



School Handbook



Philosophy

Glendale Adventist Elementary functions with the belief that God lends children to parents and teachers for a short period of their life span. The first few years of a child's life are considered as the formative years. This is the time when character, standards and attitudes are developed. With this in mind, we strive to facilitate a young person's development in a Christian atmosphere. The goal of the curriculum is to help each child find his/her full potential in every area of development: the spiritual, social/emotional, cognitive and physical.

Your principal,

Stuart Morgan

Higher than the highest human thought can reach is
God's ideal for His children. "Education" 18

Welcome

Welcome to Glendale Adventist Elementary School. You now have one of the greatest opportunities of your life. That opportunity is to attend a private Christian school. Attending Glendale Adventist Elementary (GAE) is a privilege. Many people have sacrificed and worked hard to provide you with this opportunity. Your parents, school administration, school board, teacher and countless others have been a part in helping GAE become a reality.

Our goals as a school are to provide the activities, the relationships, and the environment for you to grow as a Christian student. The staff uses Bible study, academic lesson, social time and special projects to uplift Christ. We recognize that each of you is so valuable that Christ would die for only you. He has a special purpose for your life. During this school year we join you in discovering Jesus and His purpose for you this year, and in developing the skills you need to serve others as He did.

As you read through this handbook about Glendale Adventist Elementary, perhaps you are wondering whether you should attend. If you can answer the following questions with a “yes” then GAE is indeed the place for you.

- Do I want to know Jesus better and grow spiritually?
- Do I want to be challenged intellectually and academically?
- Do I want to have teachers who take a personal interest in me?
- Do I enjoy meeting new people and making lifelong friends?
- Do I commit to work diligently for a quality Christian education?
- Do I want to learn self-discipline and the virtues of leadership?
- Do I want to receive a quality education that prepares me for success in high school, college, and life?

As you ponder these questions, I hope that you will consider GAE your new school home. I hope you decide that you want the exceptional education in a Christian environment that you will receive at GAE so that you can achieve your maximum potential.

General Information

Glendale Adventist Elementary (GAE), serving grades K-8, is part of Glendale Adventist Academy (GAA) which serves grades 9-12. Together, the elementary and academy has been offering an exceptional K-12 curriculum for students in the community since 1907. As a member of the Southern California Conference school system, Glendale Adventist Elementary and Academy is under the direction of the local constituent Seventh-day Adventist churches.

GAE has a unique approach to education in that the school fosters academic and personal excellence in each student within the framework of a Christian environment. The administration and faculty seek to instill in each student positive Christian values that will help him/her be a success in life. The saturation of an affirming, value-laden environment enables:

- teachers to openly speak of God in the classroom
- students to feel that their faith is a welcome subject
- programs that reflect and encourage positive values and principles
- social events to incorporate students in service to the community
- students to be challenged to fully develop their abilities

This commitment has given GAE a reputation for being a place where students excel academically, where lifelong friendships are developed, and an experience with God is cherished.

History and Location

The school began in 1907 as a one-room church school in the basement of the Glendale Sanitarium gym which was nothing more than a renovated old hotel located on Isabel Street. The school had an initial enrollment of 15 students and was known as the Glendale Church School. In 1908-1909, a one-room building, costing a total of \$500, was erected on the east side of Isabel Street across from the old Sanitarium. Three hundred dollars was collected for the project and two hundred dollars was borrowed. This building was painted green, and was therefore referred to as the "Green Building." The following year the "Green Building" was moved across the street onto the Sanitarium grounds and another classroom was added, making it a two-teacher school.

The school was recognized as a 12-grade academy in 1921-22. When it became evident that the present facilities were inadequate, a group of ten business and professional men negotiated a loan for a down payment on forty acres of land in Chevy Chase Canyon.

The history of the school has been one of expansion and growth. Currently the elementary and junior high program (K-8) serves approximately 450 students and the academy (9-12) another 250 students.

Admission Policy

Non-Discrimination Policy

Glendale Adventist Elementary admits students of all races, color, nationality or ethnic origin. Even though our school is established primarily for children of Seventh-day Adventist families, we welcome all who wish to come and who affirm the philosophy of Christian education and its principles. Each student must uphold the principles upon which our school is based.

