



**2017-2018
Parent/Student Handbook**

Revised May 2016

2017-2018 School Calendar

Tues., Thurs., August 8-10	Teacher work days
Thur., August 10.....	Open House 3:00 – 5:45 p.m. * Bring school supplies *
Thur., August 10.....	General Assembly 6:00 p.m. at Vardaman St. Baptist Church
Mon., August 14	First Day of School
Mon., September 4	Labor Day Holiday
Mon., September 11	Celebrating Grandparent’s Day
Wed., September 27	See You at the Pole, 8 a.m.
Fri., October 6.....	Pink Day
Mon. – Wed., October 9-11	Teacher Training (No school for students)
Thurs., November 16	Thanksgiving Meal at GCA
Mon. – Fri., November 20-24.....	Thanksgiving Break
Mon. – Tues., December 5-6	Christmas Workshop Days
Wed. – December 20	60% Day * Pick-up at 12:00 pm *
Mon. – Fri., Dec. 21 – Jan. 3	Christmas Holidays (return Thur., Jan. 4, 2017)
Mon. January 15	Martin Luther King, Jr. Holiday
Fri., January 26.....	100 th Day
February Month.....	Pre-registration for 2016-2017 school year
Mon., February 19	Presidents’ Day Holiday
Wed., March 1	Open Registration/Open House for the Public
Fri., March 23	(60% Day)
Mon. – Fri., March 26 – April 2	Spring Break (return Mon., April 3)
Thurs., May 17	K4 Graduation, 6 p.m. @ Vardaman St. Baptist Church
Thur., May 23	Awards Day at Academy, time TBA
Thur., May 23	Last Day and 60% Day * Pick-up at 12:00 pm *

GATEWAY CHRISTIAN ACADEMY IMPORTANT 2017-2018 GRADING PERIODS

NINE WEEK AND EXAMS DATES

1 st Nine Weeks ends October 6, 2017	Exams: October 4-6, 2017
2 nd Nine Weeks ends December 20, 2017	Exams: December 18-20, 2017
3 rd Nine Weeks ends March 14, 2018	Exams: March 12-14, 2018
4 th Nine Weeks ends May 23, 2018	Exams: May 21-23, 2018

REPORT CARD DATES AND PARENT-TEACHER MEETINGS

1 st Nine Weeks – Thursday, October 19, 2017
2 nd Nine Weeks – Thursday, January 11, 2018
3 rd Nine Weeks – Thursday, March 22, 2018
4 th Nine Weeks – Friday, May 31, 2017 to be picked up at Vardaman Street Baptist Church

AN OPEN LETTER TO THE PARENTS/GUARDIANS AND STUDENTS OF GATEWAY CHRISTIAN ACADEMY:

Welcome to Gateway Christian Academy. We consider it a great joy to enter into a partnership with you in providing a distinctive Christian education for your children. The chief purpose of our school is to glorify God through goals and objectives that are designed to provide a Christian education in an atmosphere of academic excellence. We strive to meet the needs of young people and are committed to the training and development of our students. All programs are designed to take our students from where they are and to develop them to the fullest potential according to God's plan for their lives. It is our desire to position the academic program in a proper perspective and to place Jesus Christ as our head. It is also our desire to provide the students with the best possible education, and in it we pledge our support and assistance to you.

This handbook is designed to answer many of the questions and concerns that you may have regarding the philosophy and the operation of Gateway Christian Academy. We have endeavored to address many day-to-day issues by stating how each is dealt with in light of school procedures. Please take time to familiarize yourself with this handbook, and keep it handy for a quick reference. Do not hesitate to contact us if there are any questions.

Again, we consider it a privilege to have you as part of our school family. We pray that your association with Gateway Christian Academy will be of great value to you. Please join us as we seek to obtain the call of excellence that our Lord has placed upon us all and commit ourselves to "...stand perfect and complete in all the will of God." (Col. 4:12)

In Christ,

Gateway Christian Academy
Administration, Faculty, Staff, Volunteers,
and School Board

Table of Contents

SECTION 1 – GENERAL POLICY/INFORMATION

Mission Statement	6
Philosophy	6
Differential Advantage	6
Standards	7
Guidelines and Procedures	8
Non-Discriminatory Policy.....	8
Sexual Harassment Policy	8
Parents/Guardians Grievances	8
Suspected Child Abuse.....	9
Pregnancy and Abortion	9
Immunization.....	9
Visitors	9
School Security.....	10
Telephone Usage	10
Cellular Telephones.....	10
Gadgets/Unauthorized Toys	10
School Closing – Inclement Weather	10
Fire and Tornado	11
Announcements	11
Dances	11
Parties/Invitations	11
Gum and Food	11

SECTION 2 – ADMISSION & ATTENDANCE

The School Day	11
Extended School Day	11
Admission Procedures	12
Entrance Requirements.....	12
Tardiness/Early Check Out.....	13
Attendance/Absences.....	13
Returning After Absence	14
Perfect Attendance Award.....	15
Withdrawal Policy	15

SECTION 3 - ACEDEMICS

Academic Credits	15
Grading Procedures	15
Criteria to Advance a Grade	16
Report Cards.....	17
Honor & Achievement Roll.....	17
Textbooks	17
Student Folder	17
Homework	17
Spiritual Growth	18
Bible Classes	18
Chapel.....	18

SECTION 4 - DISCIPLINE

Discipline Statement.....	18
Disciplinary Measures	19
Detention	19
Demerit System	20
Unacceptable Behavior	22
Concern for Property and Facilities.....	22
Alcohol, Drugs, and Tobacco	22
Possession of Weapons.....	23

Language/Communications	23
Physical Harm/Verbal Abuse	23
Public Affection.....	23
Classroom Behavior	23
Cheating.....	24
Class Cutting	24
Hazing and Initiation	24
Personal Belongings/Stealing	24

SECTION 5 - FEES

Registration Fees	24
Enrollment Fees.....	24
Tuition Fees.....	25
Monthly Statements.....	25
Student Insurance	25
Policy Regarding Annual Fees	25
Tuition Payment Schedule.....	26
Fundraising Commitment Policy.....	26
Registration Deadline for 2016-2017	27

SECTION 6 – DRESS CODE

Uniforms.....	28-29
Hair Cut/Styles	30
Cosmetic Makeup.....	30
Earrings/Piercings/Tattoos.....	30
Book Bags/Lunch Boxes	30

SECTION 7 – SCHOOL SERVICES

First Aid.....	30
Medication.....	30
Student Illness/Accident.....	31
Control of Communicable Diseases	31
Lice Policy.....	31
Lunch.....	31
Lost and Found.....	31
Lockers	32

SECTION 8 – STUDENT ACTIVITIES & ORGANIZATIONS

Social Organizations.....	32
Booster Club.....	32
Miscellaneous	32

FORM: Official Parent/Guardian Statement Regarding Absence	APPENDIX A
FORM: School Uniform Evaluation	APPENDIX B
FORM: Discipline Form.....	APPENDIX C
FORM: Official Withdrawal Form.....	APPENDIX D
FORM: GCA Student & Parent/Guardian Agreement.....	APPENDIX E

SECTION 1 – GENERAL POLICY/INFORMATION

MISSION STATEMENT

Gateway Christian Academy is dedicated to teaching "The Way of the Savior" on a daily basis in conjunction with the highest academic standards in a strong disciplined atmosphere that demands the ultimate of respect for peers and teachers in the context of good morale, individual emotional stability, the best of moral standards, and a love and respect for family and the United States of America.

PHILOSOPHY

We believe that Gateway Christian Academy is an extension of the ministry of the home and Vardaman Street Baptist Church.

We believe that God is the source of all truth, and true education must be based on His revealed Word.

We believe that the integration of God's Word into all that is taught at GCA is essential to the spiritual, mental, physical, and social development of our students.

We believe in a structured curriculum that has been filtered through the Word of God.

We believe that the curriculum should provide the opportunity for all students, as special creations of God, to be educated as individuals with their own unique ability, personality, and potential.

We believe in, bear testimony to, and make every effort to demonstrate in our own lives the reality of a personal encounter and walk with Jesus Christ as presented in God's Word.

We believe our purpose is to develop in students the *mind of Christ* (Philippians 2:5) so that God's Truth becomes an inseparable part of their lives and thinking processes.

GATEWAY CHRISTIAN ACADEMY AND THE DIFFERENTIAL ADVANTAGE

Without a "Differential Advantage" there can be no Gateway Christian Academy (GCA).

"Differential Advantage" means that parents/guardians and students can expect special advantages that cannot be experienced in other educational settings. Some of those advantages are found in the areas of academic experiences, disciplinary procedures, and a Christian-based education. It is the "Differential Advantage" for which parents/guardians are willing to make the necessary sacrifices for their children to attend such a school.

Gateway Christian Academy must have and must maintain a "Differential Advantage" if GCA is to expect parents/guardians to make the kind of sacrifices necessary to enroll and keep their children in GCA. It is understood that these characteristic elements of GCA are not in keeping with everyone's priorities.

Gateway Christian Academy is just that – "a Christian school." This means that only God can mandate the "Differential Advantage" and He does that through those whom He has "called" to that ministry. Creating a Christian-based school program requires the involvement of dedicated staff, teachers, and administration.

Only those people who want their children to receive an education that coincides with these "Differential Advantages" should enroll their children.

