

Gulf Coast Christian School

Parent/Student Handbook For Elementary and Middle School Students 2005-06

6355 38TH AVENUE NORTH

ST. PETERSBURG, FLORIDA 33710

(727) 345-3448

OPERATING HOURS 7:00 A.M. UNTIL 6:00 P.M.

OFFICE HOURS 7:30 A.M. UNTIL 5:00 P.M.

SCHOOL COLORS: BLUE AND GOLD

Subject to additional changes in the summer of 2005

"Power, Passion and Promise"

FULLY ACCREDITED BY THE NATIONAL CHRISTIAN SCHOOL ASSOCIATION

FACULTY AND STAFF 2004 – 2005

Principal	Linda G. Smock
Preschool Director	Tiffany Stoufer
Office Manager	Donna Staley
Office Support	Kris Short
Bookkeeper	Kim Eversole
Promotion/Development	Carolyne Steiner
Technology Coordinator	Kirk Eversole

BOARD OF TRUSTEES

David Combs
Tom Harmon

Sal Perconti – President
Kevin Garner- Vice President
Rita Woolums

Kym Samek – Treasurer
Dolores Hayman - Secretary

TEACHERS

Butterflies
Dolphins
Doves
Pandas
Koalas
Pre K Teacher Aide and
Extended Learning

Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Middle School

Physical Education
Computer Coordinator
Music
Foreign Language
Media & Library
Extended Learning

Tiffany Stoufer
Betty Perry
Joanne Zong
Mary Lou Marcel
Cindy Hale

Tetyana Meana
Kelly Irish
Samantha Shad

Joanne MacConnell
Jill Fields
Beulah McHale
Karen Romeo
Jenny Wright
Kathi Grimm
Kelly Henry
Carol Wood
John Figueroa
Kim Eversole
John Figueroa
John Figueroa
Kim Eversole
Jenny Wright – AM
Patti Clark
Jennifer Cumberbatch
Kirk Eversole

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CALENDAR OF EVENTS

2004 – 2005

MISSION STATEMENT

GCCS is a community of Christians whose mission is to educate students using best educational practices, including innovative and traditional methods, in order to guide students to grow and mature as Jesus did, “in wisdom, and stature, in favor with God and men.”

Gulf Coast Christian School is a non-profit organization and operates under a license from the Pinellas County License Board and is fully accredited by the National Christian School Association.

Gulf Coast Christian School offers quality educational resources. In addition to the normal academic program, your child will learn respect for authority, patriotism, moral values, and faith in God. Our goal is to promote the well being of your child in all phases of his or her development - physical, social, cognitive, emotional and spiritual growth.

Gulf Coast Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admission policies or other school-administered programs.

Special Note

Every effort is made at Gulf Coast Christian School to provide a wholesome environment, which is conducive to learning and spiritual growth. It may, however, be expedient during the school year to develop new policies and/or to adapt present policies and procedures.

PURPOSE STATEMENTS

SPIRITUAL

Gulf Coast Christian School seeks to provide:

- A Christian learning environment
- The example of Christ and His principles as the ultimate source and authority in every involvement and activity
- The development of the desire for Christian leadership roles at school, at home, in the community, and in the church
- The development of an awareness of Biblical teachings and principles as they apply to our daily lives
- The acquisition of skills and understandings utilized in the development of Christian character and intelligent citizenship.

ACADEMIC

Gulf Coast Christian School seeks to provide:

- A quality scholastic program
- The stimulation of intellectual curiosity
- A preparatory situation for the development of leadership roles during and following the formal education years
- The opportunity for the development of clear, logical, and effective communication in the areas of reading, writing, speaking and listening
- The development of a respect for the culture, traditions, and ideals of our democratic society
- The opportunity to develop appropriate skills in mathematics, science, literature, language arts and social studies.

SOCIAL

Gulf Coast Christian School seeks to provide:

- The development of socially responsible citizens
- Meaningful lines of communication among students, parents, faculty members, and the administration
- The development of a respect for positive guidance and authority
- The encouragement of courtesy and politeness on the part of all individuals
- The development of a respect for the property belonging to others and oneself.

EMOTIONAL

Gulf Coast Christian School seeks to provide:

- The development of the understanding and appreciation of oneself
- The development of the ability to discern one's own faults and the decisiveness to make the appropriate changes when necessary
- The development of an appreciation for other individuals and their strengths and weaknesses.

PHYSICAL

Gulf Coast Christian School seeks to provide:

- The development of an interest in and a desire for a healthy and sound physical condition on the part of each individual
- The development of a desire for a wholesome appearance depicting neatness, cleanliness, and appropriateness of dress and mannerisms
- Developmentally appropriate physical activities.

PHILOSOPHY

Gulf Coast Christian School exists in order to provide students with the opportunity to grow and mature, “as Jesus did, in wisdom, and in stature, in favor with God and man.” This guiding principle incorporates into a curriculum designed to guide students to develop spiritually, mentally, physically, and socially.

