All 5th-grade students have the opportunity to run for the position of President, Vice President, Secretary, Treasurer, and Chaplin of the Student Council. These positions are elected by students from kindergarten through 5th grade to become in August of each school year.

Student Council officers and representatives attend educational field trips and lead the community service projects sponsored by the Lower School.

Safety Patrol

All students in 5th grade are eligible to be Safety Patrol members. Safety patrollers have daily responsibilities such as monitoring the hallways, and Lower School walkways, running the school store, and leading morning devotions.

Safety patrollers are invited to participate in an annual education field trip to Washington D.C. The trip's cost varies annually. Fundraising opportunities may be offered at the discretion of the sponsor. Parents/guardians may be invited to attend at the discretion of the sponsor/Administration.

Accelerated Reading (AR)

Students in kindergarten-fifth grade are invited to tour the world through reading. More information regarding Accelerated Reading (AR) can be found on the GDS App.

Millionaires Club

Students in 1st through 5th grade are eligible to become a member of the Millionaires Club after reading one million words recorded through the Accelerated Reader Program.

These students are awarded the privilege to wear jeans and their club shirts on the first Friday of each month.

Upper School

National Honor Society

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

Eligibility and Membership Requirements

- Membership is open to students in grades 10th – 12th 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 service hours are required.
 - The current fundraising project is OneBlood blood drives, where each member must sign up five donors.
 - 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.

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 ten demerits, and/or eight absences within one school year will not be eligible for induction.
- Violation of Zero Tolerance or Major Behavior policies will result in dismissal.
- Not fulfilling the chapter attendance, service, or fundraising requirements will result in dismissal.

National Junior Honor Society

- Membership is open to students in grades 6th – 9th and will be based on the same academic qualifications as membership in the National Honor Society.
- Participation in all projects will be required.
 - Projects include but are not limited to: Food Drive, Gove Christmas Buddies, Pancake Breakfast, Nursing Home Valentine's Day Project, and Black Gold Jubilee activities as needed.

Spanish Honor Society

Eligibility and Membership Requirements

- 9th-12th grade students interested in becoming a member of the Spanish Honor Society will be required to have completed five semesters of study in Spanish at the high school level and have attained an honor grade of A or B.
- Students who have been suspended, have accumulated more than ten demerits, and/or eight absences within one school year will not be eligible for induction.
- Membership will also be determined by character, leadership, seriousness of purpose, and service/ commitment to others.
- With the approval of the sponsor and the Administration, the chapter may adopt projects for raising funds or for advancing the study of Spanish (in accordance with the purposes of the Society).

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 dismissed from the membership.
- Students who display serious misconduct and/or insubordination will be dismissed.
- Students who have been suspended, have accumulated more than ten demerits, and/or eight absences within one school year will be subject to probation or possible dismissal.
- Violation of Zero Tolerance and Major Behavior policies will result in dismissal.
- Not fulfilling the chapter attendance, service, or fundraising requirements will result in dismissal.

Gold, Green, and Gator Club Membership

Club	Grade Level	Required GPA
Gold	9 th -12 th	4.0
Green	9 th -12 th	3.5 to 3.99
Gator	6 th -8 th	3.5 or above

Eligibility and Membership Requirements

- Member status is determined by semester, and GPAs are not cumulative.
- If during a semester, a student receives more than ten demerits, is suspended, or exceeds eight absences* their membership will be relinquished; however, the student may be eligible at the beginning of the next semester. **The Administration reserves the right to make decisions on absences exceeding eight due to special circumstances.*
- If a student commits a major violation, membership will be relinquished, and the student will not be eligible for the remainder of the school year.

FIELD TRIPS

Field Trip Guidelines

School-sponsored field trips provide valuable opportunities to enhance a student's educational experience. The purpose of Glades Day School's Field Trip Guidelines and Protocol is to assist staff in planning safe and positive off-site learning experiences that align with the educational goals of the trip. These guidelines are also designed to ensure a positive experience for faculty and chaperones. Only currently enrolled and actively attending students are eligible to participate in school field trips.