In being consistent with Christian teachings and Christian model behavior, the following standards and requirements are as follows:

1. **Student Uniforms:** The wearing of uniforms adds to one's self-esteem, personal discipline, and eliminates the universal problem of fads in fashion. Uniforms are

- ultimately more economically feasible. Parents/guardians are solely responsible for the adherence of our uniform regulations.
2. **Daily Bible Study:** God’s Word calls for daily Christian training; it is the most important activity in a child’s life.
 3. **Moment-by-Moment Discipleship:** God’s Word not only stresses the element of daily Bible study, but a moment-by-moment training in His Word. This is possible only where it is permissible and where the intent is genuine. Parents/guardians who want this training for their children have them in the right place at GCA. Did you know that the correct translation for the term “Christian school” is “Kingdom education?” Kingdom education is the actual integration of God’s Word into all aspects of a Christian school. This includes: academics, general behavior in and out of the classroom, field trips, banquets, the playground, and lunchroom. The list really has no end relative to the integration of God’s Word into the lives of GCA students. Without the philosophy - God first in everything – GCA’s ultimate goals cannot exist.
 4. **Traditional Education:** Gateway Christian Academy strictly adheres to the traditional education approach that involves manners, discipline, respect for all adults and peers, a love of country, and appreciation of the sacrifices made to keep America strong and free. It insists on respect and appreciation for parents/guardians. Traditional education keeps proper moral behavior in front of the students and insists on the kind of discipline necessary for an atmosphere of learning to prevail. Above all, it acknowledges God and His Word as absolute truth and sets It as the standard for students.
 5. **Discipline:** As noted in the previous paragraph, learning is possible only when it is free from distraction. The ultimate goals of our classroom rules are to instill the right attitude, and are extremely necessary to the learning process. (See page 17 for details about discipline)
 6. **Academic Excellence:** Gateway Christian Academy, along with the writers and publishers of the Christian curricula used, realizes that children and young people are more capable than that for which they are generally given credit. GCA uses curricula that are written for the age of each specific grade level. Anything less is an insult to students’ general intelligence.
 7. **Christian Curriculum:** Gateway Christian Academy is committed to the use of Christian curriculum materials in all subjects with the possible exception of math in grades 7-12 and electives, for which Christian literature is not available. A Beka curriculum will be used in every area where it is felt adequate by the administration. Parents/guardians can feel secure that GCA will not allow the “things of this world” to infiltrate the minds of GCA students with anti-Christ influences which are prevalent in many secular publications.

NOTE: *Obtaining or purchasing of any A Beka school material is strictly prohibited while enrolled at Gateway Christian Academy. (Violation of this will result in expulsion)*

STANDARDS

When students enter Gateway Christian Academy, they become identified with GCA, and GCA is judged by the kind of people they are and by the way they conduct themselves. Their conduct must reflect favorably on themselves and on GCA at all times, including on and off the campus, whether or not one is involved in a GCA activity while on and off campus. This includes but is not limited to: using the internet, social networking sites, cellular phones, etc. Off campus public misbehaviors will be investigated by the school.

Gateway Christian Academy insists that students conduct themselves at GCA and any/all GCA functions in a way befitting a school seeking to establish Christian standards of learning and living in the lives of its students. Students who are unable or unwilling to conduct themselves accordingly will be dismissed from GCA. The Gateway Christian Academy administration has the ultimate responsibility in cases of dismissal.

GUIDELINES AND PROCEDURES

For the enhancement of Gateway Christian Academy's efficiency and effectiveness, GCA sets forth the following guidelines and procedures. It should be noted that it is essential that accountability be developed in the lives of both students and parents/guardians. Therefore, each of the following guidelines applies to all students and their parents/guardians.

NON-DISCRIMINATORY POLICY

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

SEXUAL HARASSMENT POLICY

Gateway Christian Academy endeavors to provide an environment conducive to growth in mind, spirit, and community awareness that precludes the exploitation of students or employees. It is the policy of the school that all employees and students have the right to work and learn in an environment free from sexual harassment or unwelcomed and unwanted sexual attention.

Sexual harassment is defined as including but not limited to unsolicited and unwelcomed sexual advances, requests for sexual favors, and repeated derogatory sexual remarks. Sexual harassment can consist of such behavior as making unsolicited written, verbal, and/or visual communication with sexual overtones; touching another student in a sexually offensive manner; continuing to express sexual interest after being informed the interest is unwelcome; and making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual advances.

Violations of the Sexual Harassment Policy by administrators, teachers, staff, and students will be regarded as a violation of a person's civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior.

Individuals wishing to make a formal complaint about sexual harassment concerning a student or staff member may use the Gateway Christian Academy Grievance Procedure or may contact the school administration. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

PARENT/GUARDIAN GRIEVANCES

Schoolwork, at its best, is not easy. Gateway Christian Academy is intended to be *school work at its best*; that is, our first attitude is one of a "Christ-like" Spirit. All interactions are based on *How would Jesus react to the same situation?* The *Mind of Christ* is the way of thinking in which the students will be led. It is assumed that the same Spirit will prevail among parents/guardians.

There will be times when misunderstandings and miscommunications occur. It stands to reason that the intent of GCA, including the administration and teachers, is the overall welfare of the children. This handbook outlines policies and procedures that work for the benefit of all when honestly administered and adhered to in a Godly manner. Reaction to instances of conflict on the part of parents/guardians should likewise be in a manner that reflects the kind of testimony for which the children are enrolled in a Christian academy.

When a grievance is necessary due to certain circumstances, the below outlined procedure is to be followed:

1. Confer first with the principal, not with teachers or board members.
2. If necessary, a conference with the principal and the teacher will be scheduled.
3. A third step can include the student in a conference with the principal, parent/guardian, and possibly with the teacher.
4. The principal will then make a decision.
5. The administration has the authority to take the problem to the School Board when deemed necessary.

NOTE: *Conferences between the parent/guardian and teacher on behalf of a student's academic welfare or other concerns are always encouraged. Please schedule through the school office in order to avoid conflicts.*

SUSPECTED CHILD ABUSE

All schools are mandated by law to report any suspected child abuse to the County Department of Human Services. Policies of GCA are not intended to discourage the scriptural mandate relative to the discipline of one's children.

PREGNANCY AND ABORTION

Gateway Christian Academy has a moral, legal, and scriptural responsibility to maintain standards within the school and to assure the health and welfare of all its students. Therefore, it is required that any female student who becomes pregnant and any male student who is responsible for a pregnancy report this to the school principal as soon as it is medically confirmed. At such time, the student(s) (if both parties are students of the school) will no longer be allowed to attend class at Gateway Christian Academy, and the parents/guardians will be responsible for arrangements necessary for the continuance of their education. There will be no refund of fees. If Gateway Christian Academy gains proof of the fact that a student's pregnancy has been terminated through abortion, the student will automatically be expelled from school with no fees refunded.

Although unfortunate circumstances occur, through attitudes of confession and repentance, one is forgiven. The process of redemption and recovery is the responsibility of the family and their church and should not be at the expense of the students of the school during these impressionable years in their lives.

IMMUNIZATION

In conformance with the immunization requirements of the State of Mississippi, all students must have proof of immunizations on file. Failure to comply will result in suspension from school until requirements are met. Chicken pox has been added to the immunization requirements.

VISITORS

It is the duty of GCA to provide for the security and safety of the students of the school. All visitors, including parents/guardians, must stop at the school office to notify the administration of their presence on campus, sign in, and wear a Visitor's I.D. tag while on campus. When leaving, all visitors are expected to stop at the school office, sign

out, and return the Visitor's I.D. tag.

Unless an emergency or special circumstance exists, visitors will not be allowed to see students during the course of the school day. This can cause another student to become distracted from their learning. Anyone coming to the school for the purpose of seeing a student on an emergency basis must come through the school office (including parents/guardians). If students have special circumstances requiring a visitor to accompany them to school for any part of the school day, administrative permission must be granted. All school visitors are expected to abide by all GCA policies, including appropriate dress and conduct. Parents/guardians are expected to respect the school's dress code policies when on the campus. ***Every effort to minimize early check outs should be made. Habitual early checkouts can become an attendance issue.***

NOTE: *Students will not be released from the classroom to anyone other than school personnel. This policy is a safety feature to insure that the student will be released to the proper person in the school office. Parents/guardians are requested never to go to a classroom to get child/children during school hours.*

SCHOOL SECURITY

After school hours, Gateway Christian Academy is secured by school personnel and patrolled by the Wiggins City Police and the Stone County Sheriff's Department. No student should attempt to re-enter the school building after school day hours unless accompanied by administrative or faculty personnel.

TELEPHONE USAGE

Students will not be dismissed from class to use the phone except in the case of an emergency. Office personnel will dial the requested number and after it has been answered, the phone will be handed to the student.

Cellular telephones are not allowed on the campus during the school day. If brought, they must be turned in to the office prior to school starting and retrieved after school. Emergency calls for any student must be made to and from the school office (601-528-5454). Students are not allowed to use a teacher's cell phone or any land line except in the school office during the school day.

Students caught with cell phones will be disciplined and the parent/guardian called on the first offense. The second offense consequence is cell phone will be confiscated and not given back for two weeks. It will be returned to the parent/guardian only. Any phone found after 8:30am will be deemed intentional.

