



Gateway Christian School

~ Excellence Without Compromise ~
~ Christ the Foundation ~

STUDENT-PARENT HANDBOOK **Junior High and High School** Revised February 2022

The Vision of Gateway Christian School is:

- To teach and train students in a well-disciplined environment where they can grow spiritually as well as academically
- A Christ-centered school that emphasizes character-building qualities and follows Biblical principles
- A place of excellence that honors God and helps students see the world through His eyes

Mission Statement

The mission of Gateway Christian School is for each student to develop a personal relationship with Jesus Christ and to grow in Christian maturity. Our desire is to help meet the spiritual, academic, physical and social needs of all students and to lead each student to respect and submit to authority, thus enabling them to become the leaders of tomorrow and bring glory to God.

In order to accomplish this in an educational institution, we must recognize God as the ultimate source and final authority of all teaching. We must provide a Christian education for the children of Roswell and the surrounding area without regard to race or religious creed.

Our aim is to provide an education:

- That is in agreement with the Bible and stresses its practicality for every part of daily life
- That possesses high academic standards in a traditional classroom setting, and instills in the student a personal responsibility to be all God wants him/her to be
- That will promote a love for God and this nation and prepare the student to live productively in the American society and the hereafter
- That assists the family in carrying out their “God given responsibility” to train up their child in the way they should go

Administrative Authority

Gateway Christian School is a ministry of Gateway Church International and falls underneath the elder board which govern all aspects of Gateway Church.

Accreditation

Gateway Christian School is accredited by the Association of Christian Schools International and by the State of New Mexico for K-5 through 12th grade.

Educational Philosophy

The predominant curriculum used at GCS is A BEKA and Bob Jones. These are excellent curriculums emphasizing “traditional” education, high academic standards, phonetic reading and integration of Biblical principles. They are designed for the “traditional” or self-contained classroom.

There are several distinctive factors that set GCS apart from public schools, as well as many other private schools:

1. Teachers are willing and quick to pray with students and parents.
2. The administration maintains daily morning devotions for the staff.
3. Teachers have been hired who have a Christian philosophy of education and consider teaching a ministry and a divine calling.
4. Teachers, as well as the curriculum, integrate the Word of God into every subject.
5. School programs and activities are evaluated in the light of scriptural principles and are implemented with the clear purpose of developing our uniquely Christian goals.
6. Athletic programs are monitored to maintain a standard for building sportsmanship and character.
7. Teachers, staff and administrators demonstrate a Godly lifestyle and are professional educators qualified for their positions.
8. Discipline is based on Biblical principles.

Nondiscriminatory Policy

Gateway Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school.

Gateway Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school-administered programs.

We are all children of one God, Who created and loves us all. We follow His command to love one another.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. Exodus 20:1; II Timothy 3:16; II Peter 1:20-21; I Cor. 2:10-13; Luke 24:27, 44-45; Revelation 22:18-19

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Psalm 2:6-9, Matthew 28:19-20; II Cor. 13:114; I Cor. 12:4-6; Matthew 3:16-17; John 14:16

We believe in the Deity of our Lord Jesus Christ. John 1:1-5, 14, 34; John 5:1-47; John 6:69; Matthew 1:20-23; Luke 1:31-33; Romans 1:3-4; Eph 1:20-23; Phil. 2:9-11; Col. 1:13-19; Isaiah 9:6-7

We believe in His virgin birth. Isaiah 7:14; Matt 1:23

We believe in His sinless life. Hebrews 1:9; Heb. 7:26

We believe in His bodily resurrection. I Cor. 15:20-23; John 20: 24-27

We believe in His ascension to the right hand of the Father. Luke 24:51; Acts 1:9-11; Eph 1:20-21; Heb. 12:2

We believe in His personal return in power and glory. John 14:1-7; I Thess. 1:7-10; Matthew 25:31; I John 3:2; Acts 1:11; Rev. 17; Rev. 19-11-16; Rev. 20:6; Daniel 7

We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. John 3:5, 14-17; John 5:24; II Cor. 5:17; Romans 6:23; Eph 2:8-9

We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life. John 16:7-15; I Cor. 6:19-20; Gal. 5:16-18; Eph. 1:13-115; Eph. 4:30; I Cor. 12:13

We believe in the resurrection of both the saved and the lost; and those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation. Job 19:25-27; Daniel 12:2; I Cor. 6:14; John 5:29; John 11:25; Romans 6:5; I Peter 1:3; Rev. 20:4-6

We believe in the spiritual unity of all believers in the Lord Jesus Christ. Eph. 2:19-22; Eph. 4:3-6; 11-13, 15, 16

We believe in the assurance of eternal salvation and security of all who have been born again by faith in Jesus Christ as their personal Savior. John 10:27-28; Eph. 4:30; Romans 8:35-39; Phil. 1:6; II Tim. 1:12; Eph. 1:13-14; II Timothy 4:8; I Peter 1:3-5; Hebrews 7:25; I John 5:13

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Gateway Christian’s faith, doctrine, practice, policy, and discipline, our Elder Board is the final interpretive authority on the bible’s meaning and application.