All overnight, out-of-state, and international field trips—except those required for student participation in tournaments or contests—must be approved in advance by the Leadership Team. Any fundraising efforts for these trips also require Leadership approval.

Field trips should be an extension of the instructional or enrichment program and directly connected to curriculum and program goals. Before submitting a formal request, the staff

member organizing the trip must discuss the field trip idea with the appropriate administrator. The sponsor is required to complete a Field Trip Request Form to ensure transportation arrangements are made in advance.

Specific guidelines and administrative procedures have been established to screen, approve, and evaluate field trips, ensuring that all reasonable precautions are taken to maintain participant safety.

The Leadership Team has created these guidelines to ensure that:

- All students have parent/guardian permission to participate
- Trips are properly supervised
- Safety measures are followed
- Trips significantly contribute to the educational program
- All interested students have equal access and receive reasonable accommodations, including financial support, if necessary

For overnight field trips, the school must schedule an information meeting with parents prior to the trip. The trip sponsor must file accurate itineraries and appropriate telephone numbers including hotel numbers and cell numbers of trip chaperones, and submit to Director of Transportation,

Permission Slips

Since the Continuous Enrollment secures permission from the parent/guardian for off campus trips, the sponsor must provide written notice to parents about the trip no later than 15 days before the event.

Any field trip that includes water or swimming activities during the field trip requires additional parent/guardian consent specific to those activities. The Water/Swimming Consent Form must be completed for each student prior to the trip. Without this signed agreement, students will not be permitted to participate in any water or swimming activities during the field trip.

Overnight Trips

Overnight or out-of-state student trips must receive approval from the Leadership Team at least 45 calendar days in advance. The trip sponsor must account for special accommodations and dietary restrictions to ensure proper arrangements are made. Medical supplies, along with all emergency and daily medications, must be managed in accordance with Physician's instructions. Additionally, the sponsor must have access to FACTS to review students' medical information and emergency contact information during the trip.

Student Expectations

Students are expected to follow all school rules and guidelines during field trips, including any additional regulations for their safety and well-being. Violations of these standards will result in disciplinary action in accordance with the school's code of conduct. In some cases, this may include exclusion from the trip or, if necessary, sending the student home at their family's expense.

Sponsor/Chaperone Expectations

Adult sponsors and chaperones are responsible for ensuring that students behave appropriately and stay safe during the trip. They must support the trip sponsor, report any accidents or serious incidents right away, and, if needed, accompany a student home. Glades Day School employees must also follow all conduct rules in the Employee Handbook to set a positive example and help maintain order throughout the trip.

Transportation

All teachers planning day trips must work with the Director of Transportation to secure school sponsored transportation whenever possible.

All drivers of school or private vehicles should conform to state regulations when transporting students. All volunteer drivers, whether staff members or parents, must be responsible adults who have completed our volunteer registration process. They are required to provide copies of a valid driver's license, current vehicle registration, and adequate automobile insurance, and consent to a background check if one is not currently on file.

Emergency Procedures

In the event of an emergency, the Trip Sponsor will:

- Notify the Head of School or Principals in the event of an emergency
- Notify the specific parent or guardian involved in an isolated incident
- Hold all essential emergency information for each participant, including passports, visas, medical details (such as allergies and medications), and contact information for designated persons
- Be authorized to seek medical attention for a student during the trip, if required
- If out of the country, have the address and contact number of the nearest U.S. consulate or embassy readily available
- Keep the contact information for the tour operator or travel agency on hand
- Send a Parent Text Alert or reach out to the school to notify all parents/guardians in the event of a group emergency

Safety and Monitoring Procedures

To ensure the safety of all students during field trips, the following procedures will be strictly adhered to:

1. Attendance

- Attendance will be taken before departure from the school, upon arrival at each destination, at designated times throughout the trip, and before returning to the school.
- Chaperones will be assigned specific groups of students and will be responsible for regularly verifying the presence of each student in their group.

2. Monitoring

- Chaperones and staff are required to maintain constant supervision of their assigned students throughout the duration of the trip.
- Students must remain within sight of at least one chaperone at all times, especially in public or crowded areas.

- Any absence of a student must be immediately reported to the trip sponsor and appropriate steps must be taken to locate the student.