GADGETS/UNAUTHORIZED TOYS, ETC.

Unless special permission is given by the teacher, unauthorized items (examples include electronic devices, personal magazines, CD players, toys, etc.) will be confiscated. These can be a distraction for other students which stop the learning process. First time offence will be the confiscation of gadget that will be kept at the school until the parent/guardian comes in to retrieve it. Second offense will result in it not being returned for two weeks and then returned to parent/guardian only. No live animals are allowed in classrooms or on the campus for the following reasons: distractions, noise, odor, student allergies, health hazard, and even possible injuries unless approved by administration.

NOTE: *Possession of the pencil-type "laser beam" instrument will result in serious disciplinary action, as it is a dangerous gadget.*

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Gateway Christian Academy will cooperate with Stone County Emergency Communications regarding closings and early dismissals due to inclement weather. Parents/guardians and students should listen to local television stations and check Facebook for announcements. The stations listed below will be notified.

T.V
WDAM
WXXV

WLOX Channel 13 (228-896-1313)

FIRE AND TORNADO

In accordance with state regulations, fire, tornado drills, and other emergency procedures will be practiced and reviewed on a periodic basis.

ANNOUNCEMENTS

Announcements will be made on a daily basis. If a student needs an announcement made for an organization, he/she must submit it through the faculty sponsor. It is everyone's responsibility to pay close attention during announcements.

DANCES

It is an official school policy that GCA or any of its component organizations may not sponsor any type of dance. Any group of students who promote a dance privately may not associate it with the school in any manner. The group cannot claim that it is a class or club dance, cannot use any designation related to the school, cannot advertise at school, cannot sell tickets at school, or take reservations at school. Failure to abide by this standard will result in firm disciplinary action. Gateway Christian Academy is a ministry of Vardaman Street Baptist Church, and this policy is in accord with the standards of the church.

PARTIES/INVITATIONS

No invitations to a private activity may be distributed in a class without approval of the principal and all students in that class must be included.

GUM AND FOOD

Possessing or chewing gum is **NOT** permissible on campus during any part of the school day. Eating or drinking is not allowed in the classrooms with the exception of holidays/parties. See page 18 and 19 for disciplinary action.

SECTION 2 – ADMISSION & ATTENDANCE

THE SCHOOL DAY

The school day is from 8:00 a.m. to 3:00 p.m. Students should be in their classrooms, seated and ready to start the day by 7:55 a.m. Students may be dropped off after 7:30 a.m. **The school will not be liable for any student arriving any earlier than 7:30 a.m. unless they are signed up for morning care.** Any student assigned to the extended school day program must report to the designated areas for supervision. (See Extended School Day section for times)

EXTENDED SCHOOL DAY (ESD)

Extended school day is available from 3:15 p.m. until 5:30 p.m. Monday through Friday for an additional monthly fee of \$90 for one student and \$155 for two or more students. Morning extended school is also available from 7:00 a.m. until 7:30 a.m. Monday through Friday at an additional monthly cost of \$35 for one student and \$55 for two or more students. ESD charges are for ten months, not prorated and are paid in advance beginning July 1st. Payment is to be included in the same check as tuition.

Individuals picking up children in the ESD program must provide a driver's license as proof of identification. **Extended day children must be picked up by 5:30 p.m. A surcharge of \$10 will be assessed for every 5 minutes late after 5:30 p.m. Continued lateness in picking up children from extended school day service may result in dismissal from the extended school day program.**

Parents/guardians interested in the extended school day **must** fill out an information form. No child will be assigned until this form has been completed. If parents/guardians are divorced or separated and one parent/guardian is *not allowed* to see or pick up the child, GCA *must* have on file at the office a certified copy of the court order of Final Judgment.

Important: *Parent/guardians taking advantage of the extended school day are reminded that this is available on regular school days only, not during any school holidays.*

Note: *Gateway Christian Academy expects full cooperation from both students and parents/guardians. A student who shows repeated behavioral problems or is continually picked up late will not be permitted to remain in the extended school day program.*

ADMISSION PROCEDURES

1. A Gateway Christian Academy application form is to be submitted with registration fee (all students K3 through grade 12).
2. An official copy of the student's most recent report card, copy of one's transcript (high school), or proof of his/her grade level is necessary. Gateway Christian Academy will request the student's cumulative folder from the previous school attended or presently attending.
3. Immunization record - The original "Certificate of Immunization Compliance" (Form 121), not a copy, must be submitted with the student's application form or be a part of the cumulative folder.
4. Unless a copy of the original birth certificate is already a part of the student's cumulative folder, one must be submitted to the GCA office in person or via mail at which time a copy will be made and the original returned.
5. An interview involving the parent/guardian and the prospective student(s), above Kindergarten level, will be conducted by the principal.

NOTE: *The legal guardian of the student is assumed to be responsible for all indebtedness to GCA unless the business office has a notarized statement of commitment from the assuming party.*

ENTRANCE REQUIREMENTS

Once the application for admission and the registration fee have been received and all requirements are fulfilled, reviewed, and accepted by the administration, entrance to Gateway Christian Academy is authorized, if space is available.

Gateway Christian Academy will accept new students after the first semester unless that student cannot function at the grade level for which he/she is applying. Tests may be administered to decide grade level.

Students entering our K3 & K4 program **must** be potty trained.

HOME SCHOOL APPLICANTS: Most home school students are on task and are often found to be on the grade level for which application is being made. However, because there are no cumulative folders or official records for many home school students, it is necessary that these students function on the grade level in which they enroll in order to remain on that grade level. Home school students (all grade levels) must present a valid statement of credits documented from a source other than the parent/guardian or be tested in math, English, and language arts according to the standard of the A Beka program. Home schooled children meeting these requirements are more than welcome at Gateway Christian Academy.

TARDINESS TO SCHOOL OR CHECKING OUT EARLY

Students (K5 – 12th) who are late to school **must** be signed in by the parent/guardian. Students leaving early must be signed out by the person checking them out. Students cannot sign themselves in or out. Final authority for judging the legitimacy of the tardy/check out rests with the administration. Oversleeping and traffic are not excused tardies. Delay due to a traffic accident blocking the road or unexpected roadwork may be considered. **When four (4) tardies/checkouts are unexcused, it will count as an unexcused absence from school. These unexcused absences will follow the guideline set forth in the attendance policy.** A student must get a tardy slip for admission to class or authorization for early departure. Students will be released to their parent/guardian only or to a designated person with prior permission. Tardiness and checking students out disrupts school dismissal and should be avoided if at all possible.

Parents/guardians are NOT to pick up their child/children after 2:30 p.m. unless of an emergency. When four (4) checkouts are unexcused, it will count as an unexcused absence from school.

A student's continual withdrawal from school at the end of the day for no justifiable reason will be dealt with as a discipline infraction.

NOTE: *Students tardy or leaving school without parent/guardian approval will be considered "skipping" and will be subject to suspension from school for a period of time deemed appropriate by the school principal. Repeated offenses will result in expulsion.*

NOTE: *When checking in or out a student during the day, if one expects the absence or tardy to be excused, it is necessary that the reason be noted on the "check in & check out" book or shared in confidence with the principal/administration.*

ATTENDANCE /ABSENCES

School attendance is a must. It is impossible for a student to progress in his/her educational journey when not in school, thus the Compulsory School Attendance Law. This is binding on all students for whom parents/guardians are responsible. These absences include excused and unexcused. Without question prolonged illness due to some type of sickness or accident when substantiated with doctor's verification is certainly taken into consideration. As a school, we are liable to the Stone County Attendance Officer. Their job is to make sure all children and young people under the age of 17 are enrolled in a school setting somewhere including home school, private school, or public school. **School attendance is the responsibility of the parent/guardian.** A student cannot be absent more than 10 days per semester (family days included) and pass to the next grade level without special permission from the school board. (Ex. - Prolonged personal illness could be one of these considerations.)

Attendance is being in school for a minimum of 4 hours of the given day or 63%

of the instructional day. When circumstances prevent this, those students with excused absences* will be allowed to make up missed work within a reasonable length of time (see “Returning After Absence”).

A student who is absent an excessive number of days cannot possibly take full advantage of the academics offered during the school year. Parents and students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school.

When a student is absent for two (2) consecutive days or more due to illness, the parent must contact the school for homework assignments. This is to prevent excessive makeup for the student upon return. As a general rule, excused absences for normal illnesses of three days or more will require all missed work be made up within a week after returning to school. Each student is allowed four (4) family days per year. These days cannot be used on days with important tests or events. Please check your child’s annual school calendar for important dates and call in advance. (See page 27 for absence form) **In all cases it is the student's responsibility to ask what work has been missed and see that it is made up.** Teachers will assist students in making up work; however, when a student has obviously delayed or put off the work beyond the time the teacher has granted, the student will receive a “0” for the assigned work even if the absence was excused.

When a student reaches seven (7) absences in a semester (unexcused) the parent/guardian will be notified that should there be two or more absences in that semester notwithstanding the above criteria for prolonged absences, this student’s attendance record will be reported again to the attendance officer assigned to our school. **The Attendance Officer will be notified when any student has reached 2, 5, 7, and 10 or more unexcused absences in a Semester.**

A student cannot be absent more than 20 days per school year, 10 days per semester (family days included) and pass to the next grade level without special permission from the school board. (Ex. - Prolonged personal illness could be one of these considerations.)