By attending Glendale Adventist Elementary students have chosen to support a Christian life-style. Each student agrees to accept the moral responsibility associated with education in a Christian school, whether on or off campus. Glendale Adventist Elementary knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at GAE will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The word honor is defined as, "a keen sense of right and wrong; adherence to action or principles considered right." The word integrity is defined as, "capable of making the distinction between right and wrong in conduct."

Students of Glendale Adventist Elementary pledge to support the administration's efforts to provide a positive, safe and orderly environment by choosing to be a student who, both on and off campus

- seeks to develop physical, mental and spiritual energies to serve and honor God
- respects and protects the rights of all people
- practices principles of honesty, integrity and morality
- refuses to use or support the use of tobacco, alcohol or drugs
- endeavors to influence and assist fellow students in supporting these ideals

The ultimate object of education is the development of character. It should be the student's purpose to observe the school regulations as a matter of honor, realizing that these regulations are considered necessary to successful guidance and education of young people. Respect for humanity, reverence for God, and responsibility for one's actions are the three Rs of a student's conduct at GAE.

Faculty Guidance Committee

School administration will utilize two faculty guidance committees when dealing with certain aspects of student life: 1) a junior high committee - grades 7 and 8 and 2) a lower elementary committee - grades K-6. These committees will be called upon by the principal to give input on student issues including: 1) admissions, b) academic concerns, and c) behavioral/discipline matters.

If a student's record indicates a difficulty, the principal will request a meeting with the student and parents to work on a corrective plan of action which may include counseling, special testing, tutoring or other recommended referrals. If the difficulty persists, the principal and guidance committee may request a student's withdrawal from school.

The Junior High Guidance committee consists of the seventh- and eighth-grade teachers and the principal. Participation in the lower elementary committee will alternate among four K-6 teachers appointed by the principal.

Room Assignment Policy

We regret that special requests for room assignments cannot be met. The following are factors to be considered in making room assignments:

- behavior
- discipline
- academics
- personalities
- gender balance

Our goal is to maintain balance in our classrooms to assure a successful year. Room assignments are posted the first day of school after all registration procedures have been completed and all required fees have been paid.

Visitors

Parents and School Board members are welcome to visit the school but are asked to sign in at the office upon arrival. The presence of student visitors is discouraged in order to avoid disruption in the school program. No student should bring relatives to school without prior approval from the office and written permission from the visitor's parent or guardian.

Attendance

Commencement

Students are required to be in their designated line with the necessary school materials when the beginning bell rings:

K	8:30 AM
1-6	8:10 AM
7-8	8:10 AM

Attendance Policy

At Glendale Adventist Elementary we strongly believe that teaching our students to be on time for their commitments is an important life skill. We further believe that allowing for repeated tardiness diminishes the importance of this issue in the mind of the student.

Frequent tardiness at the beginning of school is an avoidable problem. In most cases it can be corrected by simply adjusting the alarms a few minutes to allow for an earlier departure from home.

Our students must realize that they are expected to be at school on time each day. When the morning bell rings, they are to be in their designated lines, ready to enter the classroom. This is an important time when teachers make announcements and have worship and pray with their students. This morning time helps to establish a relaxed and positive tone for the day. Students entering late not only miss out on this important aspect of the school experience, but they frequently disrupt the class.

Students who arrive late must report to the elementary office. There they will be given a late slip. If the student brings a note from a parent or guardian requesting an excuse for a legitimate reason the tardy slip will indicate an excused tardy. However, students arriving without an excuse note will receive an unexcused tardy. Unexcused tardies result in loss of citizenship points which determines eligibility to attend field trips, hold class office, become a member of NJHS and graduate with honors or high honors.

We ask our parents to impress upon your child the importance of this issue. Please set a good example.

Extended Absence Policy

Families are urged to plan personal trips during school holidays and vacations, we strongly discourage the practice of removing students for anything other than an unavoidable event.

However should the need arise for a student to be absent for an extended period the parent should notify the school as soon as possible, and discuss with the teacher/s the work the student will miss while away.