3. Communication

- Chaperones will have a communication plan in place to ensure swift coordination in case of an emergency or unexpected situation. This includes exchanging contact information and identifying meeting points.

These protocols are designed to ensure the safety, well-being, and accountability of all participants during the field trip.

Parent/Student Responsibilities:

All field trips are non-refundable and may require non-refundable deposits. In addition, once a parent/guardian turns in a completed and signed form indicating that they and/or their child will attend, parents/guardians are responsible for paying the entire cost of the trip regardless of whether they or their child attend. For “in-house field trips”, if Glades Day School does not receive payment by the due date, it is assumed the child is not attending and will stay home or be taken to another location during the field trip.

Glades Day School reserves the right to deny a student permission to participate in a field trip due to disciplinary problems prior to the date of the activity. Field trips are a privilege, not a right, and a student may be denied participation for unacceptable behavior.

Non-School Sponsored Trips

Chaperones or organizers of student trips arranged by an individual or non-school organization must inform parents/guardians in writing that the trip is not authorized or sponsored by Glades Day School.

Under no circumstances can school activity accounts be used as a depository/distribution source for funds for non-school sponsored trips.

SPECIAL ACTIVITIES

Assemblies

Educational assemblies may be planned throughout the year. Attendance is required by all students unless prior approval is given by Administration. Students must sit as a class and conduct themselves in an orderly manner. Teachers are also required to attend the assembly with their class and maintain order.

Fundraising

Fundraisers are generally carried out to raise funds for the school to support academic, athletic, or spiritual events. School-wide fundraising events are important to the financial structure of our school. It is strongly encouraged that all students/families participate in the designated fundraisers or, as an alternative, make a financial donation.

Any class or club wishing to sponsor a fundraiser must complete the Fundraiser Request Form to Administration for approval 4-weeks in advance and no less than 2-weeks in advance.

Any athletic team must receive approval from the Athletic Director.

Homecoming Court

The homecoming court is a representation of the senior class and, ultimately, Glades Day School.

Selection

Six girls are chosen to represent the court. The court is selected by the varsity football team and the senior class. Following the announcement of the court, electronic voting ballots are emailed to students in the 9th-12th grades.

Eligibility Requirements

- Must have completed two full semesters as a junior at Glades Day School.
- Any misconduct as determined by Administration may prohibit a recipient from receiving this honor.

Policies and Procedures

- Must attend all required activities related to homecoming.
- Must attend 1st, 2nd, and 3rd periods the day of the Homecoming game.
- Must meet on the football field for practice during break time on the day of the Homecoming game.
- Once practice is complete, each girl on the court will be dismissed from school to prepare. Students must sign out in the Main Office.

School Dances

Glades Day School invites grade-level appropriate students to participate in the following school-sponsored dances:

Lower School (4 th - 5 th)	4th/5th Grade Dance
Middle School (6 th - 8 th)	Middle School Dance
High School (9 th - 12 th Grade)	Homecoming Dance and Prom

By attending any Glades Day School school-sponsored dance, the student and parent/guardian agree to abide by the Glades Day School Dance Policies and any additional policies set forth by the individual dance, which may include but are not limited to:

- Students must be present 4th, 5th, 6th, and 7th class periods to attend all dances except for prom. For prom, students must be present 1st, 2nd, 3rd, and 4th class periods on the day of or the day before Prom in order to attend.
- Students who wish to attend any school-sponsored dance will be required to purchase a ticket to attend as outlined by the dance sponsor.
- All attendees must present their tickets at the door to gain entry to the dance.
- No food or drink will be allowed into the dance.
- No inappropriate dancing will be permitted. A warning will be given, and if the inappropriate dancing resumes, the student's parents/guardians will be contacted, and the student will be required to leave the dance.
- Proper attire must be worn at all times.
- Additional Policies For Upper School Dances:
 - Students may be granted permission to bring a non-Glades Day School guest as long as the guest is classified as a freshman, sophomore, junior, or senior or is not older than 20 years of age; a photo I.D. and the name of the guest must be provided to the Main Office prior 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.
 - Parents/guardians will be called prior to students leaving the dance.
 - Once a student leaves a dance, the student will not be permitted to re-enter the dance.