** An excused absence is an absence due to personal sickness, serious illness in the family, death in the family, medical appointments, and situations resulting from providential hindrance. All other absences are unexcused. Final authority for judging the legitimacy of an absence beyond the stated criteria rests with the principal/administrator. Students may receive excused absences for special reasons if arrangements are made by the parents/guardians with the administration **PRIOR** to the absence. A special form is available for this purpose in the school office and must be filed in the office at least 3 days prior to the absence.*

RETURNING AFTER ABSENCE

When returning to school, it is mandatory that each student who has been absent bring an explanation for that absence. In order to be recorded as a valid excused absence, it should be written and signed by a parent/guardian and turned in on the day the student returns. The following information should be provided:

1. Reason for absence
2. Date of absence
3. Date of the explanation for the absence

NOTE: *Makeup work will be denied when the request for the excused absence is received after the 2nd day of the student's return. If the parent/guardian desires to pick up the assignments after school, the office should be notified by 9:00 a.m. that day and will be available at 3:00 pm unless prior arrangements have been made with their teacher.*

IT IS THE STUDENT'S RESPONSIBILITY TO GET AND COMPLETE MAKEUP WORK/QUIZZES/TESTS.

- Excused absence for one day receives two days to makeup.
- Excused absence for two consecutive days receives three days to makeup.
- Excused absence for three or more consecutive days receives one week to makeup.
- Unexcused absences receive only one day for each day missed to makeup.

Although a statement written on standard paper is acceptable, it is recommended that the official "Gateway Christian Academy Absentee/Tardy Excuse Form" be used. This form is supplied to all families. (See appendix A)

NOTE: *Any such communication signed by the student will result in a one day suspension for the first offense, two days for the second, and expulsion for the third offense. This policy applies to the forging of a parent/guardian's signature on any document including absences, test papers, permission forms, student report cards, progress report, etc.*

A STUDENT FOUND GUILTY OF FORGING THE SIGNATURE OF A PARENT/GUARDIAN OF A DIFFERENT FAMILY WILL BE SUBJECT TO EXPULSION.

PERFECT ATTENDANCE AWARD

Perfect attendance is based on the student's attendance at school. The student who earns perfect attendance (1) must not be absent from school the entire year, **and** (2) must not have been checked in after 8:15 a.m. or checked out before 2:30 p.m. for any reason.

WITHDRAWAL POLICY FOR ALL GRADES

The official withdrawal of a student is to be completed between the Administrator and the business office on a GCA withdrawal form. No transcripts or records will be transferred until the withdrawal has become official and account is paid in full.

SECTION 3 – ACEDEMICS

ACADEMIC CREDITS

Some people are under the impression that Gateway Christian Academy operates on an *accelerated* academic program. On the contrary, GCA operates its academic program to the *potential level* of each specific grade area. This job is accomplished by obtaining and keeping the student's attention and staying on task at all times.

Elementary classes will be self-contained and will feature a challenging curriculum based on grade level.

The high school curriculum will be designed to assure that all students meet course requirements for admission to a Mississippi university. Those course requirements are listed as follows:

ENGLISH: 4 credits

MATHEMATICS: 4 credits

SCIENCE: 3 credits

HISTORY: 3.5 credits

COMPUTER EDUCATION: 1 credit (Keyboarding)

ELECTIVES: 4.5 credits

BIBLE: 4 Credits

TOTAL CREDITS: 24

Additional course/unit requirements for graduation will be added to the college-bound curriculum listed above.

In order to graduate from GCA, a student must have the required credits and a minimum of 4 credits must be earned through GCA their Senior year.

GRADING PROCEDURES

At the request of the parent/guardian, a progress report will be sent home at the mid-term of each report period (approximately 4 1/2 weeks into each 9-week session). Student's report cards are sent home each nine (9) weeks and must be signed by parent/guardian and returned to student's teacher. (See the policy relative to the forgery of a parent/guardian signature under the heading "Returning after an Absence.") Daily test/quiz and homework grades are available online through Igrade Plus.com. User name and password should be requested through the office. **We encourage students and parents/guardians to communicate with each other on a regular basis concerning grades. Parents/guardians should never hesitate to check with the school about a student's grades or behavior.**

<u>GRADING SYSTEM</u>	<u>GRADING SYSTEM</u>		<u>4.0 SCALE</u>	
<u>Pre-Kindergarten (K4)</u>	<u>Grade K through Grade 12:</u>		<u>Grades 7th & up</u>	
E - Excellent	100 - 90	A	A+: 4.0	C: 2.0
S - Satisfactory	89 - 80	B	A: 4.0	C-: 1.7
N - Needs Improvement	79 - 70	C	A-: 3.7	D+: 1.3
U - Unsatisfactory	69 - 60	D	B+: 3.3	D: 1
	59 - below	F	B: 3.0	D-: .7
			B-: 2.7	F: 0
			C+: 2.3	

GRADING SYSTEM BASIS (7th – 12th)

The student's grade will be based on a formula using: testing (other than final exams) as 35%; quizzes as 35%; daily grades as 10%; and final exams as 20%

CRITERIA TO ADVANCE A GRADE

Kindergarten through 2nd Grade: Satisfactory progress in reading, phonics, and math (must be a "C" or above).

3rd Grade through 6th Grade: The student must make a "C" or above in math, language, and reading and have no more than one "F" in remaining academic subjects.

7th & 8th Grade: The student must make a "C" or above in math and English and have no more than one "F" in remaining academic subjects.

9th Grade through 12th Grade: The student must have no more than one "F" in any of the academic subjects on a semester or yearly basis. A senior must have been a student at GCA for 6 full semesters to be a candidate for Valedictorian or Salutatorian at graduation.

REPORT CARDS

Report cards are issued at the conclusion of each nine-week period. Students are issued report cards which must be taken home, signed by the parent/guardian, and returned to school at the Parent-Teacher Meeting that night or the following day. The final report card can be picked up the following week at Vardaman Street Baptist Church. (See the policy relative to the forgery of a parent/guardian signature under the heading "Returning after an Absence.")

HONOR & ACHIEVEMENT ROLL (K-12)

Banner Roll: All "A's" Honor Roll: "A's & B's"

End of Year Awards: Must have Banner Roll all 4 nine week for the Banner Roll Certificate. Must have Honor Roll all 4 nine weeks to receive the Honor Roll Certificate. If a student has a "B" in any nine weeks, it would be deemed Honor Roll instead of Banner Roll for the year.

EXEMPTION POLICY (7th – 12th)

For a student to qualify for exemption from final exams they must meet the following criteria:

- No Demerits
- "A" average in related subject
- No more than three absences in a semester

TEXTBOOKS

The curriculum for GCA is based on the "A Beka" Book publications.

Students receive one (1) A Beka King James Bible in the 4th grade or above. All students utilize this Bible, if lost it must be replaced through the school. The fee for replacement of lost textbooks or Bibles will be charged to your account and reordered.

Should secular math materials that are deemed better for college preparation and are also void of worldly and anti-God influences be found, these will be utilized.

Paperback textbooks are "expendable"; that is, they are not reusable. The hard-back materials are very expensive and are designed to be reused. Students are held accountable for the general good condition of their textbooks, which should be returned in generally the same condition in which they were issued. Since hardback textbooks are very expensive with some having a value in excess of \$70, an assessment for damaged and lost books will be charged to the student's account.

NOTE: *Enrollment fees are not reduced as the result of utilizing non-expendable books.*

STUDENT FOLDER

Each day, students in grades K4-2nd will take home a folder. This folder will be used to send home information, such as graded papers (weekly), class work (weekly), comments from the teacher, and on occasion various notices from the administration. Parents/guardians may send correspondence to school inside this folder.

HOMEWORK

Homework is a necessary and valuable aspect of education. Its purposes include review, remediation, and the development of self-discipline and good study habits. Types of homework that can be expected are practice and drill (e.g. math facts), chapter questions, reading, and special projects (e.g. book reports). **Studying is not considered as homework, but it is to be a daily habit.** Homework grades will be given.

SPIRITUAL GROWTH

Spiritual growth in students is the foundation and is the primary goal of Gateway Christian Academy. Spiritual growth opportunities are provided through chapel services, guidance services, spiritual emphasis week, mission conferences, school revival services, individual counseling, daily Bible study, and other special ministries/programs. It is the prayer of GCA staff that the entire school atmosphere not only be academically excellent but also conducive to spiritual maturity, including an understanding of the Lord Jesus Christ as personal Savior.

BIBLE CLASSES

The Bible is taught as a part of the overall curriculum. The classroom teacher or other personnel approved by the principal will teach the Bible to students at all grade levels.

CHAPEL

Gateway Christian Academy will conduct chapel worship services for students every week and during special times of the school year. It is the responsibility of the student to attend, to exercise the highest standard of behavior, and to be attentive. All students 4th grade and above are required to take their Bibles and any materials conducive to the chapel programs unless otherwise instructed. Each student 4th grade and above is required to have their A Beka Bible, as well as all textbooks, at school every day. Replacement of that Bible will be at the expense of the student. **Returning students are required to replace lost or damaged Bibles.**

NOTE: *Parents/guardians and the general public are **always** invited to chapel services and special-called assemblies.*

SECTION 4 – DISCIPLINE

DISCIPLINE STATEMENT

Gateway Christian Academy believes that discipline is a necessary entity in the lives of its students. One of the greatest responsibilities GCA undertakes is assisting the parents/guardians in the nurturing and guidance of their child/children. A student who exemplifies self-discipline generally performs well academically.