Upon returning to school, any work that was assigned must be turned in within a reasonable amount of time (see homework policy, page 11).

Dismissal Times

Grade	Mon-Thur	Fri	Minimum Day
K-2	2:30	2:00	12:00
3-4	2:50	2:10	12:10
5-6	3:20	2:20	12:20
7-8	3:30	2:30	12:30

Closed Campus

GAE is a closed campus. The following guidelines are in place in order to insure the safety of our students. Once a student arrives at school he/she is to remain on campus until released to an authorized adult.

Students leaving campus during the day without permission face disciplinary action.

The office maintains a list of individuals who parents have authorized their child to be released to. Any variation from this list must be made in advance in writing.

Families who live within a reasonable walking distance from the school must have on file in the office written permission for their child to be allowed to leave campus to walk home.

Parents may not instruct their child to vary from these guidelines.

Permit for Early Release of Student

For the safety of students parents must sign a permit for release form, in the office, before taking their child off campus. Anyone other than the parent must have a letter of authorization from the parent/guardian and must show ID before being allowed to take a child.

After School

Students who remain on campus 30 minutes after dismissal are required to sign into daycare. This includes students enrolled in school sponsored after school activities.

Regular Daycare Fees

Monday-Friday	morning drop off 7:00a/no charge
Monday-Friday	until 5:30p/\$5.00 per day
Monday-Thursday	until 6:15p/\$8.00 per day
Friday	daycare closes at 5:30p (overtime charges will apply)
Minimum Days	daycare closes at 4:30p (overtime charges will apply)

Overtime Fees

Monday-Thursday	after 6:15p/\$2.00 per minute
Friday	after 5:30p/\$2.00 per minute
Minimum Days	after 4:30p/\$2.00 per minute

Parents may request fee adjustments for students involved in after school activities. Loitering at the academy, on the street, or in other unsupervised areas is not allowed. Students not complying with these guidelines will be subject to disciplinary action.

Academic Information—K-8

Religion

Religion is an important part of our studies and the study of the Bible is a daily experience. Our program of studies is developed in harmony with the polices of the General Conference of Seventh-day Adventists. It provides our students with an opportunity to understand basic Christian beliefs and principles through the characters and events in the Bible. The faculty and staff firmly believe that our religious studies contribute to a positive Christian climate.

Grades

Our RenWeb school management program allows parents to view their child's progress for each of their classes online. Teachers update information weekly or in some cases daily. Periodically reports will be sent via email, parents who do not have an email account be sent a hard copy in the mail. Parents will receive a quarterly report card. Conferences will be arranged for after the close of first and third quarters.

Promotion Policy

In addition to social maturity, students must demonstrate their competence by satisfactorily completing their daily assignments and skill tests to earn promotion to the next grade.

Summer School Policy

Students with below average grades will be required to attend summer school. Summer school classes must be approved by the school. Verification of classes taken and passing grades must be submitted before school resumes.

Homework/Late Work Policy

A major part of academic success is completing assignments on time. All students are required to meet these expectations. Late work will not receive credit. The school will not accept faxed homework nor will homework assignments be faxed to students if they are absent. Upon returning, the student will be given the missed work to make up in the same number of days they were absent.

Academic Probation

Students experiencing academic problems may be placed on academic probation. Probation will result when a student's performance falls below acceptable standards. Any student placed on probation must make a concerted effort to improve their grades and performance. Failure to do so may result in the student being asked to withdraw from school or not being promoted to the next grade.

Academic Honesty

GAE's policy regarding academic honesty is based on the Christian principles embraced by the school. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. Grades on all assignments are to represent the student's best work. Individual progress cannot otherwise be fairly determined. GAE assumes that all students enrolled are honest unless the trust placed in them is broken.