The foundation of Gulf Coast Christian School is the belief that God and His son Jesus are creators and sustainers of all, as the Godhead – Father, Son, and Holy Spirit. Jesus, the Word, became flesh and was sent for the purpose of saving mankind. We believe that the Bible is the inspired Word of God given to us through the Holy Spirit guiding the writings of men. We believe the Bible is our guide for living and daily decision making.

Gulf Coast Christian School was founded on the belief that man has a divine origin that he was created in the image of God, and that man has moral freedom and responsibility. We believe that man is saved by God’s grace through belief in and obedience to God’s word.

We believe that Christ is our example for our relationship to the world. Our view is toward an eternal life with God.

We believe that each student will be able to develop to his full potential and learn most efficiently when curricula and practices are developmentally appropriate and by consistently experiencing success in their efforts. We believe students learn Christian values by identifying with the Christian attitudes and conduct modeled by faculty and staff.

The role of the parents in the education of their children is critical to the success of the curricula of Gulf Coast Christian School. Parents are respected as primary teachers of their children and valued for their essential role in God’s plan for the family unit. The school utilizes many methods to maintain close communication between school and home. Parents are encouraged to take an active role in school life through participation in PTFA (Parent/Teacher/Friend/Association), classroom volunteer activities, and all school functions.

Gulf Coast Christian School has maintained a relationship with the church since its establishment. Faculty and staff are involved in a spiritual ministry as well as the educational process. The school seeks to be of service to the surrounding community and the area churches of Christ.

REGISTRATION AND TUITION FEES

A copy of the current registration/tuition schedule is available in the school office.

EXTENDED LEARNING SERVICES:

REGISTRATION FEE: \$25.00

Daycare Fees: \$2.50 an hour or any portion thereof
 \$22.50 for days when GCCS is closed for K-8 but open for

After 6:00 p.m.:

Parents/guardian are responsible to pay \$5.00 per five minutes or any part thereof for any child who stays beyond 6:00 p.m., to be paid before the child is accepted again into the Extended Learning program. Due to the variances in timepieces, the atomic clock in the fellowship hall will be used. You may wish to set your timepiece by it. If the parent has not contacted the school and clarified when the child will be picked up, after 7:00 p.m., the child is considered to be abandoned. The local police department will be called should this occur. Parents who are late more than 30 minutes for five times will be asked to make other arrangements for child care during Extended Learning hours.

- A **TUITION CONTRACT** will be signed by each parent/guardian.
- Tuition covers the regular school year (180 days). The Summer Fun Program for elementary and middle school is priced separately and the schedule of fees for these will be available no later than April.

Tuition is payable monthly. Payments are made directly from the parent's bank account to the school. Available dates of payment are the 5th or the 20th of each month and are administered by the FACTS tuition management system.

Fees: The annual fee for tuition management is \$38.00. Non-sufficient funds transactions are charged a fee of \$25.00. The student will not be allowed to attend if an account is more than two months delinquent. The services of a collection agency may be used if the account is more than three months delinquent.

Students will not be allowed to re-enroll for the next school year if there are any outstanding bills.

- **THE ANNUAL REGISTRATION FEE (which is non-refundable)** reserves the space in the classroom, includes the registration process and is due at the time of registration.
- **TUITION DISCOUNTS:** Additional students from same family - first student pays 100% of selected plan. The second student receives a \$300.00 annual discount and the third student and beyond receives a \$400.00 annual discount. Extended Daycare charges are not discounted.
- **EARLY WITHDRAWAL FEE:** In the event of prolonged absence, withdrawal, and/or dismissal of the student after July 1, the parent or guardian will be responsible for all fees incurred through the day of withdrawal, plus an early withdrawal charge of \$300.00.
- **RE-ENROLLMENT:** In order for students to return to school the following year, all expenses from the previous year must be paid in full.

SCHOOL POLICIES

ARRIVALS AND DEPARTURES: School begins at 8:25 a.m. daily.

- Children arriving at school between 8:15 and 8:25 will not be charged for day care.
- Each elementary and middle school classroom at GCCS is equipped with an atomic clock that automatically sets itself correctly daily. These clocks will be used for all official school business including Extended Learning, opening and closing of school, etc.
- As your child arrives in the morning for Extended Learning, it is important that he/she be signed in on the time sheet. Sign-in sheets are located with the Extended Learning staff member on duty. Students arriving at class time are to go directly to their classrooms.
- At the end of the day, children will be escorted to the Extended Learning Program or the flagpole area for pickup by the parent or person the parent has approved on the List of Authorized Persons. Children not picked up by 3:10 will be escorted to the Extended Learning Program.
- As your child leaves from Extended Learning each afternoon, it is imperative that he/she be signed out on the time sheet.
- If your child is late to school, come to the office, sign in, and your child will be given a permission slip to go to class.
- If you must take a child out of class prior to 3:00 p.m., come to the office to sign the child out. The office will call the teacher to send the child to the office to meet you.
- During the afternoon departure time (between 3:00 – 3:15 p.m.), if you are waiting for your child in the line of traffic and your child is not in the designated pick-up area, drive to the back of the line or park your car and wait.
- In order to keep children from crossing the line of traffic, maintain a single line. Do not block traffic preventing others from picking up their children.
- During inclement weather, children will be under the church overhang. Parents may circle through to pick up children. No parking is allowed in this area.
- The parking spaces next to the fellowship hall are for delivery trucks and church personnel. Do not park in this area.