GCA adopts the philosophy of disciplinary action being corrective rather than punitive. It is the school's desire that the disciplinary measures taken be appropriate to the offense and be carried out in a manner that is not degrading to the student yet is one that is effective in teaching. Therefore, the school may use a number of disciplinary methods. Specific offenses and disciplinary measures used are discussed further in the following paragraphs. Under no circumstances does GCA allow for the continual noncompliance with adopted rules, guidelines, and codes; the dishonoring of the Word of God; or the disrespecting of school personnel.

GCA's philosophy on discipline is based on the following Scriptures:

Proverbs 13:24	Proverbs 22:6	Proverbs 29:15
Proverbs 19:18	Proverbs 22:15	Proverbs 29:17

NOTE: *Corporal punishment is practiced, and strongly recommended as prescribed in Scripture. Christian standards based on God's Word dictate a loving and forgiving atmosphere for learning. Moral standards and behavior of all students is of utmost importance. Therefore, (1) respect for authority and total compliance with the rules and regulations of the entire school, as well as the individual classroom, are required (2) such discipline as seems wise and expedient for all students will be employed, and (3) parents/guardians and students are expected to comply with all school regulations. **Respect for the teacher is of the utmost importance.***

The Bible is the basis for all rules of Christian conduct, and GCA has sought to apply its principles in the statements of this handbook and is striving to build a school that has standards and principles that will be pleasing to God.

GCA is a "tuition" financed institution. People are paying for the education of their children above and beyond their personal taxes that support an opportunity for a free education via the public school system. **Habitual disturbances from any student impairing the learning opportunity of other students will not be tolerated.**

Gateway Christian Academy does not receive students who have been expelled from another school (public or private) in the same school year. Conferences with the student's former administrator, the parents/guardians, and the student by the GCA principal will be necessary for an expelled student to be considered for admittance the following school year. Students with a troubled background who are admitted to GCA will be on a day-to-day probation at the school. To be sure that maximum effort is made to hold fast to the standards of the school and to the outstanding behavior of returning students each year, GCA gives careful consideration to allowing entrance to those who have been in trouble at other schools.

DISCIPLINARY MEASURES

Discipline is not what you do to students, but rather what you do for them. A student who cannot be controlled cannot be educated. Gateway Christian Academy expects parents/guardians to support the school in the disciplinary procedures outlined. **A misbehaving student is robbing his/her classmates of their right to receive the full value of a private school education for which a parent/guardian is paying.** Should a problem arise with a student, the following procedures will be used:

1. The teacher will handle the problem privately with the student - not in front of the class, although immediate response to an infraction during class time is often necessary.
2. If the teacher is unsuccessful in correcting the student's behavior, help from the principal will be enlisted. Corporal punishment may be administered, if necessary.
3. If the problem continues, a conference may be held with the parent/guardian, teacher, and principal.
4. A form indicating a disciplinary action or problem will be sent home anytime the student is sent to the principal's office.

DETENTION (K-5-12TH GRADE)

The format for detention will be as follows: A student will be issued one hour of detention for every ten demerits incurred. Detention will be served during lunch on 2 consecutive days.

Students will be charged \$10.00 for each detention hour served and \$50 per day for In-School-Suspension. Payment must be turned into administration on the day the student serves detention or In-School-Suspension, unless other arrangements have been made with administration. Failure to serve detention becomes a day of In-School-Suspension and failure to serve In-School-Suspension becomes a day of Out-of-School Suspension.

THE DEMERIT SYSTEM

10 demerits	1 hour detention
30 demerits	1 day in-school suspension
60 demerits	1 day out-of-school suspension and placed on probation 30% reduction of grades missed that day
90 demerits	2 days out-of-school suspension and 40% reduction of grades missed that day
100 demerits	3 days out-of-school suspension and a meeting will be scheduled between parents and the principal to determine if the student can remain in school 40% reduction of grades missed that day
120 demerits	The student will be expelled

Students serving an out-of-school suspension (OSS) will be recorded as an unexcused absence. Work from the day of the OSS should be received from the teacher before the OSS is served and should be turned in the day the student returns to school. Students turning in work from a 1 day OSS will be eligible to receive a grade up to a 70%. Students turning in all work from a 2 or 3 day OSS will be eligible to receive a grade up to a 60%.

Students who reach 120 demerits or are expelled from GCA will not be allowed to return for a minimum of two semesters. Students are not guaranteed re-instatement even after two semesters. GCA cannot be responsible for helping students with course work during the time of expulsion. Any student previously released from GCA will not be allowed to visit on the school property during school hours. School hours are defined as 8:00am – the end of dismissal.

At the end of the first semester, students with 20 or fewer demerits will have their demerits reduced to zero. All students' demerits will be reduced to zero at beginning of a new school year.

The following is a list of offenses and a guide for demerit amounts to charge. This is not an all-inclusive list.

Offense	Demerits
Unexcused Tardy to Class	2/5
Unprepared for Class	2/5
Drink/Food in Classrooms	2/5
Excessive Hall Noise	2/5
Disruption of Class	2/5
(excessive talking, passing/writing notes, working on other work)	

Dress Code/Hair Code Violation (Proper clothes brought in)	2/5
Sitting on Table or Desktops.....	2/5
Misuse of Hall Pass (taking too long, in a place not permitted by pass, interrupting another class)	5/10
Gum Chewing	5/10
Use of Unkind or Hurtful Speech	5/10
Being in an Inappropriate/Unsupervised Location	5/10
Minor Horseplay	5/10
Wrong/Bad Attitude	5/10
Inappropriate Language	5/10
Defacing School Property (property must be cleaned or replaced)	10/20
Minor Misuse of Electronics (such as cell phones) – item will be confiscated and must be picked up by the parent	10/20
Minor Public Displays of Affection.....	10/30
Misconduct on Trips or Special Events	10/30
Leaving Class without Permission.....	10/30
Disrespect.....	10/40
Destruction of School Property (property replaced)..... -Plus Restitution	10/40
Major Horseplay	20/30
Skipping Class (more than 10 minutes late)	20/30
Reckless Driving in Lot (loss of privilege as deemed necessary)	20/60
Leaving School Grounds without Permission.....	30/60
Fighting.....	30/60
Harassing of Another Student.....	20/40
Cheating (plus loss of grade or credit)	20/40
Plagiarism (plus loss of grade or credit)	20/40
Lying.....	20/40
Direct Disobedience.....	20/40
Profanity/Vulgarity (spoken, written, gestured)	20/40
Stealing	30/60
Inappropriate Material.....	20/60
Tobacco Possession or Use.....	20/60
Major Public Displays of Affection.....	30/60

UNACCEPTABLE BEHAVIOR

GCA will not tolerate any form of racism, pornography (including sexting), alcohol possession/ use, drug possession/use, and/or immorality/homosexuality. Bullying or constant harassment of another student in any form, including electronic communication in or out of school, will also not be tolerated. Use of social networking that is detrimental to the mission of the school, including disparaging remarks about staff, students, policies, or incidents in the school, is unacceptable and could result in disciplinary action, including dismissal from GCA. Creating constant “drama,” spreading gossip, or creating a negative or unsafe environment is also unacceptable. A student who attempts to persuade another student or students to engage in activities that are against school policy or goals will also be held accountable for his actions. These rules apply both on and off campus. Failure to comply in these areas will result in a ruling by the administration for appropriate discipline up to expulsion from school. Proper authorities will be notified in the event of any illegal activity. **Habitual disregard of any school policy can result in school expulsion.**

CONCERN FOR PROPERTY AND FACILITIES

Students should consider it a privilege to attend Gateway Christian Academy and therefore should respect the building and all of its contents. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to disciplinary action, including the possibility of a suspension or expulsion.

Defacing walls by doing such things as propping oneself against a wall with the bottom of the shoe or marking a wall will result in disciplinary action

ALCOHOL, DRUGS, AND TOBACCO

Any student under the influence of alcoholic products or non-prescribed drugs, or any student attempting to sell or have possession of such, shall be subject to disciplinary action and probable termination from the school. This applies not only during the school day, but while the student is on school premises, at school-sponsored activities or traveling to and from school activities. Using, possession of, or selling tobacco products in any form will also result in the same disciplinary action.

We are a tobacco free campus. This includes parents or sponsors on field trips.

NOTE: *Students are subject to drug testing and/or search should the principal decide there is a justification. The principal has full authority and will call for the sheriff's drug dog or law enforcement personnel at the slightest hint or indication of illegal drugs or any other illegal item on the campus or in a vehicle.*

POSSESSION OF WEAPONS

Students having in their possession and/or displaying, using, or threatening to use any weapon or any instrument that can be classified as a weapon on the school campus or at school-related activities at any time will be subject to dismissal from the school and will be reported to local law enforcement agencies as required by law. Any situation resulting from an unintentional possession discovered by the student should be brought to the office immediately. Such instrument discovered later than 8:30 a.m. will be deemed intentional.

LANGUAGE/COMMUNICATIONS

The use of improper language, gesture, or insinuation is not permissible and will be handled through disciplinary action.