Prom and After Prom

The Junior Class (whether they plan to attend or not) and the class sponsors will be responsible for raising money to cover the cost for both Prom and After Prom. A mandatory fee per student will be determined each year. The primary fundraiser for these events will be poinsettia sales, which gives students the opportunity to cover or reduce the mandatory per-student fee. The money raised or mandatory fee will cover the cost of prom during their junior and senior year. All fees must be paid before Prom and will be billed to the student's

FACTS account. Juniors who enroll in Glades Day School after the fundraising events will be assessed a prorated fee.

Additional fundraising opportunities for the student to earn money to offset the mandatory fee per student is:

- Carnation Fundraiser – In conjunction with Valentine's Day during the student's sophomore year.
- Winter Festival – The Junior Class operates the drink booth. Each junior is required to pay \$20; all money earned at the two booths is allocated to juniors and is distributed according to hours worked.

All students attending the prom must abide by the policies and procedures for school-sponsored dances. This includes a breathalyzer test, pat down, and search. Attendees sign in and relinquish vehicle keys to designated staff. Parents/guardians will be called by a designated chaperone for any student wanting to leave the Prom or After Prom prior to when the event ends.

Prom Construction

The Junior Class, their parents/guardian, and the class sponsor(s) complete all prom construction. Workshops will be 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 Monday through Thursday after school. Prom Committee members will also meet Friday morning, the day before or the day of prom, at the school to finalize the decorations.

Senior Class Funds

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

ATHLETIC PHILOSOPHY

This section of the handbook is designed to inform you about our school's athletic program, its rules, regulations, responsibilities, and the 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 recognize and develop the student-athlete by creating a culture that drives the student-athlete to achieve their highest potential. This philosophy is achieved through fostering confidence, accountability, commitment, work ethic, responsibility, competitiveness, and sportsmanship. The ultimate goal is that each participant takes these qualities of character along with the many positive experiences derived through sports, and applies these principles to their life after high school. Through promoting broad participation in athletics and enthusiastic support for the entire athletics program, the Athletic Department seeks to generate a sense of pride in GDS Athletics, the student body, and the school community.

Glades Day School is a member of the Florida High School Athletic Association and the Sunshine State Athletic Conference (Football) and fully supports their policies and regulations.

Funding of Sports Programs

Tuition fees at Glades Day School do not support the athletic program. Each athlete will be assessed an annual, \$150 athletic fee. Funding for the athletic program is primarily generated through fundraisers overseen by the Athletic Director, revenue from banner advertisements and sponsorships, proceeds from the Winter Festival raffle, concession stand sales, and other donations.

Eligibility and Requirements for Participation

- In addition to the academic standards required by the Florida High School Athletic Association (FHSA), athletes must also meet the academic achievement and conduct standards of Glades Day School outlined below:
 - A middle school student **must have a 2.0 GPA** based on a 4.0, or its equivalent, scale at the conclusion of each semester.
 - A high school student **must have a cumulative 2.0 GPA** on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. GPAs are checked at the end of each semester.
 - High school students have four years of eligibility upon entering the 9th grade.
 - Any student who turns 19 prior to July 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.
- Students participating in summer sporting activities must be enrolled for the upcoming school year prior to participation.
- Students must show "Intent to Participate" within the first week of tryouts/practice by signing up, presence at practice or at least direct contact with the Head Coach.

Appeals to FHSAA Concerning Student Eligibility

The parent/guardian 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 Director. Working with the parents/guardians, the Athletic Director 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/guardian.

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.

Student-Athlete Expectations

Not meeting the expectations outlined below may determine playing time.

- Always be respectful of the coach's authority and position, teammates, and equipment.
- Display good sportsmanship.
- Be a positive example for GDS on and off campus.
- Attend all practices and games.
- Wear appropriate attire to all practices and games.
- Maintain all academic and behavior standards to remain eligible.
- Attend 4th, 5th, 6th, and 7th class periods to participate in all practices or games.
- Communicate effectively and in advance of any absences of practices or games. Each coach has the authority to determine whether an absence is excused or unexcused. *See Missed Practices/Games.*
- Effectively participate in all required fundraising activities.