ATTENDANCE POLICY School attendance is very crucial to your child's success in school. Special circumstances and illness do arise from time to time. The following policies will be enforced concerning absences. There will be no exceptions except for family emergencies.

- **ILLNESS** If your child is going to be absent due to illness, you must call the school office prior to the start of the school day. If your child is not to play outside upon his/her return from being ill, send a note to notify the teacher. Otherwise, he/she will be permitted to engage in outside activities.
- **MAKE UP WORK** It is your child's responsibility to get the make-up work completed and turned in. Teachers in elementary school determine the dates when make-up work is due. Assignments missed by middle school students (for excused absences) are due no later than two days after the student has returned to school. If the student is absent several days consecutively, all assignments will be due at a time designated by the teacher from the date he/she returns to school. Arrangements can be made for parents to pick up work in the school office if 24-hour notice is given.
- **EXCUSED ABSENCES** Students with excused absences shall be given full make-up privileges. Students who wish to have their absences listed as "excused" must, upon their return, bring a written statement from a parent or guardian giving the reason for the absence, or call in advance. Students without such a note will be marked "unexcused." Valid reasons for excused absences are:
 - Personal illness or illness in the family necessitating absence of the student
 - Death in the family or of intimate friend
 - Emergencies which arise, such as accidents
 - Educational travel, which has been prearranged and approved by parents, teachers, and school administration. Students will be responsible for all make-up work.
 - Recreational trips such as family vacations and church youth group activities must be limited to no more than one per year. Absences for such activities are to be discussed with the respective teachers at least one week in advance. Students will be responsible for all make-up work.
- **UNEXCUSED ABSENCES** Any absence for reasons other than those listed above will be "unexcused". An unexcused absence is subject to the following:
 - Daily work: If an absence is unexcused, students will not receive credit for work scheduled for that school day. A zero will be recorded for each subject affected.
 - Tests: Tests can be taken at a time designated by the teacher.

- **FAMILY TRIPS** Taking your child out of school for vacations can cause him/her to lose valuable time in the classroom and get behind on learning. If you choose to take a vacation during school time, you must arrange this with your child's teacher at least one week prior to the missing of school. Your child will have one day per missed day to make up the work. All make-up work will be given to you no later than upon your child's return to school. Tests will be made up at the teacher's convenience. All work cannot be made up: discussions cannot be recreated, etc. Delay to make up the work beyond the date given by the teacher will result in a 0 on the work unless prior arrangements have been made with the teacher.
- **UNREPORTED ABSENCE** Any unreported absence will be considered unexcused. All unexcused absences will result in zeros being given on all missed assignments. Work must be completed in order to assure that the student learns the material covered or the student may exempt the work by taking the test and making an A grade but the grade will not be counted.
- **TARDINESS** Daily activities will begin at 8:20 a.m. Being on time is important. Three tardies within the same grading period will equal one absence. The absence will be recorded on your child's report card. They will not be eligible for perfect attendance. These will accumulate throughout the year. After the sixth tardy for the school year, the teacher will request a parent conference. After ninth tardy for the school year, a parent conference with the administrator will be required. Starting with the 10th tardy for the school year, parents will be charged \$10.00 per tardy when no evidence of doctors appointment or a critical issue is provided. If your child is tardy or late for ½ day, the absence will be recorded as a ½ day.

ADMISSION CRITERIA The following are required for admission to GCCS:

- Average stanine (Stanford Achievement Test prediction of the student's ability to succeed in academics) of 4 or higher
- Positive recommendation from previous school
- Commitment by child to do best at GCCS

Students enrolled at GCCS who have stanines that fall below an average of 3 will be referred to a program that can better meet their needs.

BIRTHDAYS/PARTIES Birthday celebrations at school are to be kept to a minimum. A small food special treat is usually acceptable, but is up to the discretion of the individual teacher and should be saved to the end of the week. Invitations for parties at the child's home or off campus

may be given to the classroom teacher for distribution only if every student in the class is to receive one. Otherwise, the parent must mail them directly.

BOOKS Library and textbooks that are lost, damaged, or destroyed by a student must be paid for by that student. If the book is lost, destroyed, or damaged so badly as to be unusable, the student will be responsible for the replacement cost of the book, including shipping and handling.

Library fines will be levied on students for overdue books at the rate of \$0.25 per day. Parents and students are asked to work closely with the school in returning library materials at the appointed time. The report card will be held at the end of each quarter for which a student has any overdue books.