PHYSICAL HARM/VERBAL ABUSE

At no time, while at Gateway Christian Academy or at a school-sponsored activity, will physical harm to another or any type of verbal abuse be tolerated. Engaging in such will result in strong disciplinary action. Fighting or any other act of violence on the school campus during school or during any school activity will result in a minimum of a one (1) day suspension for those involved.

HANDS OFF POLICY: Students are admonished to keep their hands and feet to themselves. No one has the right to impose himself/herself upon another student.

PUBLIC AFFECTION

Public display of affection via physical contact between students at GCA is not permitted.

CLASSROOM BEHAVIOR

The classroom environment is to be conducive to learning. Teachers have been mandated to provide the best learning opportunity possible; therefore, **behavior that disrupts the learning environment is not permitted.** When class begins, students are to be there with books, paper, and writing materials. Teacher permission and a hall pass must be obtained to leave class. To receive the full benefit of instruction, students are to be in class at all times unless it is absolutely necessary that they be excused. Classes will not be disturbed during class time unless it is absolutely necessary.

Teachers and fellow students should always be addressed with proper respect.

INSUBORDINATION TOWARD A TEACHER OR ANY OTHER ADULT WILL NOT BE TOLERATED.

Appropriate behavior in the class, along with a successful academic experience, is achieved by observing the following:

1. A student does not talk in class without permission.
2. A student does not get out of his/her seat without permission.
3. A student should sit up straight with feet on the floor.
4. A student does not pass notes or other types of communication during class.
5. A student is not permitted to write or draw on dry erase boards without teacher permission.
6. A student will not be dismissed from class to go to the bathroom unless the teacher is convinced that an emergency situation exists. Chronic biological problems with parental/guardian note will be honored; however, if this privilege is abused we will call the parent/guardian for counsel in such a matter. All students are given many opportunities during the day other than classroom time for restroom privileges.

CHEATING

Cheating is a direct violation of Scripture. Cheating on assignments, tests, and other school work will automatically result in a grade of "0." Depending on the nature of the act or if it is a repeated offense, it may result in further disciplinary action, including possible termination from the school. Students are highly encouraged to do their own work at all times. This includes homework assignments. Parents/guardians are encouraged to help students but to be careful as to the extent. The student's homework and projects are his/her own work.

CLASS CUTTING

Cutting class is a serious offense and will result in stern disciplinary action. Class cutting occurs when a student is on campus and is assigned to a specific class but is not there. Being with another teacher other than the assigned teacher without permission constitutes class cutting.

HAZING AND INITIATION

No antagonistic actions toward other students will be allowed by organizations or clubs associated with GCA, either on or off the campus. No hazing or initiations for non-school clubs or activities will be allowed on the Gateway Christian Academy campus.

PERSONAL BELONGINGS /STEALING

All personal belongings brought to school are the responsibility of the student. Personal belongings should be tagged/marked with personal identification. IT IS AGAINST SCHOOL POLICY FOR ONE STUDENT TO HANDLE ANOTHER STUDENT'S PERSONAL ITEMS WITHOUT PERMISSION.

Any student caught stealing will be disciplined as per the demerit system

**SECTION 5 – ANNUAL FEES
(Non-refundable)**

Registration Fees

Student annual registration fees: Grades K3 through 12

- One child enrolled..... \$100.00
- Two children enrolled..... \$200.00
- Three children or more enrolled \$300.00

Registration fee is due with registration form.

Enrollment Fees

Student annual enrollment fee: K3

- Each student enrolled..... \$175.00

Student annual enrollment fee: K4 - 12

- Each student enrolled..... \$300.00

NOTE: *The annual enrollment fee for the 2017-2018 school year must be paid no later than Friday, May 5, 2017. There will be a \$25 discount for all enrollment paid before May 5th. Enrollment fee is non-refundable but you can come pick up your books.*

Tuition Fees

Student Annual Tuition: K3 through Grade 12

One child enrolled..... \$2,750.00 annual (\$275.00 @ 10 pmts)

Two children enrolled..... \$4,815.00 annual (\$481.50 @ 10 pmts)

Three children or more enrolled.... \$6,717.50 annual (\$671.75 @ 10 pmts)

Tuition payments are on a 10-month plan with the first payment on July 1st and the last payment on April 1st.

NOTE: *The multiple children discount applies only to a single household in which all of the children reside.*

MONTHLY STATEMENT

Monthly statements will be emailed by can be issued, if requested, indicating any money due at that time for tuition and/or extended school day program and any other items for which parents/guardians are responsible.

STUDENT INSURANCE

Beginning with the opening of the school year, the school will provide accident insurance coverage to each student. The cost for this protection is built into the enrollment fee. Upon request, a twenty-four hour coverage option is available for an additional fee.

POLICY REGARDING ALL ANNUAL FEES:

1. Registration, Enrollment, Fundraising, and Tuition costs are **annual** expenses.
 - a. Registration fees are due by the last business day of February.
 - b. Enrollment fee payments are due by the 5th business day of May to receive the \$25 discount. Pre-payment for enrollment is certainly welcomed as it is for tuition.
 - c. Fundraising – See fundraising section for details.
 - d. Tuition can be paid in full or in 10 payments or fewer.
2. Monthly payments are due on the **first business day of each month** beginning in July. July and August payments need to be paid at Vardaman Street Baptist Church. No student will be admitted when school starts in August if his/her account is not current.
3. K3 payments are due on the first business day of the month. K3 students will not be allowed in class if payments are not made by the 10th business day unless prior arrangements have been made with GCA administration.
4. All payments will be considered **late after the 5th business day of each month**. A \$15 late payment charge will be added after the 5th business day. The return check fee is \$30 for the first and second check, all payments after that will have to be cash. If a check is returned as a result from “stop payment,” all subsequent payments must be cash only.
5. Unpaid tuition that lapses beyond the 15th of each month will result in refusing to allow the child in school until payment is made in full unless prior arrangements have been made with GCA administration. We will make every effort to accommodate payment schedules. The School Board mandates withdrawal from GCA for non-payment until the account is made current. A student's place in GCA could be lost at this point if there is a waiting list.
6. The student(s) can return to GCA upon payment if space is available; however, his/her absences will be considered unexcused.
7. **Students will not be able to participate in graduation ceremonies, or receive their final report card or have transcripts transferred out, if the account is not current.**

Tuition Schedule
(Does **NOT** include days off)

Payment Period	Due Date	School Days Payment Covers
1	July 1	August 14 - September 6
2	August 1	September 7 - September 29
3	September 1	October 2 - October 27
4	October 1	October 30 – November 28
5	November 1	November 29 – January 4
6	December 1	January 5 – January 31
7	January 1	February 1 – February 27
8	February 1	February 28 – March 23
9	March 1	March 24 – April 27
10	April 1	April 30 - May 23

FUNDRAISING COMMITMENT POLICY

Although fundraising is often times seen as a controversial issue, it is a vital source of revenue to our school. Tuition covers approximately 80% of the operational budget of the school, and at the same time, we are constantly in need of equipment, computers, etc. In an attempt to keep a quality Christian education at a reasonable cost, GCA must seek revenues beyond what is raised via tuition payments. Although this requirement is new at GCA, it is common at many private schools, and we expect all families to actively participate in the fundraising activities to help cover costs.

Each family will be required to meet both a financial commitment and a volunteer commitment. With each family contributing at least a minimum required amount, we can help assure an equal and fair distribution of our school’s fundraising needs. Each family will be responsible for:

1. Raising \$400 through donations or fundraising activities; and
2. Volunteer a minimum of 20 hours (10 hours for single parent/guardian homes) per school year.

We offer different opportunities to try and make fundraising fun and as easy as possible for all, however, all activities **must be approved** by the Booster Club President or GCA administrator **prior to** contributing or volunteering. You may combine any of the following to satisfy the Fundraising Commitment. Any portion of the financial or time commitment not met through the following ways, must be paid by May 1st.

1. Raising \$400 – This goal can be met several ways:
 - a. “Buy-Out” option – Simply pay the \$400 instead of participating in the fundraising events.
 - b. Ask local businesses for donations. The donations could be for our silent auction at the Fall Festival or sponsorship money for Wings Over Wiggins. The monetary value of their donation, ex: gift certificate, equipment, service, etc., will be deducted from your financial commitment. Unless obvious, i.e. \$25 gift certificate, check for \$100, etc., a receipt or letter is required from store or merchant for proof of value.

- c. Contribute needed goods toward a fundraiser. Ex: candy used in making caramel apples, items to sell such as hamburgers, hot dogs, etc. A store or merchant receipt is required for this option.
 - d. Sell at least \$400 of products, services, or goods at one or more of our school wide fundraisers. Ex: cookie dough, caramel apples, fish fry tickets, etc.
2. Volunteer a minimum of 20 hours (10 hours for single parent/guardian homes) per school year. This goal can be met in the following ways:
- a. “Buy-Out” option – Volunteer hours are calculated at \$20/hour. Simply pay \$400 (\$200 for single parent homes) instead of volunteering family time.
 - b. Volunteer time at one of our school wide fundraisers. Ex. Fall Festival school booth, Santa’s workshop, caramel apple preparation, etc.
 - c. School clean-up time. See administration for a list of approved activities and time allotted for each.