While students who practice dishonesty usually care a great deal about succeeding in school, they actually jeopardize the success of themselves and their peers. The consequences for such behavior may include failing grades, loss of citizenship points, suspension and possible dismissal from school. Dishonesty can occur in many forms, including, but not limited to, the following:

- 1) Allowing another student to copy or borrow one's work.
- 2) Copying or borrowing answers or ideas from another's work.
- 3) Using unauthorized notes or looking on another's paper during a test or assignment.
- 4) Working together on assignments when the assignment is not given as a team project.
- 5) Copying a theme or other writing assignment from any source without giving credit to the original author.
- 6) Having parents, friends, or tutors do assignments.

Junior High Information

Lockers (Junior High)

GAE has adopted a policy regarding the use of school lockers in the Jr. High. The following is a summary of the pertinent provisions.

- 1) Students must not share lockers.
- 2) Only the following items may be kept in the locker:
 - school books, notebooks and school supplies
 - clothing necessary for the student for the day and clean gym clothes. The locker is not a substitute for the student's closet
 - necessary hygiene items. No medication can be kept in the locker (prescription or nonprescription)
- 3) No lock, other than a school-supplied lock, can be used. Locks are provided to students for a fee of \$10, however, replacement locks will cost \$15.

- 4) The school reserves the right to open and inspect the contents of lockers if deemed necessary.
- 5) Use of lockers outside of their intended use may subject the student to disciplinary action.
- 6) The school assumes no responsibility for damage to, or theft of, personal property, books or other items kept in a student's locker.

Academic Honors

Glendale Adventist Elementary recognizes two categories of honor students each year at eighth-grade graduation: those graduating with honors and those graduating with high honors.

In order to graduate with honors, a student must maintain a cumulative grade percentage of 87 or higher in each subject during the eighth-grade year. In order to graduate with high honors, a student must maintain a cumulative grade percentage of 93 or higher in each subject.

Some honor students also have the distinction of presidential recognition. The first award is the President's Award for Educational Excellence. The purpose of this award is to recognize and reward educational excellence. The award will be issued to the top 10% of the class. The second award is the President's Academic Effort Award. The purpose of this award is to recognize all students, including those with special needs, who are making an outstanding effort to learn and improve in their academic subjects.

Criteria for Class Officers

Students interested in junior high class office must obtain and complete a petition form to run for office. Qualifications for the class officers:

- must maintain grades of 85% -100% average for all classes with no individual class grades falling below 70%
- maintain quarterly attendance and citizenship grades of B or higher (with no suspensions or serious discipline problems)

National Junior Honor Society

GAE is proud to have a chapter of the National Junior Honor Society. The purpose of this organization is to create enthusiasm for scholarship, to create a desire to render service, to promote leadership, to develop character and to encourage citizenship among seventh- and eighth-grade students. Membership in the National Junior Honor Society is an honor bestowed on a student. Selection for membership is determined by a faculty council.

Students must be in the seventh- or eighth-grade. Seventh-grade students become eligible for membership at the completion of the first semester. Students must be in attendance at GAE for at least one semester unless transferring from another National Junior Honor Society chapter. Students must have a cumulative grade percentage of 87 or higher for the combined core subject areas including: math, science, English, Bible, history, reading, spelling, and citizenship. Students must uphold the guidelines and principles of GAE and be a positive force in the community.

In addition to scholarship, candidates will be evaluated on the basis of outstanding:

- character
- leadership
- service
- citizenship

Once selected, members have the responsibility of continuing to demonstrate these qualities.

Parents and students must understand that no student has a right to be selected for membership in our chapter of the National Junior Honor Society, and the faculty council is not obligated to share with parents and students information concerning specific students not selected for membership.

Promotion Policy

To be promoted to the eighth-grade, seventh-grade students must achieve a cumulative grade of 60% or higher for the year. Summer school will be necessary for students not meeting required minimums. (see summer school policy)

Graduation Policy

In order to earn an eighth-grade diploma students must achieve a cumulative grade average of 60% or higher in each subject. Summer school will be necessary for students not meeting required minimums. Students with failing grades in more than two subjects will not receive an eighth-grade diploma.

Conduct Guidelines

Glendale Adventist Elementary School's disciplinary policy is consistent with that of the California Education Code.

"All pupils are entitled to gain an education and any action, behavior, or practice which interferes with this right will not be tolerated.