CHANGE OF ADDRESS If you change your address, phone number, or work location, notify the school. It is important that the information in your child's file be kept current. This is for the protection of your child and you.

CHAPEL The heart of the activities at Gulf Coast Christian School is the chapel service. It is here that the entire school gains personal strength and inspiration for the tasks of the day. Chapel is devoted first to Christian worship and then to a variety of other activities of interest and educational values that contribute to the total program of Christian education. All students are required to attend and are encouraged to participate in each chapel experience. During chapel and general assemblies, the student body is expected to be on its best behavior, showing respect and gratitude for visitors and presenters. Parents and friends are invited to attend chapel service at any time and are encouraged to participate in the worship along with the students.

CLASS OBSERVATIONS Class observations require an appointment made through the school office at least 24 hours in advance. Observations should be limited to 30 minutes.

CONFERENCES Are an important aspect of Parent/Teacher communications. All Parent/Teacher conferences should be requested through the school office or directly with the teacher. The teacher will be notified and will return your call to arrange an appointment. An effort should be made to give the teacher a 24-hour notice before a conference is scheduled.

- **Elementary Grades** - During the first semester of the school year, teachers and students will conference with parents regarding the student's accomplishments.
- **Middle School** - During the first semester of the school year, teachers and students will conference with parents regarding the student's accomplishments.

CODES OF CONDUCT Institutions have standards and expectations. GCCS standards should be applied equally to school hours and non-school hours as long as the student is enrolled as a student of GCCS. This reflects well on GCCS.

Problems arising from disregard for school, for others, or for school property will be dealt with by the Administration through counseling, discipline and parental contact. Excessive problems in attitude and/or conduct result in more severe penalties. Attendance at GCCS is a privilege. Student's whose attitude and conduct, both in and out of school, are deemed undesirable and in opposition to the basic principles and purpose of this school will not be allowed to continue.

The following offenses may lead to the suspension or dismissal of a student. It is the reserved right of the Administration to determine judgment. Violators may be subject to immediate suspension.

- Alcoholic beverages (use or possession)
- Bullying (any behavior that is unwelcome, unwanted, or uninvited by the recipient)
- Cheating
- Continual non-support of school standards
- Defacing school property
- Disrespect or insolence
- Drug use or possession
- Gambling
- Immoral conduct
- Insubordination
- Lying
- Name calling
- Negative attitude
- Pornographic material (possession or distribution)
- Possession or use of a deadly weapon
- Profanity
- Theft
- Tobacco (use or possession)

- Truancy
- Vandalism
- Vulgarity

COURTESY Is the rule in all relationships. Paul says that “Love...does not behave itself unseemly,” that is, it is mannerly. Parents, students, staff, and guests of GCCS are asked to make this true in the halls, classrooms, athletic field, etc. of GCCS.

DISCIPLINE Gulf Coast Christian School is governed by Christian principles with the spiritual, mental and physical well being of each child. All children attending Gulf Coast Christian School are under the control and supervision of ALL faculty and staff members. This policy applies to all regular school hours, Extended Learning hours and all school activities. Gulf Coast Christian School strives to maintain disciplinary practices, which teach children to socialize with individuals and groups and yet maintain self-control. Rules are kept simple and easy to understand. Corporal punishment is not used. Minor problems will be handled within the classroom. The administration will intervene only as necessary. Good communication and support between the home and school can help to alleviate many behavior problems.

Six learning steps in discipline will be used:

- 1) Warn the child and redirect his/her activities
- 2) Removal from activity if behavior persists.
- 3) The child’s feelings will be acknowledged; rules and their importance will be firmly restated.
- 4) Time will be allowed for the child to regain self-control before resuming activities.
- 5) The child will be encouraged to return to the group or class activities substituting an acceptable behavior.
- 6) Privileges will be lost if undesirable behavior continues.

If a particular behavior persists, a parent/teacher/administrator conference may be deemed necessary. Disciplinary action will be decided during the conference to eliminate the unacceptable behavior. Suspensions count as an unexcused absence. The student will be dismissed after being involved in three altercations and may be dismissed after four referrals to the office for the same offense, such as bullying, name calling, cheating, or vulgarity/profanity.

Gulf Coast Christian School seeks to provide quality education in a Christian environment and encourages each child to develop to his/her full potential. Students are expected to refrain from

indecent language and disorderly conduct and to maintain Christian standards in courtesy, kindness and morality.

GCCS DRESS CODE

School Year 2005-06

All students (K through 8th grade) are to wear their Gulf Coast Christian School uniform.

