



**2023-2024**  
**Parent/Student Handbook**

Revised June 2023

## 2023-2024 School Calendar

Tuesday - Friday, August 8-10 .....	Teacher workdays
Thursday, August 10 .....	Open House 4:00 – 5:30 p.m. * <b>Bring school supplies</b> *
Thursday, August 10 .....	General Assembly 6:00 p.m. at Vardaman St. Baptist Church
Monday, August 14 .....	First Day of School
Monday, September 4 .....	Labor Day Holiday
Friday, September 8 .....	Celebrating Grandparent's Day
Wednesday, September 27 .....	See You at the Pole, 8 a.m.
Monday, October 9 .....	Pink Day
Wednesday, October 11.....	Fall Break 60% Day
Thursday-Friday, October 12-13.....	Fall Break (Teacher Conference – No Students)
Thursday, November 15 .....	Thanksgiving Meal at GCA
Monday – Friday, November 20-24.....	Thanksgiving Break
Tuesday-Wednesday, December 5-6.....	Christmas Workshop Days
Thursday–Friday, Dec. 18-Jan. 2 .....	Christmas Holidays ( <b>return Mon. Jan. 3, 2024</b> )
Monday, January 15 .....	Martin Luther King, Jr. Holiday
Tuesday, January 29.....	100 <sup>th</sup> Day of School
February Month .....	Continuous Re-Enrollment for 2024-2025
Tuesday, February 12-13.....	Winter Break
Wednesday, March 1.....	Open Registration begins for the Public
Monday–Friday, March 25-29.....	Spring Break ( <b>return Mon., April 1st</b> )
<b>Thursday, May 16</b> .....	Graduation, K-4 @6 p.m. High School at 7 p.m.; both @ Vardaman Street Baptist Church
Wednesday, May 23.....	Awards Day at Academy, time TBA
Wednesday, May 23.....	Last Day and 60% Day * <b>Pick-up at 12:00 pm</b> *

## GATEWAY CHRISTIAN ACADEMY 2023-2024 GRADING PERIODS

### HIGH SCHOOL EXAMS DATES (7<sup>th</sup>-12<sup>th</sup>)

1 <sup>st</sup> Nine Weeks ends October 6, 2023	Exams: October 4-6, 2023
2 <sup>nd</sup> Nine Weeks ends December 15, 2023	Exams: December 13-15, 2023
3 <sup>rd</sup> Nine Weeks ends March 13, 2024	Exams: March 11-13, 2024
4 <sup>th</sup> Nine Weeks ends May 23, 2024	Exams: May 21-23, 2024

### REPORT CARD DATES AND PARENT-TEACHER MEETINGS

1 <sup>st</sup> Nine Weeks – Thursday, October 19, 2023
2 <sup>nd</sup> Nine Weeks – Thursday, January 11, 2024
3 <sup>rd</sup> Nine Weeks – Thursday, March 21, 2024
<b>Final Report Card Pick-up – Friday, May 24, 2024</b>

## **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 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 considering 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

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## **SECTION 1 – GENERAL POLICY/INFORMATION**

### **MISSION STATEMENT**

*Gateway Christian Academy is dedicated to teaching "The Way of the Savior" daily 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)*

### **ACCREDITATION/MEMBERSHIPS**

Gateway Christian Academy is accredited by the Mississippi Association of Independent Schools, which is recognized as a regional accrediting body by the Mississippi Department of Education. Faculty members of Gateway Christian Academy are certified through the Mississippi Association of Independent Schools by meeting

degree requirements, as well as obtaining the necessary continuing education units for professional development.

### **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 always reflect favorably on themselves and on GCA, including on and off the campus, whether 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 *schoolwork 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.

## **VISITORS**

It is the duty of GCA to provide for the security and safety of the students at 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. Only parents and immediate family of our current students can visit or be on campus. Parents must send a note to the school for someone other than the parent to have lunch with the student and be verified by administration.

Unless an emergency or special circumstance exists, visitors will not be allowed to see students during 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, 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, or pay \$20 early return fee 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**

WLOX Channel 13 (228) 896-1313

WXXV (228) 832-2525

### **FIRE AND TORNADO**

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

### **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. Please verify party time with your teacher. Classroom parties for PreK-2nd grade can be from 1:45 to 2:30 p.m. and 3<sup>rd</sup>-6<sup>th</sup> can be from 2:00 to 2:45 p.m.

### **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 2:45 p.m. (PreK- 2<sup>nd</sup> grade), till 3:00 p.m. (3<sup>rd</sup>-6<sup>th</sup> grade), and till 3:10 p.m. (7<sup>th</sup>- 12<sup>th</sup> grade). 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. Any student arriving earlier than 7:30 a.m. unless signed up for Morning Care will be charged a \$5 per student drop-in fee.