Core Values

We, the Gateway Christian School Faculty and Administration, promise to do all we can to ensure that all of our students:

- Have a personal relationship with Jesus Christ
- Love God with all of their heart, soul and mind
- Pray and make right choices
- Know and love God's Word
- Love their neighbor as themselves
- Respect and submit to authority
- Love our country and our God-given freedoms
- See the world through God's eyes
- Build Godly relationships
- Have an attitude of excellence without compromise

Code of Honor

We, the Gateway Christian School Faculty and Administration, pledge and commit to:

- Love your child
- Respect your child
- Teach your child
- Train your child
- Discipline your child
- Pray with your child

School-wide Expected Student Outcomes

Students will -

- have an understanding of salvation and the opportunity to accept Jesus Christ as their Savior
- have a good understanding of the Bible and its unchanging truths
- have begun developing Godly character and leadership for the purpose of having influence on the world around them
- be equipped to share the basics of the Christian life with others
- have a Christian Worldview based on Biblical principles
- through ministry opportunities cultivated at Gateway, continue to be a contributing member of their community into adulthood
- have the foundational computer skills to function effectively in a technology driven society
- be able to converse on a basic level with a Spanish speaking person, since New Mexico has a high percentage of Spanish Americans in residence
- be lifelong readers with a good vocabulary and ability to spell
- be equipped to effectively express themselves in various forms of written communication
- have learned how to properly care for their body, the temple of the Holy Spirit
- be able to think critically using order, logic, and structure
- understand the reasons for the rise and fall of world empires and have a desire to change their world

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Admissions

Gateway Christian School is a faith-based institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school.

Admission into Gateway Christian School is a privilege. Parents wishing to obtain information about the school and its programs or wishing to enroll their children in the school should contact the central office. It is necessary for these matters to be taken care of as soon as possible in order for class space to be assured. If a student has been suspended or expelled for any reason from another school, he/she may not be admitted into GCS. The following admission requirements must all be met before a student will be admitted or readmitted to Gateway Christian School.

New enrollment

Registration packet

Registration packets are available at the front office or on the website. Placement exam will be scheduled when a packet is picked up.

Placement exam

All new applicants (grades 7-12) must take a placement exam. This math and reading exam takes approximately two hours. The testing fee of \$25 and the registration packet is due on the test date. The administrative staff will consider the test results and past academic performance to determine grade placement for all new students.

Interview

Before acceptance into grades 7–12, an interview between the parents and the Acceptance Committee will be conducted. Parents must bring the student's report card or school record of progress from the student's previous school. Placement test results are reviewed. Parents will be notified of the committee's decision as soon as possible.

Enrollment Packet

After the student has been accepted, the school will email information to complete the enrollment process online. The online enrollment fee is \$25 per student and is payable online. The student will not be allowed to start school until the online enrollment process is complete.

Immunizations

All students must submit verification of state-required immunizations before the first day of school (State Law).

Registration and Book Fees

A non-refundable, non-transferable registration fee is required to hold the student's place. Please make note of the "Early Bird" registration fee offered. The entire registration process must be completed along with forms submitted before the "Early Bird" fee can be applied. The book fees are due in full by July.

Re-enrollment

Re-enrollment begins in early Spring. Enrollment is offered to families in school first. This includes siblings that are not currently enrolled. Registration is opened to the public two weeks after enrollment begins. Registration fees are required to hold spot.

Finances

Financial Policy

Tuition is due on the first of each month and late after the tenth of each month. If payment is not received by the end of the month, a student may not be allowed to return to school until the account is paid. ***NO BILLING STATEMENTS WILL BE SENT*** - it is the parent's responsibility to send payment.

Fees and enrollments, absences, etc.

Since Gateway Christian School has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason or enters after the school year has begun, then charges are pro-rated according to actual number of days enrolled. No deductions will be made on tuition for absence during the school year regardless of the cause of such absence. If there is withdrawal after the first of the month, the parent will be responsible for the entire month's tuition. The scholastic records will not be transferred until the exit interview process is completed, the necessary forms are signed and all outstanding fees are paid.

Report Cards

All accounts must be paid in full before the yearly report cards will be issued.

Financial Aid Policy/Guidelines

Providing capable student's access to Gateway Christian School, regardless of financial means, is a priority for us. We offer need-based financial aid and flexible payment plans to make the investment in our school manageable.

Need for financial aid is assessed by Gateway School using Confidential Financial Services (CFS) and is awarded on a yearly basis. Families must reapply for aid, using CFS each year.

Statement Of Purpose

The purpose of Gateway Christian School's need-based financial aid program is to support the mission of the school and our commitment to being diverse and inclusive community providing a superior education to qualified students who could not otherwise afford to attend

Financial Aid Policy

Financial aid decisions are determined by the Gateway Christian School Financial Aid committee through an analysis of each family's financial situation, thru a report sent to the school from CFS.

Gateway School believes the family bears the primary responsibility for funding their child’s education and will not fund 100% of the cost of tuition. Financial aid is limited each year, so a family only receives a percentage amount of their year’s tuition dependent on the amount of families in need and aid available. If the gap between the parent’s stated ability to pay and the School’s available financial aid is deemed too significant, the School may not grant an award.

Gateway does not discriminate in the administration of its financial aid policies due to race, religion, national or ethnic origin, gender or age.

Financial aid will not be calculated or granted to those students with outstanding balances of tuition and or fees.

Gateway reserves the right to withdraw financial aid at any time if discrepancies in financial information provided are found.

How to Apply for Financial Aid

Gateway School has several options for financial assistance.