NOTE: *Substitute teaching does not count toward volunteer hours*

The Booster Club President, GCA administrator, or their designee will keep track of each family’s fundraising totals and will advise each family when financial and volunteer commitments have been met. Any family joining GCA after Christmas, will be required to meet ½ (half) of the original financial and volunteer commitment.

Financial: \$200 of the \$400 Fundraising Fee will be billed Semester (January & April). As you meet your financial commitment, the appropriate amount will be deducted from your Fundraising Fee.

Volunteer: A sign-in/out sheet will be provided at each school event. In order to be credited for the appropriate amount of time, **it is each family’s responsibility to ensure the sign in/out times are correct.** Each Semester the amount of Fundraising time will be on your statement (January and May) so you can know where you are at with your volunteer hours. The balance you owe will be converted into dollar amount and added to your account balance in May.

THE PRECEDING IS POLICY AS MANDATED BY THE SCHOOL BOARD IN ORDER THAT EXPENSES REMAIN AT THEIR MINIMUM.

REGISTRATION DEADLINES FOR UPCOMING SCHOOL YEAR;

The entire registration fee is required of new students at the time of registration. Registration is as follows:

1. Registration for already enrolled students, their siblings, and Vardaman Street Baptist Church members opens on first business day in February. The deadline for priority placement is the last business in February.
2. General Public – Registration opens the first business day in March and enrollment of student(s) is subject to vacancies according to their registration date (first come, first serve).
3. Children of Vardaman Street Baptist Church members and currently enrolled families not registered by the deadline will forfeit their preferred status.

NOTE: *All payments owed the school must remain current in order to maintain one's registration status.*

SECTION 6 – DRESS CODE

UNIFORMS

We do not suggest that the Bible mandates our specific dress code, but the Bible commands the Christian to do "all to the Glory of God." (1 Cor. 10:31) In today's society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to "Test all things, hold fast what is good, and abstain from every form of evil." (I Thes. 5:21, 22) The Christian is to have regard for things that are "Pure... of good report...of virtue...and praise." (Phil. 4:8)

Parents/guardians are encouraged to take charge and teach the adherence of rules and regulations.

TOPS

Boys and Girls: Polo shirts or sweat shirts may be short sleeve or long sleeve and **must be** red color with white logo or white with red logo. High school students may wear white oxfords with red logo. Shirts must not be too tight or pulled too tightly across chest on girls.

RED TOPS MUST COME FROM LANDS' END

EXCEPTION: *K3 shirts are not required to come from Lands' End and do not have to be monogrammed.*

GATEWAY CHRISTIAN ACADEMY UNIFORM SPECIFICATIONS (the following numbers must be used when ordering from Lands' End School Uniform Company).

The Lands' End preferred school number is **9001-2155-9.**

Logo code is: **0756013K.**

Lands' End Phone Number: 1-800-469-2222.

Website: www.landsend.com

When ordering by phone it is important to inform them when the logo should be added. You must specify the color Red or White for all tops.

NOTE: *The Lands' End Guarantee states, "If you are not satisfied with an item, return it at any time for an exchange or refund of its purchase price."*

NOTE: *Failure to keep the shirt tucked in is not acceptable, nor is pulling the shirt out to lap over the belt.*

BOTTOMS

Boys (shorts/pants): These must be khaki and can be purchased from Lands' End, or be an identical match from another source. The minimum length for shorts must be no shorter than one inch above the knee.

Girls (shorts/skorts/capri/skirts/pants): These must be khaki and can be purchased from Lands' End or must be an identical match from another source. The minimum length for shorts and skorts must be no shorter than one inch above the knee. This is called "just above the knee" or "at the knee" in the Lands' End Catalog. **These must not be skin tight or too short.** The only skirt length allowed is to the ankle.

Parents/guardians are reminded to be careful not only with the style but also with the khaki color. The mistake made most often is buying those of too light a color.

Only the "traditional" khaki will be acceptable at Gateway Christian Academy.

NOTE: *Bottoms without belt loops (elastic waist) for any age student may be worn. A belt must be worn with any bottom that has belt loops. Draw strings are not permissible.*

UNDERGARMENTS

Undergarments must be worn; this includes panties and bras for girls and underwear for boys. Girls, we must not be able to see your undergarments through your clothing. T-shirts, long or short sleeve, and long sleeve turtlenecks can be worn **under** the school approved polo and the acceptable colors for these are white, red, black or gray.

OUTER WEAR

This is any garment that may be worn over the regular uniform top in the classroom for part or all of the day. The acceptable colors are red and white and must have school logo (no additional logos, symbols or writings are allowed). Red must come from Lands' End. **ONLY school approved attire is allowed in the classroom. (K-3 exemption still applies)** Please put student's name in their jacket or their name can be monogrammed on the right side, as they all look the same. Heavy winter coats must be a **solid** color and can only be worn outside. **NO hats/caps are to be worn in the building at ANY TIME.**

FOOTWEAR

Shoes must be solid white, gray, brown/tan or black, but may have no more than two (2) accent colors. Shoes must be a closed toe, closed heel, and have a hard sole. No sandals or shoes with any openings. Maximum heel height is one inch. Any shoe identified as one that is marking the floors will not be accepted. Socks must be worn.

SOCKS

All students **must** wear socks.

BELTS

Belts must be brown, black or white. Belts are to be worn where belt loops are furnished. Belts should not be excessively long causing them to hang down. The entire belt must be in the loops. **EXCEPTION:** *K3 students do not have to wear belts.*

ATHLETIC WEAR FOR SPORTS

For athletic classes and sporting events, girl's shorts must have a 5" or more inseam. Boy's must be knee length. Colored shirts and appropriate shoes must be worn.

NOTE: *The student must be properly dressed when arriving on the school campus. Also when departing at the end of day.*

The most disorganized look and morale impedance for any group is when a uniform is the policy of the organization and disregard for its proper wearing is evident. GCA insists on the proper wearing, from head to toe, of our uniform. Infractions involving the uniform will not be tolerated. Examples of infractions include the following: "**tight fits**", **off color pants (almost white), and no belts**. The penalty will be writing of lines no matter how much homework the student has or if there are tests the next day.

It is important that the student be in uniform throughout the day.

The school uniform is an integral part of our overall system, and to abuse it, is to abuse the total aspect of the school's operational procedure. Because every possible item of dress cannot be detailed, parents/guardians and students are expected to use discretion in all manner of dress as deemed appropriate for boys and girls by the school officials at GCA.

HAIRCUTS and HAIRSTYLES (Boys and Girls)

Boy's hair must be neat at all times. It must be kept off the collar and out of the eyes. A major portion of the ear must show. Bangs must be above the eyebrows. No facial hair, including moustaches, or sideburns below the ear lobe are permitted. Boys who violate the facial hair policy will have to shave at school, receiving an unexcused absence for any classroom time missed. Fad haircuts, such as shaving imprints, unusual styles, or colors are not permitted. This includes the "BOWL" type haircut. **The standard is simply a traditional boy's haircut. Failure to conform to this policy will disallow continued attendance, until such infraction is corrected.**

Girls' hair must be neat and kept off the face. Bangs must not fall below the eyebrows. Girls' hair must be a natural color. No unnatural colors of any kind.

COSMETIC MAKEUP

In keeping with the overall standards of the school as related to one's personal physical grooming, cosmetic makeup is not allowed prior to grade 7. Applied cosmetics for girls, 7th-12th grade, that are deemed appropriate by the parent/guardian, must be a very light shade (**this includes all make-up**) and must be applied at home. Makeup may not be brought to school. **No dark finger nail polish.** Nails must be neat and short.

EARRINGS/PIERCINGS/TATTOOS

NO BODY PIERCINGS OR TATTOOS ARE ALLOWED WHILE ENROLLED. All existing tattoos when enrolled must be covered. Boys are not permitted to wear earrings. Girls are allowed to wear studs in the ear lobe only, not on the upper ear.

"Ear bands" are not allowed.

OTHER JEWELRY: Only the minimum of traditional jewelry, such as a watch or necklace, are allowed. Jewelry that is disallowed will be confiscated and not returned until the last official day of the school year.

BOOK BAGS/LUNCH BOXES

Any type of book bag or lunch box may be used; however, they are **not allowed to have characters or characterizations.** These are subject to inspection by school officials without notice or prior consent, if needed, and with a witness.

SECTION 7 – SCHOOL SERVICES

FIRST AID

First aid services are available through the school office. The school will administer first aid for minor cuts, scrapes, and the like. If a major injury occurs, parents/guardian and a doctor will be contacted immediately.

MEDICATION

When a prescription medication is necessary for the well being of a student, such as extreme allergies, asthma, or similar potential emergencies, the parent/guardian is requested to come to the school office with the medications and specific instructions along with a parental/guardian signature releasing the school of any potential liabilities. Approved medications must be administered in the school office with a signed permission form in the student's file. **Parent/guardian must supply the**

medication to the school that is to be administered to their child. Students are not allowed to have medications of any kind on their person during the school day. **Children who are sick do not need to be in school.**

STUDENT ILLNESS/ACCIDENT

A parent/guardian will be required to pick up any student who develops fever, vomiting or diarrhea while at school. In case of an accident, an official school accident report will be filled out for injured students and filed by the supervising teacher. The parent/guardian will be called.