- The uniform consists of a GCCS shirt in red, navy, light blue, or white and khaki or navy blue pants, shorts, or capris (for girls). A burgundy shirt is required and is to be used only for field trip activities or when students serve as docents.
- For field trips, students are required to wear khaki pants or shorts with their burgundy GCCS shirt. This shirt should not be worn for other occasions.
- The pants and shorts are available at Wal-Mart, Penney's, Target, Sears, K-Mart, Allen Sports, and www.FrenchToast.com. Most of these stores can be accessed through www.SchoolMall.com and the school will receive a percentage of your purchase.
- Shirts may be purchased at either Royal Palm Custom (4201 62nd Ave. N, Suite 5, Pinellas Park, Phone 527-7782) or at Allen's (Seminole Blvd.)
- Skirts and jumpers are also acceptable for girls, if shorts are worn underneath.
- Uniform navy blue or khaki fitted cargo pants are permitted. Only fitted pants are permitted. No baggy pants are permitted.
- Students are to keep shirts tucked in neatly.
- Belts should be worn on field trip days.
- Official uniform sweaters and jackets may also be purchased at Royal Palm and Allen Sports Center.
- For the child's safety, flip-flops, boots, sandals, or slides may not be worn at school. Children are required to wear tennis shoes, sneakers, or shoes suitable for PE.
- For Middle School girls who have outgrown "girls" sizes, www.frenchtoast.com has junior sizes available.
- Mark all sweaters, raincoats, etc., with your child's name.

*Note – The boy's pants and the girl's outfits must be uniform brand or equal in appearance. No dress pants or jeans will be allowed.

Note – Winter attire and sweatshirts should be a solid GCCS uniform color (preferably dark blue) and fit properly.

Dress code violation penalties are as follows:

- First offense: The teacher sends a letter home to the parents.
- Second offense: The student will be sent to the office and parents will be required to bring a change of clothes.
- Third offense: The student will be sent home.
- Fourth offense: The student will be sent home again and the parent is required to sign a letter of understanding regarding the violation.
- Future offenses: Suspension and possible dismissal.

DRESS CODE GENERAL STANDARDS:

- The appropriate GCCS monogram will be put on all shirts and sweatshirts.
- It is expected that uniforms will be of appropriate size and neatly fitted.
- Underclothing is not to be visible.
- Shorts must measure at least six inches below the crotch in the inseam.
- Pants must fit properly and not be tight.
- Bare feet, sandals, flip-flops, or boots are not permitted.
- Hair color and style are to be appropriate.
- Jewelry, accessories, and shoes should complement and not distract from the uniform.
- Boys are not permitted to wear jewelry in ears.
- Girls are allowed to wear up to a maximum of two earrings per ear. Earrings should be no longer than one inch.
- Other than girls' ears, no body piercing is acceptable.
- Tattoos are inappropriate.
- Hats are not to be worn inside any building.
- Students on campus after school are required to abide by the dress code or change into designated clothing for sports.
- After dismissal, students remaining to attend games may change into suitable attire for attendance at games.

Occasionally, special dress days will be announced.

Cold Weather Attire In order to maintain a uniform standard during cold weather, plan to purchase sweatshirts and sweaters at the uniform supply store.

Hair Styles Extreme spiked, carved, or shaggy styles are unacceptable. Boys' hair is to be neatly trimmed out of the eyes, and short enough in back so that it does not touch the collar of a dress shirt. Unnatural or radical styles that reflect lifestyles inconsistent with Biblical standards (rock culture, etc.) that are a distraction to the atmosphere or mission of Gulf Coast Christian School are not allowed.

The Administration is the final judge on appropriate haircuts. If in doubt, ask first!

DRESS CODE FOR PARENTS Should dress modestly and appropriately when coming to the school or attending school functions.

FIELD TRIPS Students participating in school field trips must have an **Activity Permission Slip** on file in the office and a specific **Parent Permission Form** on file with the classroom teacher. The Director has the authority to withhold field trip privileges due to unsatisfactory conduct. Students are expected to observe the following regulations:

- Remain quiet and orderly in route to and from designated activity.
- Remain seated and wear seat belts while the vehicle is in motion.
- Maintain Christian standards.

Parents who participate in field trips are responsible for assisting with chaperoning activities.

- Siblings and friends cannot participate, for safety and insurance reasons.
- On day field trips, there must be one adult for every ten children.
- On overnight field trips, there must be two adult supervisors for each room of students. An Affidavit of Good Moral Character must be notarized and on file in the school office for each participant.

FIRE AND EMERGENCY DRILLS In order to prepare the students for emergency situations, there will be fire or emergency drills at least once a month. These may occur during the morning

or afternoon and will either be announced or unannounced in order to prepare the children to react during any emergency.

School Closings – GCCS may follow the lead of Pinellas County Schools for closing due to bad weather or other circumstances. The website, phone tree, and a recording on the school phone will be used to notify parents. Channel Nine will be notified so that it can be listed on their website. If Pinellas County Schools are closed and GCCS is open, parents will be notified by phone.

FUND RAISING The Parent Teacher & Friends Association (PTFA) and classes coordinate fund-raising events during the year to purchase new equipment and supplies for classrooms and playground. Parents are expected to participate in fund-raisers.

