



# Gateway Christian School

~ Excellence Without Compromise ~  
~ Christ the Foundation ~

## STUDENT-PARENT HANDBOOK

### Elementary

Revised February 2024

#### **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

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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 it's 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 it's 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 it's 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**

#### Age Requirement

K-5 Kindergarten - must be 5 years old by October 1

#### 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 K-5 - and up) must take a placement exam. 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, 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 in 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 a student's place.

## Finances

### Financial Policy

Tuition may be paid monthly, semi-annually or annually. You choose your preferred type of payment plan when you register online. A Billing Statement from FACTS will be sent five days before payment is due as a reminder. If payment is not received by the date you have set, FACTS will then notify you by text, email and a phone call that payment is due.

If a payment is returned, FACTS will charge a \$30.00 one time fee, and then will attempt to withdraw the payment two more times.

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.

The school also has two foundations that offer financial assistance. Applications are available at the school office.

### **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 an 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 by an analysis of each family's financial situation, through 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 be able to 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. Visit our web site to apply.

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. The school's five digit code is: 29710
2. The McCutchen Foundation and Conner Christian Scholarship Foundation are available for grades 1-12. These foundations award aid 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](http://gatewaychristianschool.us) and apply online for financial aid.

	Amount	Due
Testing fee	\$25	On test date
Online enrollment fee	\$25	Payable online
Registration fee	\$300 (K-4 - 12th grade) “Early Bird Registration” is \$200 if paid by May 10th (registration complete online, and forms turned into the office).	Registration fees are <u>non-refundable, non-transferable</u> , and due at time of registration to hold a child’s place for the following school year.
Book Usage fee	K-5 \$110.00 1st-5th grade \$175.00 6th-12th grade \$200.00	Book fees are due in full in July. <u>Book fees are refundable only if withdrawal is prior to August 1<sup>st</sup>.</u> * If registering after the school year begins, registration and book usage fees are due at registration.
Activity fees - Provides a yearbook and student admission to all home athletic events (not NMAA playoffs).	K-5-12th \$50	Due in July with book fees.
Tuition	K-5 \$5150 \$515 a month 1st-5th grade \$5950 \$595 a month 6th-8th grade \$6250 \$625 a month 9th-12th grade \$6350 \$635 a month	Tuition may be paid monthly, semi-annually or annually. You choose your preferred type of payment plan when you register online. A Billing Statement from FACTS will be sent five days before payment is due as a reminder. See <i>Financial Policy</i> for more information.

**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

## **Extended Day Program**

Gateway Christian School offers an extended day program to provide care of elementary students beyond the regular school day. Lunch is provided at no additional cost for K-5 students. If the child does not attend extended day on a regular basis, but the need arises, contact the child’s teacher or the elementary office. Extended Day must have the proper paperwork filled out and turned in for a student to attend.

### **Extended Day Hours**

Extended Day K-5	Monday-Friday	12:00 noon - 6:00 pm
Extended Day 1st grade-5th grade	Monday-Thursday	3:00 pm - 6:00 pm
	Friday	12:00 noon - 6:00 pm
Holidays--open on some holidays; holiday rate applies		

***IF A CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF DISMISSAL TIME, THEY MUST CALL THEIR PARENT. A CHILD MAY BE SENT TO EXTENDED DAY ONLY AFTER APPROVAL FROM THE DIRECTOR.***

### **Extended Day Fees**

**Amount**

Contact Pre-School for pricing.

**Late Pickup**

Late Fee is \$10.00 per 15 minutes after 6:00 PM.

**Arts & Crafts Fee**

\$35.00 payable yearly at the time of enrollment.

**When Due**

Bills for extended day will be sent the third Thursday of each month. Payment must be made by the end of the month. (See *Financial Policy* for more information.)

*(Fees are subject to change at the discretion of the school board)*

## **Academics/Curriculum**

The predominant curriculum used at GCS in the elementary 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.

### **FACTS**

FACTS is web-based school management software. FACTS is a private and secure portal that will allow 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 (grade 3 and up) will be able to set up a student account using their school e-mail. The link is found on the school website [gatewaychristianschool.us](http://gatewaychristianschool.us) under the Parent Info menu. Click on Parents Login. Our district code is GCS-NM.