1. Gateway uses Confidential Financial Services (CFS) for the evaluation of financial data. Families must adhere to all deadlines and policies and must reapply each year. Schools’ 5-digit code: 29710
2. The McCutchen Foundation and Conner Christian Scholarship Foundation – this is available for grades 1-12, and based on financial need.

Students must apply for admission and be accepted before a financial aid award can be offered. Financial aid awards can only be finalized after enrollment is accepted and a financial aid grant is offered.

Visit gatewaychristianschool.us and apply online for financial aid.

	Amount	Due
Testing fee	\$25	On test date
Online enrollment fee	\$25	Payable online
Registration fee	\$250 (K4-12th grade) “Early Bird Registration” \$150 if paid by May 13th, registration complete online, and forms turned into the office.	Registration fees are <u>non-refundable, non-transferable</u> due at time of registration to hold a child’s place for the following school year.
Book Usage fee	K-5 \$110.00 1st-6th grade \$175.00 7th-12th grade \$200.00	Book fees are due in full by July. <u>Book fees are refundable only if withdrawal is prior to August 1st</u> * If registering after the school year begins, registration and book usage fees are due at registration.

Activity fees Provides yearbook and student admission to all home athletic events (not NMAA playoffs).	K5-12th	\$50	Due in July with book fees.
Senior Fee (transcripts/diploma)	12th grade	\$30	Due in July with book fees.
Tuition	K-5 \$475 a month	\$4750	Tuition may be paid in monthly installments and are accepted on a 10-month payment plan (August-May). Payments are due at the first of the month, and late after the 10th. See <i>Financial Policy</i> for more information.
	1st-6th grade \$555 a month	\$5550	
	7th-8th grade \$585 a month	\$5850	
	9th-12th grade \$595 a month	\$5950	

Discounts (Only one discount per family)

Tithing member of Gateway Church	\$100.00 a year/child
Senior pastor at any church	up to 50%
Youth pastor at any church	up to 25%
Family of four or more children	15% discount
Family of three children	10% discount
Tuition paid all at once at beginning of school year	3% discount

Academics/Curriculum

Gateway Christian School uses excellent curriculum emphasizing “traditional” education, high academic standards and integration of Biblical principles. Most courses are ABEKA or Bob Jones. It is designed for the traditional classroom. The high school courses are designed to be college prep.

FACTS/ParentsWeb

FACTS is web-based school management software. FACTS/ParentsWeb is a private and secure parents’ portal that will allow you, as parents, to view academic information specific to your children. You can see your child’s grades, homework and conduct, as well as other useful school information, including announcements, family billing, and resource documents. Your child will be able to set up a student account using their school e-mail. The link is found on the school website gatewaychristianschool.us under the Parent Info menu. Click on Parents Login.

Class Schedule

Class schedules will be available to students at an open house/orientation the week before school begins in the fall. The student or parent may pick up the schedules at that time. Class schedules may be viewed in FACTS/ParentWeb. Any scheduling concerns should be addressed before school begins. Students will not be able to drop or add a class after the first week of the semester.

Grading Scale

All grades recorded on grade reports, permanent record or transcript are numeric based on 100%. Grades included from dual enrollment courses are recorded as follows: A-95, B-85, C-75, D-65, F-55

Report Card/Progress Report

Grades may be viewed at any time online thru FACTS/ParentWeb. Grades are posted weekly on FACTS/ParentWeb. An auto-generated email is sent to parents each week. The parents will also be notified by an auto-generated email if a grade below 70 or missing is entered in the gradebook.

Quarter Grades

Quarter grades are an evaluation of the student's progress for an entire nine-week period. These grades are recorded on the student's report card.

High School Courses

All High School courses are based on semester grades. The grade is determined using the quarter grades (40% each) and a semester exam (20%). The semester grade is recorded on the transcript.

Junior High Courses

Junior High courses are based on quarter grades averaged for a yearly grade. The yearly grade is recorded on the student's permanent record.

G Suite for Education

G Suite for Education includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, Google Classroom and more. It helps your child communicate and collaborate at school or home on any device, all within a secure environment. Each student is issued a school email that enables them access. Your child's email is found in ParentsWeb under "Family". Use the drop down box to select your child.

Chromebooks

Chromebooks run on the Google operating system Chrome OS. Chromebooks are issued to 7th-12th graders. A chromebook contract must be signed by a parent/guardian and the student. The contract includes agreeing to the Tech Policy and replacement/repair costs if the chromebook is lost or damaged.

Tech Policy

Gateway Christian School is very pleased to offer students access to the Internet. Students may access the resources of the World Wide Web from workstations in the computer lab or in the yearbook lab. Use of the Internet will be an integral component of some courses. Our goal in providing this service is to promote educational excellence through the use of this unique tool.

The Student Agrees to the Following Terms and Conditions

1. The student agrees to act responsibly and with good behavior on any computer or communications system using Gateway Christian School's network services. The student agrees to follow all school rules for behavior and communications. Access is a privilege – not a right.
2. The Internet is provided for students to conduct research and communicate with others for educational purposes **ONLY**.
3. The student agrees not to use the computing resources for commercial purposes, product advertising, political lobbying, political campaigning, or any other personal use not associated with an educational objective.
4. The student agrees not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.