### EXTENDED SCHOOL DAY (ESD) / MORNING CARE (MC)

Extended school day is available from 3:00 p.m. until 5:30 p.m. Monday through Friday for an additional monthly fee of \$110 for one student, \$85 for the second student and \$75.00 for each additional student. Students have homework time until 4:30 p.m. Morning Care 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. The students registered for ESD/MC, the 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. If needed, we do offer a daily ESD drop-in for \$15 per student.

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 \$15 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 with all necessary contact information. 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 PreK through grade 12).
2. Testing for all applicants above K5.
3. 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.
4. 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.
5. 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.
6. An interview involving the parent/guardian and the prospective student(s), above

kindergarten level, will be conducted by the principal.

**NOTE:** *The parents/legal guardian of the student is assumed to be responsible for all indebtedness to GCA unless the student application is signed by the “other” assuming party.*

### **ENTRANCE REQUIREMENTS**

All students coming into Gateway Christian Academy above K5 are tested. The testing fee is \$50 per student. This testing gives the parent, student, and teacher a base line of the students’ academic level according to our curriculum. Once the application for admission, testing completed (if required), the registration fee received, and all requirements are fulfilled, reviewed, and accepted by the administration, entrance to Gateway Christian Academy is authorized, if space is available. All applications must be signed by both parents and/or person/persons responsible for payments.

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. Testing is administered and a meeting with the parents to review scores and decide grade level prior to acceptance into GCA.

Students entering our PreK and K4 program **must** be fully potty trained. This means no assistance needed unless an emergency arises.

### **TARDINESS TO SCHOOL OR CHECKING OUT EARLY**

All students 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 considered as an excused tardy. Delays due to a traffic accident blocking the road or unexpected roadwork will be considered. A student must get a tardy slip for admission to class or authorization for early departure. Bible is the first class of the day and the most important. Tardies disrupt the entire class. Excessive tardiness (ex. more than four (4) in a month) will result in demerits to the student (if a driving student) or a \$15 charge on the parents’ account if student is dropped off. This charge or demerit will occur with every four (4) tardies. Students will be released to their parent/guardian only or to a designated person with prior permission. Tardiness and checking students out disrupt instructional time and school dismissal; this should be avoided if possible.

Parents/guardians are NOT to pick up their child/children after 2:30 p.m. unless of an emergency. A student's continual withdrawal from school at the end of the day for no justifiable reason will be given demerits or a charge to the parents’ account, as with tardies, for every four (4) checkouts.

**NOTE:** *Students tardy or leaving school without parent/guardian approval will be considered "skipping" and will be subject to suspension from school as 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 parents or 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, K5 through 6<sup>th</sup> grade, is being in school for a minimum of 4 hours of the given day or 63% of the instructional day. Attendance for students in 7<sup>th</sup> through 12<sup>th</sup> grade is a minimum of 38 minutes of instruction per class and cannot be absent more than 10 days per semester per class to receive the assigned class credit. 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 and pick-up their assignments. If the parent/guardian desires to pick up their assignments after school on the same day, the office should be notified before 9:00 a.m. and they will be available after 3:15 pm unless prior arrangements have been made with their teacher. This is to prevent excessive makeup for the student upon return. As a 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. In all cases, it is the student's responsibility to ask what work has been missed and see that it is made up. Furthermore, all missed classwork and homework must be checked by the teacher before any quizzes or tests can be taken. \*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.\*

Each student is allowed four (4) family days per year. These days cannot be used on days with important tests or events. Please check the school calendar or with the teacher for important dates and call in advance. (See page 34 for absence form)

The Attendance Officer is notified when any student has reached seven (7), and 10 or more absences, excused and unexcused, in a semester. When a student reaches seven (7) absences in a semester 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.

\* **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**. The absence form (p.34) is available for this purpose and is available from the school office. This form must be filed in the office at least **three (3) days prior** to the absence. Absences acquired by students for sickness or other reasons need a doctor's excuse or written note from their parents. Written notes from parents are only accepted four (4) times per semester for 2 consecutive days per note. All others will be unexcused without a doctor's excuse. All excuses must be turned in within two (2) days of the student returning to school in order for it to be considered to be excused.

### **RETURNING AFTER ABSENCE**

When returning to school, it is mandatory that each student who has been absent bring a written explanation signed by the parent/guardian or a doctor's note for that absence within two (2) days to be considered as a valid excused absence. There is an absence form on page 34 or available from the office. The following information should be provided:

1. Explanation for absence
2. Date of absence
3. Signature of parents/guardian with date.

**NOTE:** Makeup work will be denied when the request for the excused absence is received after the 2<sup>nd</sup> day of the student's return.