Parent/Guardian Expectations, Parents of Student Athletes

Glades Day School has implemented a Parent of Student-Athletes (POSA) organization. All parents/guardians of a student participating in a sport are members of this organization and are expected to fulfill the responsibilities outlined below.

- Assist in creating a united front towards the athletic programs and the school.
- Attend the scheduled POSA Meeting:
 - Each August, there will be a kick-off welcome meeting.
- Volunteer sessions during the season. This includes but is not limited to: ticket booth, concession stand, team luncheons, and team snacks/drinks.

- Assist their student-athlete in fundraising for the Gator Athletic fundraisers as set by the Athletic Director.
- Assist in establishing relationships with local businesses to support the Gator Athletic department.
- Donate to end-of-the-season coaches' appreciation gifts.
- Parents of senior student-athletes will attend senior recognition night. See *Senior Athletes*.

Team Size and 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 FHSAA roster regulations, team dynamic, coach philosophy, and individual role.

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

Multiple Sports Participation

Any student wishing to participate in more than one sport during a single season must meet the requirements of Glades Day School's Dual Sport Agreement Contract. This includes receiving permission from all head coaches involved and approval from the Athletic Director. Coaches should discuss a plan for participation with the student's Parents/Guardians as well.

Sub-Varsity Programs (6th – 10th)

The purpose of sub-varsity programs is to convey the many qualities derived from athletic participation. A concentrated effort will be made to develop all athletes and spread playing time as evenly as possible. This will increase the depth of 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 sub-varsity programs. The varsity programs will continue to focus on the development of the student-athlete and teaching life lessons through sport, and at the same time, strive to reach the highest team achievement. The coach's first responsibility is to the team and the success of the program. At the varsity level, the students that give the team the best chance to win will play.

Coaching Concerns

It is encouraged that any parental concerns are addressed initially with the Head Coach of the particular sport via email/phone/scheduled meeting. If the parent feels that the meeting with the coach did not provide a satisfactory explanation or resolution, the Athletic Director may be asked to meet with the coach and parent(s) together. All parent meetings must take place on campus and accompanied by an assistant coach or athletic administrator. It is also encouraged for the student-athlete to be present at the meeting as well if appropriate.

Parents should not attempt impromptu discussions with a coach regarding concerns. These may be difficult times for both parent and coach, and often do not produce a positive result.

Missed Practices/Games

Athletes are expected to be fully committed and attend all scheduled games and practices during the course of the entire season. If an athlete does plan to miss practice/game, it needs to be communicated to the Head Coach in advance. Unexpected/unexcused absences may result in consequences or role changes determined by the coaching staff.

Termination

When a student chooses to leave a team prior to the completion of the season (unless extenuating circumstances), they are not permitted to participate on another team until the season of the sport they have quit has ended. Students who are suspended or dismissed from a team for disciplinary reasons are not eligible to participate in any other sport until granted permission by the Athletic Director.

Senior Athlete Recognition

Senior Banners

Senior athletes are honored with a senior banner for each sport they participate in. The Athletic Program covers the cost of senior banners.

Senior Night

One home game is chosen each season to recognize the senior athletes in that sport. The school invites the parents/guardians to attend this event to be formally introduced and given a yellow rose.

Team Meals

Varsity Football

- Traditionally, the varsity football parents/guardians arrange a pre-game meal for the players, coaches, and managers on Friday after school in the cafeteria. Arrangements for the preparation of the meals, setup, and cleanup is at the discretion of the parent/guardian the coach deems responsible. Players are expected to contribute monetarily for their share of the meals as determined by the parents/guardians organizing the meal.
- Traditionally, the varsity football players, varsity cheerleaders, coaches, and managers participate in a team dinner on a day selected each week.. These meals are prepared and arranged by volunteer parents/guardians. These dinners may be held on-site or at private residences.

All Other Sports

- On-campus team luncheons may be scheduled during the school day. An Activity Scheduler must be submitted by the coach 4-weeks in advance and no less than 2-weeks prior to the desired date of the luncheon. Organization, funding, and setup/cleanup are the responsibility of the coach or the parents/guardians deemed responsible.