Standards of courtesy, decency, morality, proper language, honesty and whole relationships with others will be established. Respect for real and personal property will be shown by all."

All rules center around one concept: Each individual is so valuable Christ would have died for that one. All students, faculty, staff and parents are to be respected.

Providing a safe and orderly environment for learning is a recognized hallmark of quality schools. In addition to offering academic excellence in a Christian atmosphere, GAE is also appreciated for its strict policies regarding respectfulness and nonviolence. Students and parents are asked to sign a pledge of support and collaboration as part of the school registration process.

Students enrolled at GAE can be assured that they will not have to endure fighting, bullying, threats, cruel teasing, inappropriate touching or any other deliberate acts of aggression or harassment that cause them physical or emotional discomfort. Because GAE is committed to providing an environment where Christian character is developed and valued, any acts that belittle any fellow human being will not be tolerated. Conflict-resolution is introduced as early as kindergarten in order to prevent students from resorting to disrespect or violence as a pattern for problem-solving. Anyone engaging in deliberate acts of aggression or harassment against others will be asked to seek enrollment elsewhere.

GAE upholds four principles which form the foundation for the school's standards of conduct:

- I must respect and reverence God and all things sacred
- I must respect and protect others
- I must respect myself
- I must respect and protect time and property

Each of us influences others. If a student's behavior means his/her attendance is no longer profitable to him/herself, or if his/her influence is hurting others, he/she may be asked to leave school even though he/she has not committed a particularly "bad" act.

GAE requires the following courtesies and conduct of its students for the happiness, well-being and safety of all. Please remember:

All regulations adopted by the school administration and publicly announced to the students have the same force as those published in the Student Handbook. School rules and principles of conduct remain in force throughout the year.

Discipline Procedures

Every effort is made to help the student see the importance of cooperating with school rules as a means of character development and good citizenship. School discipline measures should be understood as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct. Disciplinary actions are intended to be redemptive, remedial and corrective rather than punitive.

GAE students should be courteous and treat others as they want to be treated. Each student will have equal opportunity to participate in all phases of school life without fear of reprisals, threats of reprisals or implied threats of reprisals following a report of harassment, intimidation, threats, coercion, disruption, or exposure to foul language. Each person shall be treated with respect and as a person of worth.

All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or significant infractions of school rules will be handled by school administration, a faculty committee, or the school board.

There are some practices that cannot be permitted in Seventh-day Adventist schools. GAE does not knowingly receive students who persistently indulge in these practices. Any of the following behavior will subject a student to severe disciplinary action up to and including immediate dismissal from school:

- 1) Having, using or giving to others harmful substances, for example: drugs, alcohol, tobacco.
- 2) Having, using or giving to others indecent, sexually explicit, gestures or pictures, or profane language.
- 3) Having, using or giving to others explosives or weapons (or weapon facsimiles).
- 4) Willfully destroying or encouraging others to destroy school property; graffiti.
- 5) Willfully being dishonest, for example: lying, cheating, stealing.
- 6) Tampering with the school fire equipment or alarm system.
- 7) Willfully threatening harm to others through intimidation or by encouraging others to fight.
 - Threats/harassment is defined as “willful behavior specifically intended to trouble, worry, embarrass or torment another individual for no beneficial purpose. This includes but is not limited to expressions of an intention to injure or harm an individual.”
- 8) Willfully engaging in conduct or behavior that is contrary to the school’s Christian principles and which demeans, disrespects or harasses/threatens a classmate, teacher or school staff member. This includes, but is not limited to, the use of a web page, the Internet or email to engage in such behavior.
 - Disrespect is defined as “willful behavior specifically intended to trouble, worry, embarrass or torment another individual for no beneficial purpose. This includes, but is not limited to, expressions of an intention to injure or harm an individual.”

Withdrawal/Expulsion Policy

Students who do not voluntarily withdraw from school when requested to do so will be subject to expulsion as voted by the School Board. Students who have been expelled or asked to withdraw are not to visit the campus or attend any school activities.

Anytime a student violates a criminal statute, on or off campus, he/she may be asked to leave school. Students committing felonies or selected misdemeanors will be referred to the police.