5. The student agrees **NOT** to install or use **ANY** software on Gateway Christian School's computers, including, but not limited to, games, chat clients, e-mail clients, instant messaging, and other non-authorized applications or utilities, without the expressed permission of the administration of Gateway Christian School. Downloading of software from the Internet is permitted only for software that falls within the scope of a class assignment and only with explicit permission by the computer teacher and the school administration.
6. The student agrees **NOT** to tamper with or attempt to illegally access or "hack" any Gateway Christian School computer resources, or change configurations. Intentional damage of computers or computer networks is unacceptable. The intentional creation or spreading of a computer virus will not be tolerated.
7. The student agrees to abide by all patent, trademark, trade name, and copyright laws. Plagiarism in any form will not be tolerated. All sources must be cited.
8. Security on any computer system is a high priority. If a student feels he/she can identify a security problem in Gateway Christian School's computer systems, he/she agrees to notify a staff member immediately. The student agrees not to demonstrate the problem to others. The student understands and agrees that using someone else's password or trespassing in another's files without written permission is prohibited, and that attempts to logon to the networks as anyone other than himself/herself is unacceptable.
9. Gateway Christian School makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. The student who signs this agreement agrees that Gateway Christian School assumes no responsibility or liability for any loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the student's own risk. Gateway Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. All communications and information accessible via the computer resources shall **NOT** be regarded as private. The student agrees and consents to allow Gateway Christian School personnel to review any and all files, data and messages to ensure that students are using the system responsibly at any time with or without notice.

Any violation of the Appropriate Use Policy will result in disciplinary action. Such action might include suspension or revocation of Internet privilege, suspension or expulsion from school, and/or legal action. Students are subject to all local, state, and federal laws and understand that illegal activities may be reported to the appropriate law enforcement authorities. The student agrees to report any violation of the Acceptable Use Policy observed by the student to Gateway Christian School staff immediately.

Homework

Assignments and homework are an essential part of a good school program. They will vary from light assignments for the lower elementary grades to longer assignments for upper grades. The amount of homework a student has to do at home may depend upon how efficiently the student uses his/her time in school.

Reasons for Homework

For practice - Following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.

For remedial activity - As instruction progresses, various difficulties become evident in a student's grasp of a subject; homework following instruction is given to overcome such difficulties.

For special projects - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

Amount of Time/JH & HS

For the average student, the normal homework assignments in grades 7-12 should take 30 minutes per subject to complete. The amount of homework may vary

depending on the amount of work the student does in class. NO HOMEWORK WILL BE ASSIGNED ON WEDNESDAYS, (NOR WILL ANY TESTS BE ADMINISTERED ON THURSDAYS), AS WE WANT TO ENCOURAGE OUR STUDENTS TO SUPPORT THEIR CHURCH AND ATTEND WEDNESDAY NIGHT SERVICES. In addition, because we realize how important family is, Friday homework will be limited (to allow the student to spend quality time with his/her family).

Parent Cooperation

We do request the parents' full cooperation in seeing that the assignments are completed. Because homework is part of preparation for the future, every student is expected to complete his/her homework. Repeated delinquent homework will result in lower grades and discipline from the teachers. Parents are encouraged to communicate with the teachers when their children are having difficulties with homework, and the teachers will notify parents if a student is not turning in assigned homework.

Late Assignment Policy

- A standard late assignment policy will be enforced in each classroom. Credit for the "late assignment" will be computed according to the following guidelines:
 - One day late=25% deduction of graded paper
 - Two days late or more=0 for the grade
- Teachers may adjust their assignment policy slightly to allow for additional opportunities.
- Partial attendance for the school day still requires all assignments to be turned in for that day plus assignments for the classes that were missed.

Parent/Teacher Conferences

A parent/teacher conference day is scheduled at the end of the 1st and 3rd quarters. Consult the school calendar for the exact dates. If for any reason parents would like to meet with a teacher or administrator other than at the assigned times, they may phone the school office and make arrangements. We ask that the Matthew 18 principle be used to resolve any conflict (see *Grievances* for information on how to resolve conflict). Direct communication with those involved in any conflict will usually resolve the problem.

Dual Enrollment/Concurrent Enrollment

All high school students may take concurrent enrollment classes from ENMU-R. The grade received will appear only on the ENMU-R transcript. The class is tuition free, but the books and any fees will be the responsibility of the student. The class cannot interfere with the school day.

Selected courses required for graduation are provided through dual enrollment with ENMU-R. Parents and students will be notified if a course requires dual enrollment. Dual enrollment grades are recorded on both the GCS transcript and ENMU-R transcript.

When enrolled in college courses the instructors treat all students as adults. Due dates are firm and the grade received is part of their permanent college transcript history. All classes will transfer in state.

Transcripts

Seniors are assessed a \$30.00 fee. The fee will cover all transcript requests during their senior year as well as after graduation. This fee will also help cover costs associated with graduation (i.e. diplomas). Requests for transcripts must be made thru the high school office. 6-semester transcripts are sent during the fall semester. 7-semester transcripts are sent during the spring semester. Final transcripts are available one week following graduation.

Graduation Requirements

Minimum scholastic requirements for graduation from Gateway Christian School High School shall be 25 credits.

Bible	4 credits
English	4 credits
Math	4 credits
(include Algebra II or higher)	
Science	3 credits
History	3 credits
Foreign Language	2 credits
(must be in the same language)	
Computer Science	1 credit
NM History	.5 credit
Health	.5 credit
Physical Education/Athletics	1 credit

*One of the above credits must be dual credit.