EXTENDED LEARNING

- **KINDERGARTEN THROUGH EIGHTH GRADE** - Tuition covers the hours from 8:15 a.m. to 3:15 p.m. Care is available from 7:00 to 8:20 a.m. and from 3:00 to 6:00 p.m. Extended learning hours are billed separately. Tuition only covers the time (180 days) school is in session. No credit will be given if a child is absent. Holidays and vacations are charged extra at extended learning or “holiday” rates and must be pre-arranged.
- **EARLY AND LATE FEES -GCCS OPENS AT 7:00 AM AND CLOSSES AT 6:00 PM DAILY** If you cannot make arrangements with family or friends to drop off or pick-up children on time, you will be charged a cumulative fee according to the times listed :

- **BEFORE 7:00 A.M. FEES**

From	6:45 to 7:00	\$ 15.00
From	6:50 to 7:00	\$ 10.00
From	6:55 to 7:00	\$ 5.00

- **AFTER 6:00 P.M. FEES**

From	6:00 to 6:05	\$ 5.00
From	6:05 to 6:10	\$ 10.00
From	6:10 to 6:15	\$ 15.00
From	6:15 to 6:20	\$ 20.00
From	6:20 to 6:25	\$ 25.00
From	6:25 to 6:30	\$30.00

After 6:30, the Police Department will be called.

This is paid to the staff on duty that evening.

It must be paid before your child can enter Extended Learning program again.

HOMEWORK Homework is to be assigned regularly. Reinforcement exercises in math and reading are necessary. Homework may be assigned as needed on Wednesday and weekends, but the quantity will be limited so that worship and family time can be encouraged. Short weeks may require additional homework on Wednesday. In general, teachers assign approximately 10 minutes of homework per grade level, plus 5 minutes of reading per grade level. (Example: 2nd grade would get 20 minutes of homework and ten minutes of reading.)

Things to be done at school in preparation for homework:

- The student is responsible for writing all assignments in a school planner that is used for homework assignments.
- The student should be sure to understand the assignments. Teachers may be asked questions before leaving school concerning assignments that are not clear.

- The student is responsible for taking home the books and materials needed to complete the homework assignments.

Expectations of Parents for Homework

- Parents may check the GCCS website to compare what student has written to what the teacher has posted as the homework.
- Avoid enabling children to get by without being responsible. Do not rush to the store or school to get things they forgot. Statements such as “Your failure to follow through on your responsibility does not create a crisis for me” help the children to develop good habits.
- Provide a set time and place for study.
- Guide student to organize a study place and create a time management plan. Parents help set the stage, but place the responsibility on the student.
- Provide encouragement and motivation.
- Encourage students to compete against their own best time in completing homework. Keep a chart of how long it takes to complete with excellence, then encourage child to beat his/her own best time.
- Pray for your child’s success, and that he/she will do the work with excellence, yet not perfection, and pray that she/he will learn from mistakes and learn to accept feedback in a constructive way. Pray for good time management and good organizational skills.

HONOR ROLL Second through Eighth grade Honor Roll Ribbons for the current period will be included in each report card.

- To receive the “**Principal’s List**” ribbon; the student must receive “A’s” in every academic area and satisfactory marks in all remaining categories.
- To receive the “**A-B**” Honor Roll the student must receive all “A’s” and “B’s” and satisfactory marks in all remaining categories.
- For students who do not earn the honor roll ribbon for a given grading period, a “**Superstar**” ribbon may be included highlighting a positive attribute or characteristic demonstrated by that student.
- Principal’s List and A-B Honor Roll Students will be recognized at the next chapel and all “A” students will attend a Bowling Party with the Administrator.

ILLNESS A student must be kept home for 24 hours after experiencing a fever, diarrhea (uncontrollable stool), or throwing up.

Guidelines for re-admittance to the school for the following communicable diseases are:

- Chicken pox..... all lesions are dry and crusted.
- Impetigo at least 24 hours after the start of medication and when all blisters are covered with honey-colored crusts
- Conjunctivitis.....at least 24 hours after the start of medication and drainage is no longer present.
- Lice and Scabiesfollowing medical treatment.
- Pin wormsno restrictions following the start of treatment
- Hepatitis.....physician's statement required for re-admittance.
- Strep throat.....at least 48 hours after the start of oral medication or 24 hours after an injection.

INSUFFICIENT FUNDS If a check is returned for NSF there is a charge of **\$30.00**. After two NSF checks, payment is required by cash or Money Order.

LUNCHES Your child's name should be on his/her lunch box and thermos. Ice packs are recommended to keep perishable foods fresher. Milk is available for 50 cents and is ordered on the lunch menu form each week. **No gum or candy is to be sent to school.** A nutritious lunch is composed of one or more of the foods from each of the following good groups:

- * Protein - meat, cheese, eggs, chicken, peanut butter
- * Breads/Cereals - bread, crackers, dry cereal
- * Vegetables/Fruits - fresh, raw, cooked, canned, dried or juices
- * Dairy Products - milk, cheese, etc.