Administration may request that a student withdraw from school for any of the following reasons:

- the behavior of a student is deemed unsatisfactory
- the influence of a student is detrimental to other students
- the attitude of a student is out of harmony with the purposes and standards of the school
- the attitude of the parent/s of a student is out of harmony with administrative efforts to modify behavior

Continued difficulty in any area of school life means the school may request the student and family to seek professional counseling. However, if the child's misbehavior continues, the school may request the withdrawal of the student.

Students experiencing behavior problems may be placed on citizenship probation for either a series of numerous behavioral problems or a single major disciplinary problem. A student who is placed on citizenship probation must follow all school policies and not be involved in activities or situations requiring further disciplinary action. Any student who continues to experience discipline problems, while on probation, may be asked to withdraw from school.

Student Harassment

GAE is committed to providing a school environment free of harassment in any form for all students and staff. Incidents of harassment should be reported in accordance with prescribed procedures so that school authorities can take appropriate action. Students who harass others are subject to discipline up to and including withdrawal or expulsion. GAE's school policies against harassment of teachers and students alike serves the legitimate purpose of ensuring a safe school and promoting a positive learning environment.

As the United States Supreme Court note (Bethel School District vs. Fraser),

“The process of educating our youth for citizenship in...schools is not confined to books, the curriculum, and the civics class; schools must teach by example the shared values of a civilized social order.

Consciously or otherwise, teachers—and indeed older students—demonstrate the appropriate form of civil discourse and political expression by their conduct and deportment in and out of class. Inescapably, like parents, they are role models. The schools...may determine that the essential lessons of civil, mature conduct cannot be conveyed in a school that tolerates lewd, indecent, or offensive speech and conduct...”

Harassment may be defined in several ways, such as:

- 1) Physical: unwanted or unwelcome physical touching, pinching, contact, assault, deliberate impeding or blocking of movements or any intimidating interference with normal work or movement. It also includes making reprisals, threats of reprisals or implied threats of reprisals following a report of harassment.
- 2) Verbal: derogatory comments, ethnic comments, jokes, propositions or degrading words to describe an individual.
- 3) Visual: leering, displaying of any material to embarrass or intimidate; derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, photographs, and gestures.
- 4) Sexual: unwelcome sexual advances or requests and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include offensive remarks, questions, teasing, jokes, insults, notes, pictures, graffiti, ogling, gestures or unwanted physical contact. Sexual harassment occurs when the offensive behavior or material creates an intimidating or hostile school environment or when submission to offensive sexual conduct is made a condition of academic status, benefits, honors or activities.

Reporting procedures: students who have experienced harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student can report the incident to the classroom teacher or to the principal. If the harassment comes from an adult, the student should report directly to the principal.

Rules and Regulations

Behavior at School

Anytime students are on campus or attending a school function, they are expected to be in appropriate supervised areas at all times, obey and adhere to all school rules, and abide by the conduct guidelines.

Designated Student Supervision Areas

All GAE students are required to be in appropriate supervised areas of the school at all times.

- Before school: no child can be dropped off before 7:00 AM. All students arriving at school between 7:00 and 7:30 AM are required to check in and wait in the before school supervision area in the cafeteria. After 7:30 AM students are to go to their designated areas. Students are not permitted to roam the campus unsupervised and parents should not drop off their children in unsupervised areas.

- During school: all students are required to be in designated areas under the supervision of their classroom teacher/s or playground supervisors. Students must not leave the classroom or supervised areas without permission from school personnel.

- After school: all students must be supervised by an adult. Students wait by the driveway gate below the cafeteria for rides and can wait for 30 minutes after class dismissal. After 30 minutes students will be taken to first terrace where they must sign into daycare. Students are not permitted to wait along the street (on Kimlin Drive or Chevy Chase Drive), sidewalks or academy student parking lots. Any student remaining on campus later than 30 minutes after class dismissal is required to wait on first terrace in after school care. No student is permitted to wait with an older sibling in the academy. No student can wait at another student's house without parental consent on file in the office. No person is allowed to pick up another person's child without receiving authorization from the after school supervisors.