All seniors must be attend at least 5 class periods. If credit requirements are met, seniors may enroll in concurrent college classes. All 5 class period must be in physical attendance.

Valedictorian/Salutatorian/Honor Graduates

The graduating senior with the highest cumulative GPA will be named valedictorian of the class. The runner-up will be named salutatorian. To qualify for valedictorian or salutatorian, the student must have attended GCS for at least their entire junior and senior year. Only students who have attended accredited institutions will be considered for valedictorian and salutatorian. A graduate must carry at least a 3.5 GPA or above to be able to graduate with honors.

Honor Society

Honor society is provided for students in grades 10-12. A student must carry a 3.5 GPA to be nominated. Officers are elected each fall.

Student Council

A student council member is elected by peers and represents the student body. Representatives are chosen from grades 9-12. Officers are elected from the upper grades. Their purpose is to:

- Plan special days and projects for the school
- Become the spiritual leaders of the school

Standardized Testing

Tests are given each spring semester to check student (7th-11th grades) progress. Test results are provided to parents and also placed in each student's permanent file.

The PSAT/NMSQT is required for all GCS juniors. The sophomores are also given an opportunity to take the PSAT/NMSQT for a small fee.

All students are encouraged to take college prep curriculum while in high school and to take the college entrance exams. Most colleges require an entrance exam. Some colleges use the Scholastic Aptitude Test (SAT) otherwise known as the College Board Exam while other colleges accept the ACT. Each college preparatory student should consult his or her college catalog to see what his or her prospective college requires.

GCS high school code is 320-547.

Physical Education

7th-12th Grades: All students must wear a GCS spirit shirt, black athletic shorts purchased at the SCHOOL, or sweat pants, and supportive tennis shoes. Sweat pants must not be tight and cannot have any writing on them. **NO YOGA PANTS OR LEGGINGS.**

Excuses: If a student has a physical challenge that limits or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent request for exemption (sore throat, nausea, etc.) can only be honored for two days without a doctor's notice.

Chapel

Chapel will be held each Wednesday morning at 11:20 AM - 12:20 noon for 7th through 12th grade (unless there is a necessary day or time change to accommodate a special program). The students meet in the church auditorium. Parents are invited to attend any of these chapels. Chapel is a well-disciplined setting in which students learn more about God, worship and Biblical truths which will prepare them for the rest of their lives. In addition, various awards and announcements will be given at chapel.

Field Trips

Field trips are planned throughout the school year. Parents are requested to assist in supervision and/or transportation.

1. A **medical form** must be on file and a field trip release must be submitted to the teacher before a child is allowed to go on any field trip.
2. Every volunteer is required to have a **felony misdemeanor form** on file before he/she is allowed to help with any field trips.
3. The school must have on file a copy of both the **driver's license and proof of current car insurance** for any volunteer interested in helping with transportation for field trips.

Releases/Permission Slips must be signed by a parent/guardian and turned into the student's teacher for **every** off-campus outing/field trip. If the student does not have a signed release or permission slip on the day of the outing/field trip, he/she will not be allowed to leave campus. In this case, the student will be asked to stay with another teacher until either the class returns from their outing or for the remainder of the school day.

Extracurricular

Academics have priority over extra-curricular activities. Students must attend school on the day of an extracurricular activity. Exceptions to this policy may include: doctor/dentist appointment or a funeral (in which case, he/she must return to school immediately following the appointment). The administration reserves the right to make exceptions when necessary. Because all homework assignments are posted each Friday for the following week, athletes must turn in any academic work or and major projects on the due date (regardless of whether or not he/she attends class on the day of the extra-curricular activity). If a quiz or test was announced prior to the day that is missed, the student will be responsible to take the quiz/test upon returning to class. Students should not expect teachers to alter their schedule of tests, quizzes or assignments because of their schedule. If a student has difficulty managing extra-curricular activities and academics, he/she needs to withdraw from or curtail participation in them.

ACSI, our accrediting organization, sponsors the following event:

Math by Mail	7th-8 th
Creative Writing	7th-12 th

NMAA Athletics are a vital part of the educational process and are an important component in fulfilling the vision of GCS. The JH/HS participates in the following sports:

Fall-Cross Country, Football, and Volleyball

Winter-Basketball

Spring-Track and Baseball

GCS follows the all NMAA guidelines including eligibility. See *Athletic Handbook - "Player Eligibility"*.

Behavior

Discipline Policy

GCS has designed its discipline system to help maintain order in the classroom and to give a graduated system of consequences to discourage the continuation of unacceptable behavior.

Discipline

The goal of GCS is not to reform, but to teach and train students in a well-disciplined environment where they can grow spiritually as well as academically. Discipline is necessary for the welfare of each student, as well as for the entire student body in a manner consistent with Biblical principles. Even as the Father disciplines us in love, so the faculty at GCS will endeavor to always discipline in love. Discipline is designed to instruct and train individuals, and to remind them of God's line of authority as revealed in His Word. Discipline will be administered in love, with forgiveness, restoration, and training as the ultimate goals. GCS faculty may discipline through instruction, exhortation, correction, rebuke, and other disciplinary actions (i.e. detention, suspension).