## **Grading Scale**

All grades recorded on reports and permanent record are numeric based on 100%. Activity classes utilize the following:

H-High  
N-Normal  
L-Low

## **Report Card/Progress Report**

### **Progress Reports**

Emails are sent weekly. Parents will be notified by email if a grade is below a 70 or if a student is missing work. Mid nine-week reports are sent home for 1<sup>st</sup> – 5<sup>th</sup> grades. The reports are distributed to students in class. Careful attention should be given to grades and comments noted by the teachers in order to improve the student's scholastic progress. Special announcements and dates to remember are also included. A signed note of receipt is to be detached and returned to school the next day.

### **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.

### **Yearly Grades**

Yearly grades are an evaluation of the student's work for an entire year. These grades become part of the student's permanent record.

## **Standardized Testing**

### **NWEA MAP Growth**

**K-5-10th graders** will take the MAP Growth tests from NWEA on a chromebook. The Growth test is administered in August, January, and April/May. MAP Growth scores help teachers check student performance by measuring achievement and growth. Following each testing period, you will receive a Family Report showing a summary of how your child is performing academically. Teachers use results to tailor classroom lessons and set goals for students.

MAP Growth tests are unique, and adapt to your child's responses to measure their skill level. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. These results will provide a more complete picture of what your child knows and is ready to learn—whether on, above, or below their grade level. For more information about MAP Growth, visit [NWEA.org/familytoolkit](http://NWEA.org/familytoolkit).

## **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 their classrooms. 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 internet 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.

### **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 3<sup>rd</sup> grade-12<sup>th</sup> grade student is issued a school email that enables them access. Your child's email is found in FACTS under "Family". Use the drop down box to select your child.

### **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.

#### Late Assignment Policy

4<sup>th</sup>-5<sup>th</sup>grades: All daily assignments must be turned in by 3 pm the day it is due. Any late or missing assignments will be an automatic zero. The only exception would be for illness. The student would then have the same number of days to get the work in that they missed. Teachers may adjust their policy slightly to allow for additional opportunities.

#### Amount of Time

For the average student the normal homework assignments in grades 1-2 should take 15-30 minutes to complete; for grades 3-5, it should take 30-60 minutes. The amount of homework may vary depending on the amount of work the student does in class. **NO HOMEWORK WILL BE ASSIGNED ON WEDNESDAYS, AS WE WANT TO ENCOURAGE OUR STUDENTS TO SUPPORT THEIR CHURCH AND ATTEND WEDNESDAY NIGHT SERVICES.** In addition, because we realize how important family time 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. Class work for other subjects must be completed daily. 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.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled for all students at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter grading periods. 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 call and make arrangements. We ask that the Matthew 18 principle be used to resolve any conflict. Direct communication with those involved in any conflict will usually resolve the problem.

### **Physical Education**

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.

### **Library**

1st and 2nd grade have a scheduled library time once a week. 3rd-5<sup>th</sup> grade may use the library as scheduled by their teacher. Other use of the library is available by appointment. Students who have lost a book will be charged a replacement fee. The student's report card will be held until the book is returned or the replacement fee is paid.

### **Chapel**

Chapel is conducted every Wednesday morning at 8:45 for K-3 through 5<sup>th</sup> grade. The students meet in the church auditorium. Chapel is a well-disciplined setting in which students worship and learn more about God and Biblical truths which will prepare them for the rest of their lives. In addition, various awards, class presentations, and announcements will be given. Parents are invited to attend any chapel service. Occasionally it is necessary to change the day or time to accommodate a special program.