Students in violation of the above policy will be subject to the following disciplinary procedures:

First Offense: Discipline notice. Reminder of appropriate required supervision area to be in. Sent to designated area.

Second Offense: Same as first, plus parent conference required.

Third Offense: Discipline notice. Three day out of school suspension. Parent conference required.

Fourth Offense: Asked to withdraw.

Discipline Notice Procedure

The purpose of a discipline notice is to apprise parents of discipline issues at school and enlist their help in correcting the problem. Although, these notices are not included in students permanent records they are used to document repeated or more serious behavioral issues. The intent is for the parent to address the issue with the child at home to assist the school in resolving the problem.

Discipline notices must be signed by a parent and returned to school the following day in order for a student to be admitted to class.

Numerous notices will require a conference to discuss a resolution. If the problem cannot be resolved the student may be asked to withdraw from school.

Playground Rules

- run only on the play area
- no open food is to be taken out of the cafeteria
- bring toys only with teacher's permission
- play with bats, hard soccer balls, baseballs, and tennis balls at recess when only own class is on the playground

- obey the supervisors
- report any problems to the supervisor
- never throw anything that might injure another person
- use the slide appropriately: one at a time, no standing, jumping off or climbing up the slides
- remember to always be kind to one another
- basketballs are to be used on the basketball court *only*
- only soft rubber balls can be used in the area below the patio and must be thrown below the knees *only*
- no sitting, standing, nor sliding on the rails – anytime, ever!

Forbidden on Campus

- cheating, telling lies, stealing
- swearing, cussing, cursing
- alcohol, tobacco, narcotics
- firecrackers, explosives, matches, or lighters
- any kind of weapon (real or facsimile)
- skates, bicycles, skateboards, rollerblades
- radios, tape players, or electronic items
- gum (a \$5.00 fine will apply and a discipline notice may be given)
- candy
- permanent markers or paint
- gambling or playing cards
- trading cards

Cafeteria Rules

- walk and use a soft voice
- once seated, remain seated until dismissed by a teacher
- leave area cleaner than it was at arrival
- *Destruction of property*: any student who destroys school property will be charged the cost of repairs or a minimum of \$50.
- *Withdrawals*: parents are required to complete a drop card if their child is leaving GAE. Tuition fees will be charged until the drop card has been completed. Refunds of prepaid tuition are made based on the portion of the month remaining, minus start-up costs. If withdrawn before the 10th of the month, *half* a month's tuition is charged. If withdrawn after the 10th of the month, the *full* month's tuition is charged.

Uniform and Dress Code Policy

Daily Uniform

GAE's student image and dress policy seeks to instill in each student a sense of order and respect for himself, other students and faculty. The way a student dresses tells others how they feel about themselves and about the school. The principles which guide the dress policy are standards of excellence which encourage modesty, simplicity, cleanliness, safety, and health.

The school's clear message to students is: "What you do here matters. It matters to God, to your family, and to your teachers." The policy seeks to draw the attention of GAE students away from passing fads in fashion while encouraging modesty and appropriateness in attire. All students are required to wear clothing from the authorized school uniform company. Administration reserves the right to make interpretations concerning application of these guidelines.

GAE has currently contracted with the Dennis Uniform Company to provide the clothing included in the approved wardrobe. The school encourages and recommends parents purchase all clothing items from Dennis Uniform Company in one of the four ways: 1) by visiting the company store during regular hours, 2) by mail order, or 3) by ordering online.

Outerwear, such as light jackets, sweaters, or sweatshirts must also be selected from the approved wardrobe.

A plain white or navy blue turtleneck shirt may also be worn on cold days. All clothing must be the appropriate size.

Free Dress/Extracurricular Activities

On free dress days, field trips or other school sponsored events students are expected dress in harmony with the school's image and dress policy. Any variations allowed from normal school attire for special days and events will be announced in advance.

Hair Styles

GAE recognizes that hair styles vary greatly from culture to culture, and in an effort to be sensitive to every culture modest hair styles are required.

Extreme hair styles that attract undue attention or produce an artificial appearance are unacceptable. These include, but are not limited to: unnatural hair coloring, hair carving/etching, logos designs etc., shaved heads, unusually long hair (boys), etc. All students are expected to keep their hair well groomed.