Parents' Responsibility

Parents will be responsible for counseling their children at home regarding misbehavior at school. They will be expected to exemplify a caring and respectful attitude toward teachers, administration and for other students. All parents are expected to adhere to the Matthew 18 principle to resolve any conflict (see *Grievances*). *Direct communication* with those involved in any conflict will usually resolve most problems.

Students' Responsibility

Students will be responsible for their actions and shall conduct themselves appropriately in keeping with their level of maturity. They will be expected to exemplify a caring and respectful attitude toward fellow students and for persons in authority. At no time shall a student be discourteous to a teacher in speech or in action. Swift administrative action will follow a challenge to or disrespect for authority. Being subject to and giving respect to those in authority is clearly taught in the Word of God. As a member of Gateway Christian School, students should set a good example for others. Students should be a credit to their parents, their school, and to themselves and should be pleasing to the Lord. Students should do unto others what Jesus would have them do. All students in grades 7-12 must sign a student contract before admission into Gateway Christian School.

Teachers' Responsibility

The teachers are given the responsibility for discipline in their classroom. Each teacher will make every effort to counsel the student to resolve any problems that may arise. Whenever possible, the teacher will attempt to work out the problem with the student without administrative involvement. If a teacher deems that the student needs further counseling or disciplinary action, he/she will send the student to the principal.

Principal's Responsibility

The principal has the authority given him/her by the school board to administer paddling, assign in-school or off-campus suspension, or to recommend expulsion to the board. Parents will be informed of any major disciplinary action taken. *Regarding paddling of students: Parents must sign the "Discipline Release" clause (on the student application form) giving the principal permission to administer paddling. Please refer to this form for clarification on this process.*

Guidelines for Acceptable Conduct

The Bible is always and only the ultimate authority on which behaviors are right or wrong; although it does not list every single "do" and "don't" regarding Gateway Christian School, it's principles form the basis for all rules and regulations at GCS. While the following guidelines do not aim to be complete; they do call attention to some of the items that should be considered and obeyed by the students in their daily behavior:

- The students will pay for any damage to school facilities or furniture that they incur.
- Students will do their own work.
- Students will comply with all classroom rules set by the teacher.
- No cell phones are to be used during school hours.
- Students will be on time for school.
- Students will not leave the campus without permission from the school office.
- Food and drink are confined to lunch areas.
- Students will not be allowed in a classroom before or after school unless prior approval has been granted.
- Horseplay will not be permissible in the school building, on the school grounds or while riding school vehicles.
- Students will not be involved with alcohol, drugs, or tobacco, on or off campus, with the understanding that violation of this rule can result in suspension or permanent expulsion from GCS.
- Public Display of Affection ("PDA") is not tolerated on school property, in the student's vehicle or at any in school or extra-curricular school function. (i.e. hugging, kissing, holding hands, etc. is not allowed)
- No student will have in his/her possession (on person, in desk, in vehicle, on campus, etc.) any kind of fireworks, explosives, knives or other weapons. These items will be confiscated in addition to further consequences.
- Because GCS takes a strong stand against ungodly music, musical themes and/or lyrics, anything that is deemed (by school administration) to fit into this category will not be allowed on school grounds or at any school-related events.
- Visible body piercing (except ear lobes for females) or tattoos are not allowed at school or school functions.

***All of the aforementioned offenses are reasons for various disciplinary measures (i.e. instruction, correction, rebuke, paddling, detention, suspension, or permanent student dismissal).**

Discipline Policy

GCS has designed its discipline system to help maintain order in the classroom and to give a graduated system of punishment to discourage the continuation of unacceptable behavior. GCS has also split the infractions into minor and major offenses to make the punishment fit the offense. All GCS teachers will be using the same disciplinary system. This uniform disciplinary system will help to provide a better environment for learning. A behavior report will be filled out by the administrator and the parent will be notified if a discipline action is required.

Detentions-used for minor offenses

Detention can be served during lunch, after school, or otherwise if deemed necessary by the principal.

Suspension - used for major offenses such as:

- Fighting/acts of violence: mandatory suspension (and possible call to police department)
- Any major offense as determined by faculty
- Repeated minor offences

Suspension Consequences:

- Meeting with principal
- Not allowed on school grounds
- Student will receive zeros (0) for all missed work, tests, quizzes, etc.
- **FAILURE TO FOLLOW RULES OF SUSPENSION: POSSIBLE EXPULSION FROM GCS**
- **NO PARTICIPATION IN ANY EXTRA CURRICULAR ACTIVITIES DURING SUSPENSION.**

Grievances

Should any parent have a grievance against any fellow parents, or any teachers, coaches, principals, superintendent and/or any other individual associated with either Gateway Christian School or Gateway Church International, he/she must follow the order of confrontation outlined in the Scriptures (Matthew 18:15-20). **Pray** about the grievance and ask the Holy Spirit for wisdom in how to deal with the matter at hand. **Arrange to meet** with the individual associated with the grievance (i.e. fellow parent, teacher, principal and/or superintendent) in person to discuss the matter openly and in a peaceable manner. He/She must come willing to listen, communicate peaceably, and willing to come to some kind of compromise. **He/She must NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).**

- **If an agreement/solution is not reached**, the parent may then bring the matter to the next level of authority (i.e. the immediate supervisor of the person with whom he/she is grieved). At this meeting, the “grieved party” will again come willing to listen, communicate peaceably, and willing to come to some kind of compromise. **He/She will NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).** The parent and the higher authority figure will discuss what to do from this point on.
- **If an agreement/solution is still not reached** in this final meeting, the parent must then make a decision to either:
 - Withdraw his/her student from GCS; or
 - Submit peaceably to the authority figures at GCS. In this case, the parent/guardian will NOT discuss the grievance further, nor will he/she slander the persons involved (neither to outside persons or to his/her own children).