HOT LUNCH PROGRAM If your child would like to participate in the Hot Lunch Program, complete and return the lunch menu form by **THURSDAY** morning at 9:00 a.m. with your payment. (Checks should be made payable to Gulf Coast Christian School.) Indicate which days you would like your child to receive the lunch with a check mark next to that meal along with the milk preference. Milk is also available for 50 cents. We will not be able to order lunches after Thursday's order is placed. If your child is not in school on a day you have ordered lunch, money cannot be refunded and we cannot offer a lunch credit.

Lunches should not be shared between children, due to allergies, sanitation, preferences, etc.

NAPTIME Children in kindergarten classes rest or nap each day from 12:30 to 1:00. All items such as blanket, pillow, or cuddly should be labeled with your child's name.

OPEN HOUSE _____ has been designated as Parent Open House night.

Please **do not bring children to classes this evening**, as we will be discussing information specific to parents.

PARENTS, TEACHERS AND FRIENDS ASSOCIATION The PTFA serves as a support organization for Gulf Coast Christian School. The purpose and objectives are to create an open line of communication between parents and staff.

GOALS include:

- To sponsor programs and activities that assists the quality of education.
- To provide service where needed.
- To raise funds for projects and equipment for the school

Membership is open to all parents of Gulf Coast Christian School. There is a \$5.00 annual membership fee per family. Communication will be via newsletters, telephone trees, and electronic communications.

COMMITTEES include:

- Ways and Means (fund raising)
- Purpose and Goals

We invite each parent to become an active member in the PTFA. Your support is appreciated.

PHYSICAL EDUCATION The physical education teacher will instruct each Kindergarten through Eighth Grade classes the skills to encourage large motor development, knowledge of games and sports, and good sportsmanship. Children receive a PE Grade on their report cards. Children must have tennis/sports style shoes to participate in physical education.

A written statement from a doctor or parent is required for a student to be excused from P.E. participation. Students who ask to be excused frequently or because of a chronic condition must have a doctor's statement on file. Alternative assignments may be made. Written notice from a doctor is also needed indicating when a child can return to active participation in physical education.

PRE-ENTRY SCREENINGS

KINDERGARTEN Children entering our Kindergarten program will be screened using the ABC Inventory. Developmental screenings will begin as registrations are received in the office. Gulf Coast Christian School uses this, as another indicator to ensure a successful experience in Kindergarten a \$35.00 screening fee is part of the registration.

NEW ELEMENTARY STUDENTS Students entering GCCS for the first time (or re-entering after attending another school) will be required to provide academic records (including achievement tests and scores, report cards, etc.) from their previous schools. A Stanford Achievement Test will evaluate each new student. There is a \$50.00 testing fee. Following completion of the test, the administrator and the parents will meet to discuss the student's academic level and needs.

PROGRESS REPORTS Progress reports will be sent home once per grading period.

REGISTRATION FEES Registration for the next school year begins in February. Students who are presently enrolled will have first opportunity to register before the openings are filled with new students. These **non-refundable** registration fees are to be paid at the time of registration to reserve a space. As we plan for the next school year, it is important to know how many children will be returning so that books and supplies may be ordered. Visa or MasterCard may also be used to pay registration fees.

REPORT CARDS Report cards will be sent home on the following days: November 2, January 5, and March 9. The report card should be signed and returned to the school within five days after it is received. Before returning the final report card, the report card envelope should be self-addressed and postage should be added. The final report card will be mailed. **In order for your child's report card to be released to you or to another school, your account must be current.**

Students must return the signed report cards to their teachers within five school days. **A \$5.00 fee will be charged to create a report card and/or envelope for one not returned.**

SCHOOL PICTURES School pictures are scheduled for three days, _____. Information will be sent home with the students.

SPORTS PROGRAM The sports program offers each Middle School and Fifth Grade student the opportunity to participate in a sport of his/her choice. GCCS is a member of the Pinellas Association of Christian Schools, which allows the school to compete with schools of similar

size. The sports program includes competition in volleyball, basketball, flag football (coed), and soccer (coed). All students must maintain a cumulative 3.0 GPA in order to participate in sports. GPA's are calculated weekly throughout every sports program. The grade of "F" is not allowed for any athlete. Following the codes of conduct must be a priority for the athletes at GCCS.

SUMMER PROGRAM The Summer Fun Program begins May 23 and is open to all students (and their siblings). Students from other schools may attend also.

TELEPHONES Call if you are going to be late picking up your child. It is important that your home, work, and cell phone numbers are current on our records. If you are unable to reach the school in an emergency, call the Northwest church of Christ office at 345-2836. The Personal Secretary Service (answering machine) at GCCS is available at all times if the phone is busy or the staff is unable to answer the phone. Please leave your name, phone number and a brief message and we will return your call if you request. Otherwise, we will take your message to the appropriate party.

Students are not allowed to have cell phones on campus. A phone is provided for students to use to call their parents.