Enforcement Policy

Violation in dress code policies could result in one or more of the following actions:

- parents could be called
- a dress code violation slip may be issued
- a discipline notice may be issued
- jewelry and other inappropriate items will be confiscated and held for a parent to pick up

Repeated disregard for dress code guidelines may result in more serious disciplinary actions such as:

- parent conference, student suspension or student being asked to withdraw from school

Other Related Items

- shoes must be worn at all times. No open or partially open toes or heels, etc. Shoes with wheels embedded in the heels can be hazardous and are not allowed
- a student's shorts or pants and shirt must fit appropriately and not be too tight or too baggy
- hat and other head apparel are not to be worn at school
- jewelry, including, but not limited, to rings, bracelets, chains, earrings, studs, necklaces, and locket are not to be worn at school or school functions
- accessories affiliated with gangs are unacceptable

Parent Communicator Packets

Good communication between the school and the home is essential for student success. On Monday a parent communicator packet is sent home with each student. Parents are asked to carefully examine the packet's contents, sign the enclosed signature sheets and return it promptly to school on Tuesday. If a packet is lost, replacement packets are available for a fee of \$2.

Problem Resolution

Parents, we are pledged to working together for the good of your child's eternal future. When you have questions or disagreements, we request that you:

- 1) follow the biblical principle of first talking with the teacher or person involved, in resolving the issue,
- 2) if problems still continue, invite the principal to join you in resolving the difficulty, and
- 3) if you are still unsatisfied with the resolution, please contact the chairman of the School Board to refer the matter to the Management Committee, Personnel Committee, or the School Board, where those involved can exchange their views of the problem. You will not want to increase the difficulty by talking about it to those who cannot resolve the problem.

Field Trips

Students will not be allowed to go on a field trip without a signed permission form. Students must maintain a B or above in citizenship/attendance to go on overnight trips and must maintain a C or above to attend day trips.

Parties

Each class may plan four special social events per year: Thanksgiving, Christmas, Valentine's, and end-of-the-year. The homeroom parents may be asked to help arrange meals for these events.

Medication At School

Self-administration of drugs, whether prescription or nonprescription, is not permitted on the school premises. According to the California State Education Code, any pupil who is required to take prescribed medicine during the school day may be assisted by designated school personnel providing the school receives:

- 1) a written statement from the physician detailing method, amount, and time schedule for medication to be taken.
- 2) a written statement from the parent/guardian stating that the school assist the student according to the physician's statement. Nonprescription medication must have a parent note with specific instructions. All medication must be delivered to the school office, by a parent, in the original container. Students with inhalers may give them to their homeroom teacher to keep in case of an emergency.

Telephone/Cell Phone Policy

While we expect our students and parents to make all necessary preparations and arrangements prior to school, we realize that occasionally students may need to call home during school hours. A pay phone is provided in the elementary office and students may (with permission from their teacher) use it. Other phones on campus including classroom phones are not for student use.

Cell phones are allowed for students in the upper elementary and Jr. High, however, any student not following all cell phone guidelines, may lose their cell phone privileges. Cell phone guidelines are as follows:

- may be used before and after school **only**
- may not be used at any time during school hours
- must be stored in a safe, secure place
- may not be kept with the student during school hours (ie pockets, purse, backpacks, notebooks, etc.)
- may be used only by the student who owns it
- may not be handed out for other students to use

Property Rights

The school assumes no responsibility for damage to, or the theft of books, clothing, musical instruments or other personal property left by anyone on the school grounds, in lockers, or in the school buildings either before, during or after school hours. Students are strongly encouraged not to leave items unattended.

Infectious/Contagious Illness

All students who exhibit signs and symptoms of infectious/contagious illness will be referred by the classroom teacher to the school office. Parents will be advised if there is a need:

- to remove the student from the school environment
- receive written medical clearance prior to the student's return to school

Closing Comment

If other guidelines become necessary to adopt during the school year, the school will notify parents and students. These will be as binding as those printed in this *Handbook*.