- Varsity teams are allowed one (1) luncheon per month, and sub-varsity teams are allowed one (1) luncheon per season. Additional lunches may be requested during post-season play.
- It is the responsibility of the coach to notify the cafeteria staff concerning the scheduling of team lunches.

Sports Awards

Each season, sports teams and athletes are honored at an awards program. All student-athletes are to abide by the following expectations:

- Athletes are to dress appropriately:
 - Boys should wear dress slacks, a dress shirt with collar, belt, and dress shoes.
 - Girls should wear dresses or blouses with dress pants or skirts that are not too short, revealing, or tight.
 - No hats, earring, bandanas, or sunglasses are to be worn during the sports awards ceremony.
- Athletes are to sit quietly and respectfully, behaving in a manner that honors the integrity of our athletic program.

Athletic Season Schedules

Glades Day School season schedules can be accessed via [MaxPreps](#) or by clicking on the Athletics tab and Schedules on our school website. Our school calendar also displays our athletic events.

Athletic Event Ticketing

Home game athletic ticketing is managed through [GoFan](#). Many of you are already familiar with GoFan as they are the largest high school ticketing solution, also utilized by many of the schools in our area.

With GoFan, tickets are purchased online, and fans show their phone to redeem their ticket with a simple click of a button - no equipment, scanning, or contact required. At the gate, fans will open their tickets via email or their GoFan account. They can select all tickets or just the tickets they want to use. Next, gate attendants will direct fans to click "Redeem" to validate tickets, then confirm the green checkmark to ensure tickets are valid.

Our season passes, and VIP section seating for football will also be managed through GoFan.

For tickets to any of our home sports games, you can conveniently find our GoFan school page by searching Glades Day School on www.gofan.co.

NFHS Network Live Broadcasting

Never miss out on another event! Glades Day School is a member of the NFHS Network to allow families, friends, and fans to tune in live to sports games and events! With the installation of two Pixellot cameras, one in the gym and one on the football field, spectators who are unable to join us in person can easily watch a live professional broadcast of our school's sports, graduations, guest speakers, interviews, award ceremonies, and more - all

from the convenience of their device. The Pixellot Cameras feature auto-tracking features, which enables you to follow the action with panning and zooming!

The NFHS Network is the leader in streaming live and on-demand high school sports. The NFHS Network covers 27 different regular season and postseason sports, as well as other high school activities, celebrating the accomplishments of student-athletes, student broadcasters, and high schools across the country.

The NFHS Network offers two convenient passes, annually or monthly, to watch sports games live or on-demand. Not only will your subscription provide you access to watch Glades Day-hosted sports games LIVE, but you will also be able to tune into sports games from other participating schools across the country!

For more information, visit the NFHS Network at www.nfhsnetwork.com.

Athletic Advertisements

Businesses and families can show support for our Athletic Programs through our Annual Banner Advertising Program and VIP Parking. Information regarding annual advertising opportunities and renewals is sent via email each spring, summer, and fall for the upcoming school year.

For more information, contact the Athletic Director at athletics@gladesdayschool.com.

NON-TRADITIONAL STUDENT ATHLETIC PARTICIPATION POLICY

Mission and Philosophy

Glades Day School's mission is to provide a safe, family environment and to inspire all students to lead academically, athletically, and spiritually. Athletics are an important extension of that mission and provide students with opportunities to grow in confidence, sportsmanship, responsibility, work ethic, commitment, and character.

Through our athletic program, Glades Day School seeks to recognize and develop student-athletes by creating a culture that drives them to achieve their highest potential. We believe athletics should provide positive experiences that strengthen character, build leadership, and reflect the values of our school community.

While Glades Day School primarily serves fully enrolled students, the school may, at its sole discretion, allow limited athletic participation opportunities for non-traditional students in certain circumstances. Such participation may be considered when it is determined to be beneficial to both the student and the athletic program, while also preserving the integrity of the full Glades Day School student experience.

Participation as a non-traditional student-athlete is a privilege, not a right, and does not constitute enrollment at Glades Day School.