CONTROL OF COMMUNICABLE DISEASES AND ILLNESS POLICY

Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms. These diseases include the following:

Pink Eye—Whooping Cough—Chicken pox—Ringworm—Impetigo—Scarlet Fever—Meningitis—Gastroenteritis—Mononucleosis—Tuberculosis—German measles—Scabies—Mumps—Measles—Hepatitis—Intestinal Parasites—HIV Positive

Students must be kept at home and not return until they have been symptom free or have been on medication, if prescribed, for 24 hours. This will reduce the spreading of illness between our students. Possible symptoms are, but not limited to: Fever greater than 100 degrees, vomiting, diarrhea (until regular movement), strep throat (24 hours after beginning treatment), severe upper respiratory infection, etc. When children have been ill over the weekend due to illness or fever, they should not return to school until they are symptom-free and/or have been fever free for 24 hours.

Students that have been diagnosed with the **FLU** may not return to school for a minimum of 3 days or until symptoms are completely gone.

Please do not medicate your child and send them to school sick; doing so can cause someone else to become sick.

LICE POLICY

Students found to have head lice/nits will be sent home. We have a ‘no nit’ policy. Please inform us if your child has lice, so that we can check the rest of the school as a precaution. Upon returning, the student must be checked before being admitted back to class.

LUNCH

We do not provide lunch. Students are required to provide their lunch. All lunch boxes must be labeled with name and grade. **NO SOFT DRINKS OR ENERGY DRINKS ARE ALLOWED.** We do, however, have lunches catered most days. Menus with details are sent home on a monthly basis.

NOTE: *A microwave is available for those who prefer bringing a lunch that needs to be heated. For younger students (K3 - 2nd grade), this is handled by school personnel.*

LOST AND FOUND

Lost and found items will be kept in the school storage room. If a student loses an item, he/she should check with the office. Students who find articles should take them to the office. Identification on all personal items is suggested for this reason.

LOCKERS

Open lockers or cubbies are the property of GCA and may be assigned to students. These are subject to inspection by school officials without notice or prior consent. As a testimony to the honesty and integrity of the students at GCA, lockers have no doors. No student is allowed access to another student's property. Violation of this trust will be considered a serious breach and will be treated with strong disciplinary action.

SECTION 8 – STUDENT ACTIVITIES & ORGANIZATIONS

SOCIAL ORGANIZATIONS

Gateway Christian Academy does not recognize social organizations outside of school-sponsored clubs. Activities associated with fraternities and sororities are not to be promoted at the school.

NOTE: *Behavior off campus, even though personal, that brings reproach upon the name of the school will be addressed by the principal and disciplined, if necessary.*

GCA BOOSTER CLUB

This support group is comprised of anyone who wishes to support the school in the following manner: prayer support, fundraising functions, private contributions, and others as sanctioned by proper school officials.

MISCELLANEOUS

Pizza Day – The last Friday of each month that school is in session. Funds collected from TNT day and Jean Day will be used to purchase pizza for the entire school for lunch. Students are asked to bring a drink.

TNT Day – The last Friday of each month. Students may wear t-shirts and tennis shoes with their **jeans/jean shorts/jean capris** (no leggings) and pay \$2.00. If shirt or shoes are not school uniform, \$2.00 must be paid.

Jean Day – Every Friday of each month. Students may wear **jeans/jean shorts/jean capris** (no leggings) with their school shirt and pay \$1.00.

Dress Passes – Dress passes may be earned for different events during the year. They may also be purchased once a year during the first 30 Days of school. They are \$75 for 10 passes. Purchased dress passes are non-transferable. Packs of passes may be purchased for each student or split between siblings in a single family. Only one(1) pack per student per year . Dress passes may be used by the student to have a non-uniform day. Passes may be used any time during the year unless notified of a special event.

Free Dress/Non-Uniform Days – Shorts must be at least mid-thigh length. Tank top sleeves must cover shoulders.

Senior Privilege – Only Seniors are allowed to leave campus at lunch with parental permission and must leave at the beginning of lunch and return before class begins. Not adhering to the time frame will result in first time a warning and second time loss of privilege for the remainder of the school year.

**APPENDIX A
OFFICIAL PARENT/GUARDIAN STATEMENT REGARDING ABSENCE
(EXCUSED & UNEXCUSED)**

Name of Student _____ Grade _____

Date(s) student was absent/tardy or plans to be absent/tardy: _____

Reason for absence:

Signature of Parent/Guardian

Date of Signature

CLASS(ES) MISSED OR WILL BE MISSED: (to be listed by parent/guardian or student)

PLEASE NOTE: *Only the school principal has the authority to determine if an absence qualifies to be excused. There are always "gray" areas that the handbook does not address; thus, the need for someone's discernment relative to these decisions. Unexcused absences are a very serious threat to the academic welfare of the student.*

THE FOLLOWING IS FOR THE OFFICIAL USE OF THE SCHOOL ONLY

Absence Excused _____ Absence Unexcused _____

Reason for Unexcused determination:

Signature of Principal: _____ Date: _____

NOTE: *The parent/guardian may make copies of this form or ask for more from the school office.*

APPENDIX B
Gateway Christian Academy
School Uniform Evaluation

Student Name: _____ Grade Level: _____ Date: _____ Teacher: _____

I. TOPS

Tops must be red or white with school logo.

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

II. JACKET/OUTER WEAR

Heavy jacket must be a solid color. Outer Wear (items worn indoors/classroom) must be red or white with school logo.

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

III. BOTTOM

Must meet 2015-2016 handbook specifications see page 18

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

IV. BELT

The belt must be worn where belt loops are furnished and the color must be brown, black or white. Belts should not be excessively long causing them to hang down the trousers. The entire belt must be in the loops.

Regulation Met : _____ (yes or no, If "no" explain infraction)

Infraction: _____

V. SHOES

Shoes must be black/brown/tan/gray/white may have minimal coloring. The shoe must be closed toe and heel. See dress code section.

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

VI. SOCKS

Girls and Boys must wear solid socks. Approved colors are white, ivory, tan, and brown.

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

VII. PROPER WEARING OF UNIFORM

Any inappropriate dress not covered above. Example: Shirt must be tucked in at all times.

Regulation Met: _____ (yes or no, If "no" explain infraction)

Infraction: _____

ATTENTION TEACHERS: The assignment of writing lines that parallel the handbook infraction has been determined to be an effective means of getting the attention of the student and the parent/guardian. Parents/guardians are as responsible as the students, or perhaps more so, for the proper uniform.

School Signature: _____

Parent/Guardian Signature: _____ Date _____

*Must be signed by parent/guardian and returned to school. **Habitual offenses result in suspension.***

APPENDIX C
Gateway Christian Academy
Discipline Form

STUDENT NAME: _____

GRADE: _____ DATE: _____

DATE OF INFRACTION: _____

DATE COPY MAILED TO PARENT/GUARDIAN:

TEACHER: _____

INFRACTION:

ACTION TAKEN:

COMMENTS:

PRINCIPAL'S SIGNATURE: _____

APPENDIX D
GATEWAY CHRISTIAN ACADEMY
OFFICIAL WITHDRAWAL FORM

- 1. Pick up the official form in the school office. Brief confidential session with the principal regarding withdrawal if parent/guardian is willing.
- 2. Proceed to Secretary/Business Office.
- 3. See Principal for Signature.

Student's Name: _____ Grade: _____

Parent/Guardian _____

Mailing Address _____

Telephone Number _____ Date of Withdrawal _____

Money Owed Gateway Christian Academy \$ _____

Money Paid at Time of Withdrawal \$ _____

Balance Owed Gateway Christian Academy \$ _____

NOTE: Pending grades will not appear on Cumulative Records until all monies, books, and equipment owed the Gateway Christian Academy are paid and/or accounted for.

NOTE: The school to which the student is transferring must request permanent records. A copy of the student's report card can be mailed to the parent/guardian upon request.

NOTE: The above action (1st semester) will prevent the development of an official transcript.

Reason for Withdrawal (explanation not necessary but is requested):

Comments by school principal:

Parent/Guardian Signature: _____

School Principal Signature: _____

APPENDIX E
Gateway Christian Academy
Student & Parent/Guardian Agreement

I, _____, being a student at GCA does hereby agree to comply with the school handbook which I have read. It is the parent/guardian's responsibility to go over the handbook with children who are not old enough to do so themselves and sign for the child above.

I, _____, being a student at GCA does hereby agree to comply with the school handbook which I have read. It is the parent/guardian's responsibility to go over the handbook with children who are not old enough to do so themselves and sign for the child above.

I, _____, being a student at GCA does hereby agree to comply with the school handbook which I have read. It is the parent/guardian's responsibility to go over the handbook with children who are not old enough to do so themselves and sign for the child above.

I, _____, being a student at GCA does hereby agree to comply with the school handbook which I have read. It is the parent/guardian's responsibility to go over the handbook with children who are not old enough to do so themselves and sign for the child above.

I, _____, being a student at GCA does hereby agree to comply with the school handbook which I have read. It is the parent/guardian's responsibility to go over the handbook with children who are not old enough to do so themselves and sign for the child above.

I/We, _____, as being the **mother, father or guardian** having a child or children enrolled at GCA do hereby agree to have him, her, or them comply with the school handbook along with ourselves. We have read the GCA handbook.

This must be torn out, signed by student(s) and by both parents and/or guardian and returned within the first 10 days of school.