Expectations

Attendance

Regular and timely attendance is essential for maintaining a good academic record. Excessive tardiness and absences affect both the student’s grades and attitude.

Daily Schedule

K-5	Monday through Friday	8:10-11:50
1st-6th	Monday through Thursday	8:10-3:00
7th-12th	Monday through Thursday	8:00-3:15

Grades 1-6 will dismiss at 12:00 on Friday

Grades 7-12 will dismiss at 12:20 on Friday

Absence Policy

Students are allowed 10 days of absences per semester. Students will be allowed to make up work resulting from excused absences: in this case, the students will have the same number of days to make up their work as they were absent. Should a student miss more than 10 days per semester, he/she may lose credit for those classes. (Extended illness will be taken into consideration.) Final decision regarding loss of credit will be determined by the administration. Students who exceed the limit must attend a Saturday school for each day past the 10-day rule.

If an absence is foreseeable, a note or call should be made in advance. If the absence is unexpected, the parent/guardian should call the high school office by 9:00 am that day to inform the office of the student's situation/condition. When medical/dental/orthodontic appointments are necessary, parents should make appointments after school hours or at varying times so the student does not miss the same class repeatedly. It is the responsibility of the student to make arrangements to make up any missed work. Partial attendance for the school day still requires all homework to be turned in for that day plus assignments for the classes that were missed.

Tardy Policy

A student will be considered "tardy" if he/she arrives in a class after the scheduled start. If a student misses more than 1/3 of a class (i.e. 15 minutes of a 45 minute class) the student will be considered absent. Tardy means that the student has arrived in a class after the scheduled start. Tardiness hinders the student's learning and interrupts both classmates and the teacher; it is a sign of irresponsibility and should not become habitual. If a student is tardy they must receive a tardy slip from the office to enter class. Teachers and school office will keep a record of all tardies and absences.

Disciplinary Action for Tardies:

- 5th tardy in a 9-week period = Detention
- Junior and seniors loss of lunch privileges
- After school detention
- Principal's discretion

Disciplinary Action for Skipping Classes:

- Meeting with Principal to determine punishment
- NOT ALLOWED to turn in any late work for the missed school day(s) - the student will receive zeros (0) for all missed work, tests, quizzes, etc.

Student Withdrawal

Withdrawal of a student from school requires an exit interview with the proper school official to discuss the reasons for withdrawal. If there is withdrawal after the first of the month, the parent will be responsible for the entire month's tuition. The scholastic records will not be transferred until the exit interview process is completed, the necessary forms are signed and all outstanding fees are paid.

Dress Code

The students' dress is to reflect MODESTY and is to identify the student with Christ, not with the world. Although the Bible does not say precisely what kind of clothes a Christian should wear, it does say to every generation that their appearance must be modest. Boys should dress masculine. Girls should dress feminine. Because student dress will affect the entire atmosphere of the school i.e. academic achievement, student attitude and student behavior, the following dress code has been established and will be adhered to by the student body of Gateway Christian School. (The faculty of GCS adheres to its own teacher dress code.)

MONDAY - THURSDAY DRESS:

SLACKS or CAPRIS

Any solid color

Docker style slack

NOT form fitting or tight

NO skinny pants

Belt must be worn if there are belt loops

SKIRTS or JUMPERS & DRESSES

Any solid color

MUST come to the knee

It is not to be tight or form fitting

NO sleeveless dresses

For elementary - privacy shorts need to be worn under skirt, dress or jumper

SHIRTS

Any solid color Pullover Polo shirts, long or short sleeve.

Pullover polos must have buttons, logos no larger than a quarter

Any solid color Oxford Shirt, long or short sleeve

Must be tucked in at all times, not tight or form fitting

Must be fully buttoned at all times except for top button

No sleeveless shirts

SHORTS

Docker style with belt loops

Not form fitting

No shorter than 3 inches from the knee

SWEATERS & JACKETS

Any solid color or style

It is not to be tight, and must be worn over the polo or oxford shirt

Any solid color Sweater or jacket with no writing may be worn or Gateway Jacket

SWEATSHIRTS

Must be a Gateway pullover sweatshirt, purchased from the school

SHOES

Tennis shoes or any other shoe or sandal

No high heels for elementary

No rubber sole flip-flops of any kind

SOCKS/TIGHTS ELEM

Solid color - matching with outfit

FRIDAY DRESS:

PANTS

Blue jeans, must not be torn or worn out.

NOT form fitting or tight

NO skinny jeans

Must wear belt.

BOYS

May wear blue jean shorts

GIRLS

May wear blue jean capris

SHIRT

Gateway spirit shirts - must be purchased at school

Gateway pullover sweatshirts-must be purchased at school

Any solid color Polo shirts – Pullover polos must have buttons, logos no larger than a quarter

Shirt must be tucked in at all times

SHOES

Tennis shoes or any other shoe or sandal
NO Rubber sole flip-flops of any kind can be worn

IF YOU ARE NOT SURE - ASK BEFORE YOU BUY.
ALL CLOTHING MUST BE MODEST.