Rationale for Non-Traditional Student Athletic Participation

Glades Day School may consider non-traditional student athletic participation when it supports the school's mission, strengthens the athletic program, and does not diminish the experience or opportunities of fully enrolled students.

Participation may be considered for the purpose of:

- Strengthening athletic programs
- Helping maintain viable teams
- Ensuring appropriate roster depth
- Increasing competitiveness
- Sustaining sports that might otherwise be difficult to offer
- Providing a connection point for families who may consider future full-time enrollment

Definition of Non-Traditional Student

For purposes of this policy, a non-traditional student may include:

- Homeschool students/FLVS Flex students
- Private school students whose school does not offer a specific sport
- Virtual school students, if approved by administration in the future

Eligibility Requirements

Non-traditional students approved for athletic participation must:

- Meet all eligibility requirements established by Glades Day School and applicable athletic associations
- Maintain satisfactory academic progress and grade point average required by the school and Florida law as verified by academic records
- Submit academic records, transcripts, or other documentation as requested by the school
- Abide by all athletic handbook policies, team rules, and school expectations
- Submit all required athletic paperwork, physical forms, and eligibility documents
- Demonstrate behavior and conduct consistent with the mission and standards of Glades Day School
- Remain in good disciplinary standing
- Meet attendance, practice, and participation expectations established by the coach and Athletic Director
- Maintain current financial obligations to the school

Approval for participation is granted on a year-to-year basis and may be revoked at any time by school administration.

Scope of Participation

Approved non-traditional students are eligible to participate only in interscholastic athletics as approved by the Athletic Director and Head of School.

Non-traditional students participating under this policy are not eligible to participate in:

- Student Council, National Honor Society and other clubs or student organizations
- Extracurricular activities unrelated to athletics

- School social events, such as Homecoming and Prom, unless specifically invited by the school
- Graduation ceremonies
- Class trips
- Leadership opportunities reserved for enrolled students
- Other activities or privileges reserved for fully enrolled Glades Day School students

Participation under this policy is limited to athletics and does not create any right to broader student privileges, academic enrollment, or participation in the general student life program of Glades Day School.

Attendance and Campus Access

Non-traditional student-athletes may access campus only for:

- Scheduled practices
- Games and competitions
- Approved athletic meetings
- Required athletic functions
- Athletic-related academic or compliance meetings requested by the school

Additional campus access must receive prior administrative approval.

Academic support offerings may be considered or made available in the future at the discretion of the school. Any such support would require administrative approval and may be subject to separate guidelines, fees, or eligibility requirements.

Fees and Financial Obligations

Non-traditional student-athletes are required to pay the following fees:

- **Application Fee:** \$50, non-refundable
- **Enrollment Fee:** No enrollment fee required
- **Athletic Fee:**
 - \$1,000 per sport
 - \$1,500 for football
 - \$2,500 for participation in all three athletic seasons
 - Transportation fee additional

Eligible state scholarship funds may be applied toward approved fees in accordance with scholarship program requirements and school procedures. Glades Day School in-house financial aid may not be used to pay fees associated with the Non-Traditional Student-Athlete Program.

Payment must be paid upfront. All fees are non-refundable if the athlete withdraws, is removed, or does not complete the season or seasons.

Uniforms and athletic equipment will be provided by the school as appropriate. Non-traditional student-athletes may use Glades Day School transportation to and from games. Athletes may use Activity Transportation after practice for an additional fee when available and approved.

All financial obligations must remain current in order to maintain eligibility. Failure to meet financial obligations may result in suspension or removal from athletic participation.

Administrative Authority

The Head of School and Athletic Director reserve the right to:

- Approve or deny participation requests
- Limit participation based on roster size, program needs, team dynamics, or school priorities
- Determine eligibility standards
- Require additional documentation
- Establish conditions for participation
- Revoke participation privileges when deemed in the best interest of the school

All decisions regarding non-traditional student participation are final.

Policy Review and Revision

This policy is subject to periodic review and may be revised, amended, or updated as necessary to reflect changes in applicable laws, regulations, organizational needs, or operational practices. All revisions must be approved by the Board of Trustees before implementation.

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.