TOBACCO USE The use of tobacco and alcohol is not allowed on campus **or at school functions.** Tobacco or alcohol products should not be in view of students at any time, **including all school functions.**

TOYS All toys and special personal items should be left at home unless they are brought for "Show and Tell". Your child's teacher will let you know when a "Show and Tell" is scheduled. Money should be brought to school only as designated by the teacher for special events. GCCS is not responsible for lost or broken toys, money or other personal items.

VIDEO TAPING OF PROGRAMS For programs, graduations, and special events, a section of the auditorium will be roped off and reserved for those people making videotapes. Another section will be roped off and reserved for photography. A professional videotape will be made of each program, and made available for purchase.

VOLUNTEERS The GCCS contract requires that families give 12 hours per year in volunteer time or pay \$120.00 to the school. Parents will have the opportunity to sign up for volunteer activities on the Commitment Form at Jump Start Day and at Open House. Various methods are available for this.

- driving for field trips (Class C or D license required for bus)

- serving as room mothers to help with activities
- assisting in the school-age Extended Learning program
- donations of age and stage appropriate books, records, children's videocassettes, food for meetings and workshops, etc.
- volunteering for PTFA sponsored events
- assisting with facility needs
- all volunteer work should be approved by a teacher or administrator and should be age and stage appropriate

Cooperation between parents and teachers is an important way to provide your child with the best working and learning environment.

The Volunteer Coordinator will work with all families to ensure that credit is given. Bills for the \$120 or any portion thereof will be sent to families who do not commit to their time by October 1st.

MIDDLE SCHOOL ADDENDUM

ACADEMIC PROBATION: Since academic excellence is something we strive for at GCCS, it is necessary to set academic standards. Each quarter we expect every student to strive for a grade of “C” or better in all subject matter. If any quarterly grade falls below a “C”, the student will be placed on academic probation. In order to be removed from academic probation, the student will have the following quarter to bring the grade up to a “C” or better. If the student fails to bring the grade up or is placed on academic probation for another subject, measures will be taken to help the child have a more successful experience elsewhere.

MAKE UP WORK: Assignments for classes missed because of an excused absence are due no later than two days after the student returns to school. If the student is absent several days consecutively, all assignments will be due at a time designated by the teacher from the date he/she returns to school. The secretary can arrange for all assignments to be obtained through the office if given 24 hours notice. Realize, all work cannot be made up. Class lectures and activities are an important part of the learning process and cannot be replicated at home. When your child is absent, he/she misses part of the learning process. The student is ultimately responsible for the completion of all assignments when he/she is absent.

SCHOOL RULES:

- Students must always be respectful of others’ rights and property and the authority of all adults and student leaders.
- Students who find it necessary to remain after school must be under teacher supervision either in an activity, extended learning, or in a help class.
- Talking is to be done in a conversational tone. Students are not to whistle, yell, and/or be rowdy in any buildings or on the walkways outside.
- Students are expected to enter the classroom quietly, sharpen their pencils, and take their seats before the class starts.
- Listen when others are speaking. Raise your hand to get permission to speak. When talking is permitted, the class must not become loud and boisterous.
- Writing and passing notes, tossing objects, playing with irrelevant objects, and other such disruptive acts are not allowed in class.

- Class assignments are to be turned in promptly the period that they are due. Students may not work on an assignment while attending another class unless they have permission from the teacher.
- Toys and comic books are not allowed in school and will be confiscated. They will not be returned.
- Students should not have chewing gum on school property.
- No radios, cell phones, pagers, tape recorders, or other electronic devices are allowed at school without office approval.
- Weapons such as knives, guns, dangerous chemicals (such as mace), explosive (including fireworks) and firearms are not permitted at any school activity for any reason.
- Help keep our school clean by placing trash in the containers and picking up trash, even if you did not throw it down. Do not leave trash in your desks. Keep your lockers neat and free from the accumulation of old papers, bags, etc.
- Use of tobacco, alcohol, and illegal drugs, either at school or outside is not permitted by any students enrolled at GCCS. Prescription drugs are to be deposited in the office in their original container and are to be used according to the prescription with the knowledge of the office, and a current Medication Form completely filled out with the parent signature must be on file in the office.
- Boys and girls are not to touch each other in affectionate manner, hold hands, or show physical affection at school or school functions (on or off campus.)
- Set a good example for younger students in all you say and do.

DISCIPLINARY SYSTEM

1. Action which evidences disobedience of school rules, disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, and other such actions will be handled by the teacher and the use of the demerit system.
2. Behaviors, which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. These behaviors will result in disciplinary actions.

3. Students who maliciously destroy school property are subject to suspension or dismissal from school.
4. Unexcused tardiness to school or class, and other minor infractions, will be recorded in the office. Repeat occurrences causing extra work for others will be dealt with appropriately.
5. Suspensions carry an unexcused absence for each subject per day.

Gulf Coast Christian School – Parent/Student Handbook 2005-06

I, _____, have read this handbook, and agree that my child(ren) and I will follow these rules.

Parent

Date

Parent

Date

Return this form to the GCCS Open House August 12, 2004 or to your child's teacher.