### **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 (permission slip) 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**

ACSI, our accrediting organization, sponsors the following events:

Math Olympics 3<sup>rd</sup>-8<sup>th</sup> grades  
Creative Writing 4<sup>th</sup>-12<sup>th</sup> grades  
Spelling Bee 1<sup>st</sup>-8<sup>th</sup> grades

## **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 any 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.

### 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 elementary principal.

### Elementary Principal's Responsibility

The elementary principal has the authority given him/her by the Superintendent/School Board to administer paddling, assign in-school or off-campus suspension, or to recommend expulsion to the board. Parents will be contacted before any major disciplinary action is taken. *Regarding paddling of students: Parents must sign the "Discipline Release" clause (on the Student Application form in registration packet) giving the elementary principal permission to administer paddling. Because this is a partnership, parents may certainly be present if they wish. No paddling will be administered without another adult witness in the room.*

## Guidelines for Expected 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:

- Students will demonstrate respect for teachers and all school staff at all times.
- Students will be respectful and considerate of other students in attitudes, words, and actions.
- Profane or inappropriate language and obscene gestures will not be tolerated.
- 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, smart watches or electronics 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.
- 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.
- Skates or skateboards will not be allowed on school or church property.
- 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, movies, videos, video games, 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).**

### 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

### Absence Policy

Students are allowed up to 10 days of absence per semester. Students will be allowed to make up work resulting from absences: in this case, the students will have the same number of days to make up their work as they were absent.

If a student arrives after 10:00 am, the student will be considered absent for ½ a day. If a student checks out before 1:30 pm, the student will be considered absent ½ a day.

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 elementary school office by 9:00 am that day to inform them 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 subject repeatedly. It is imperative that students are present for tests. It is the responsibility of the student to make arrangements to make up any missed work.

Should a student miss more than 10 days per semester, he/she may be retained. (Extended illness will be taken into consideration.) Final decision regarding retention will be determined by the administration.

### 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-5th	Monday through Thursday	8:10-3:00
<b>Grades 1-5 will dismiss at 12:00 every Friday</b>		

### 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.

### Tardies

"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. Once the tardy bell rings, all students coming late must report to the school office to receive a tardy slip and a parent must personally sign in their child. Each teacher will keep a record of all tardies and absences. When a student has accumulated five tardies, he/she will have to attend a lunch/recess detention.

**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.

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 sweatshirt.

SHOES

- Tennis shoes or any other shoe, boot, or sandal
- No high heels for elementary
- No rubber sole flip-flops of any kind

SOCKS/TIGHTS (ELEMENTARY)

- 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  
Gateway sweatshirts  
**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, boot, 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.**

**HAIR:**

Hair length for boys should not extend below the bottom of the collar  
Hair should stay out of the eyes  
Hair should be natural colors  
Hair should be neat and clean

## **Health and Safety**

### **Closed Campus**

Parents are required to sign in/out their child at the front desk when arriving/leaving at a time other than normal arrival/dismissal times. For you and your child's safety, as well as for the protection of the school, only a parent or legal guardian may pick up your child. If different arrangements must be made, the parent/guardian must notify the school office prior to pick-up.

### **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 Powerade, bottled water, and milk each day.

### **Lunch Payment**

Lunch should be paid for in advance on-line (FACTS) or at the office.

### **Lunch Policy**

An e-mail is auto-generated daily when a student has \$10 or less in his/her account.

## **Illness Policy**

Please do not bring your child to school if they are running a fever (100 degrees or higher), vomiting, have diarrhea, or have a contagious illness. Your child should be free of symptoms for 24 hours before they return to school without the help of 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.

## **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.

## **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 via Parent Alert from FACTS.

### 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 *Dress Code – Friday Dress*).

## Traffic Flow

### Drop-Off

To assist in the flow of traffic and for the safety of our students and drivers, all vehicles must enter the campus at either of the North entrances (next to Gateway Church, or next to Christ’s Church). Follow signs and paint on parking lot carefully. Speed limit is 10 mph and traffic flows in ONE DIRECTION. Drop off students at south end of the median, pulling all the way down to prevent back-up. Leave left lane free for traffic flow.

### 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.

### Early Arrival

We will have an adult on playground duty from 7:30-8:00 A.M. Teachers will then pick up their students from the playground at the following times:

7:45 FOR GRADES 4-5

8:00 FOR GRADES K-5-3

In case of severe weather, other arrangements will be made. If a student must be dropped off before 7:30, arrangements need to be made with the pre-school, which opens at 7:00.

### Late Pick-Up

Unless prior arrangements are made, students that are not picked up within 15 minutes of dismissal time must call their parent. Students may only be sent to Extended Day upon approval of the Director.

## 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.