Health and Safety

Closed Campus

Any student leaving the school grounds during the school day must check out through the high school office. Teachers are not allowed to release students from their classes without notification from the office. In order for a student to leave school grounds, he/she needs either a written statement from home, a phone call from the parent, or the appearance of the parent at school to check the student out.

Junior & Senior Privileges

Only junior and seniors at Gateway Christian High School will be allowed to leave campus during the lunch time. This "Junior-Senior Privilege" may be revoked at any time if abused.

Doctor Appointments

If a student has a doctor appointment and can drive his/her self to the doctor, then a call from the parent will be required before the office will let the child be dismissed from school. When the student returns to campus, he/she must check back in through the high school office.

Lunch

During lunch time parents may check the student out through the high school office and the student must sign back in when he/she returns. The student may not be tardy to class. JH/HS students should not be in the building during lunch unless supervised by staff.

After School

Following the last bell of the day at 3:15, students who are not involved in after school extra-curricular activities must go home. If you cannot pick up your student by 3:30 Monday-Thursday and 12:45 on Friday, please make other arrangements. Students are not allowed in the building after 3:30 unless supervised by staff.

Crisis Management/Drills

A crisis management plan has been established in case of an emergency. Periodic drills are performed so students and staff are prepared.

Food Services

Hot Lunch

A hot lunch meeting all state nutritional requirements is prepared daily and is available for purchase.

Snack Bar

A snack bar is available to all GCS students. Each weekday has a unique menu. The snack bar also offers chips, POWERade, juice, bottled water, and milk each day.

Lunch Payment

Lunch may be paid for in advance on-line (ParentsWeb), at the office, or at the cafeteria.

Lunch Policy

If there are insufficient funds in the student's lunch account, he/she will be served a basic lunch with no extras and their account will be charged. An e-mail is auto-generated daily if a student has a negative balance in his/her account.

Illness Policy

Please do not bring your child to school if they are running a fever, vomiting, have diarrhea, or have a contagious illness. Your child should be free of symptoms for 24 hours before they return to school without fever reducing medicine. If your child becomes ill while in our care, we will call you and ask you to pick them up.

Immunizations

All students must submit verification of state-required immunizations before the first day of school (State Law).

Insurance

Primary coverage is the responsibility of the parents. The school provides a secondary insurance. More information is available through the school office.

Lockers

Lockers are provided for students in junior high and high school. The school will provide the lock. A student may use only the locker assigned to him/her. Lockers must be kept neat at all times. No food should be kept in the locker for more than one (1) day. There is to be no writing on the lockers. Pictures taped on the inside of the locker must reflect Christian character and Biblical morality.

Lost and Found

Lost items are collected in the front office. All unclaimed articles are given to the needy periodically.

Medications

Gateway Christian School is not allowed to administer any medications such as Tylenol, Pepto-Bismol, etc. If a child does take a prescription medication and will need to take this medication at school, the school must have a permission slip filled out by the parent (as well as a form filled out by the physician, if it is a long term medication). The medication must be sent in a prescription bottle with the dosage and the child's name on the bottle. The teacher will then keep a log of when medication is administered.

Office Hours

The secretaries are in the offices from 8:00 AM – 4:00 PM Monday through Thursday and 8:00 AM – 1:00 PM on Friday. All messages left on the voicemail after hours will be retrieved the next business day.

Phone Use

Students are not allowed to use the phone in the school office unless it is an emergency. Students must secure their teacher's permission before using the school phone.

School Closure or Delay

School Closure

The decision to close school due to weather will be announced on TV stations and also communicated by an automated phone call, text and email.

Delayed Schedule

School begins at 10:15. No Kindergarten Classes Will Meet. Extended Day opens at 7:00 am. The dress code for delayed schedule days will be that of "Friday/Spirit Day" (see *Uniform Dress Code - Friday/Spirit Day*).

Traffic Flow

Drop-Off

To assist in the flow of traffic and safety of our students and drivers, all vehicles enter the campus at the north parking lot entrance and exit at the south parking lot or the northernmost exit bordering Christ Church. Speed limit is 10 mph and flows in one direction. Drop off students north of church.

Parking

If a parent needs to get out of his/her car, he/she may park in either of the north parking lots near the church or school. Parents may not leave any unattended cars at the median.

Automobile Privileges

Only students at GCHS with valid driver licenses are allowed automobile privileges. Automobile privileges may be revoked at any time if the student does not adhere to the following rules:

- Students must have a valid Driver's License.
- Students drivers can only park in designated areas.
- Students must have permission to go to their vehicles during school hours.
- Students must not drive carelessly or recklessly in the parking lot.
- Driving privileges may be revoked on a first offense.

Morning Entry

Junior high and high school students will enter through the north door of the church building once the bell rings. Any students arriving before 8:00 AM must stay outside on the north side of the building until the bell rings.

Visitors/Volunteers

Anyone (parents and visitors) on campus who is not a student or part of the staff should check in through the office.

Volunteers and visitors on campus should adhere to the same guidelines as the students and faculty in regard to modest dress, no alcohol, drugs, or tobacco consumption or inappropriate public displays of affection.