- 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 five days to makeup.
- Unexcused absences receive only one day for each day missed to makeup.

**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 PRE-K through 12<sup>th</sup> GRADE**

The official withdrawal of a student is to be completed between the Administrator and the business office on a GCA withdrawal form. Tuition will be assessed until the

official withdrawal form is completed and signed by the parent/guardian, not the last day of physical attendance. No transcripts or records will be transferred until the withdrawal has become official and account is paid in full which includes the fundraising policy.

### **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-Algebra 1 is required (2 of the remaining 3 must be higher than Algebra 1)

**SCIENCE:** 4 credits

**HISTORY:** 4 credits

**COMPUTER EDUCATION:** 1 credit (Intro to Computer & Computer Applications)

**ELECTIVES:** 3 credits

**BIBLE:** 4 Credits

**TOTAL CREDITS: 24**

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

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**

An invitation to join Igradeplus.com will be sent from the school through email within the first full week of school. If you do not receive one, please check your spam or junk folder and if it is not there, call the school. All grades are available online at Igradeplus.com. We encourage students and parents/guardians to check IGrade and 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.

<b><u>GRADING SYSTEM</u></b>	<b><u>GRADING SYSTEM</u></b>		<b><u>4.0 SCALE</u></b>	
<b><u>Pre-K and K4</u></b>	<b><u>Grade K5 through Grade 12:</u></b>		<b><u>Grades 7<sup>th</sup> &amp; up</u></b>	
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 (7<sup>th</sup> – 12<sup>th</sup>)**

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



### **CRITERIA TO ADVANCE A GRADE**

Kindergarten through 2<sup>nd</sup> Grade: The student must make a “C” or above in reading, phonics, and math.

3<sup>rd</sup> Grade through 6<sup>th</sup> 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.

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

9<sup>th</sup> Grade through 12<sup>th</sup> Grade: The student must have passed math and English and have no more than one “F” in any of the other subjects on a semester or yearly basis. All students must have a total of 24 credits to graduate as listed under Academic Credits.

A senior must have been a student at GCA for 6 full semesters to be a candidate for Valedictorian or Salutatorian. Students must have at least a 3.5 GPA at graduation to be considered for Valedictorian or Salutatorian.

### **REPORT CARDS**

Report cards are issued at the conclusion of each nine-week period at the Parent-Teacher Meeting (PTM). If a parent/guardian does not attend, then the report card will be sent home the following day. The final report card can be picked up on the day listed on pg.2 of this handbook at the school or any Monday, Tuesday, or Thursday before 2 p.m. the following week at Vardaman Street Baptist Church.

### **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 weeks 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 (7<sup>th</sup> – 12<sup>th</sup>)**

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

- No Demerits
- “A” average in related subject for the semester not year-end average
- 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 4<sup>th</sup> 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 classroom reading books and any hard-back textbooks used and 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.

Each student is required to have all their textbooks at school every day. Our 4th grade and above is required to have their A Beka Bible, as well.

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

### **STUDENT FOLDER**

Each day, students in grades PreK-2<sup>nd</sup> will take home a folder. This folder will be used to send home information, such as graded papers (weekly), classwork (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 and language 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. Planner will be provided for grades 4th and up.

### **SPIRITUAL GROWTH**

Spiritual growth in students is the foundation and is the primary goal of Gateway Christian Academy. This opportunity is provided through chapel services, individual counseling, Bible classes, and other special ministries/programs. It is the prayer of GCA staff that the 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 teacher will teach Bible to their students PreK through 6<sup>th</sup> grade or other personnel approved by administration. High school will be taught by a certified Bible teacher. Bible classes and scripture memorization are required of all GCA students.

### **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 student's 4<sup>th</sup> grade and above are required to take their Bibles and any materials conducive to the chapel programs unless otherwise instructed. Replacement of a lost Bible will be at the expense of the student.

**NOTE:** Parents/guardians 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 with the permission of the parent/guardian. In the event of a divorce, custody papers must be on file that states the primary physical custodial parent that will be contacted. Specific offenses and disciplinary measures used are discussed further in the following paragraphs but is not all inclusive. 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 recommended as prescribed in Scripture. A permission slip must be signed to utilize corporal punishment. 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. Families 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. Administration has the right to amend any disciplinary action as deemed necessary.

### **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 a consent form has been signed by the parent/guardian.
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.

### **PRE-SCHOOL DISCIPLINARY POLICY (Pre-K - K-5)**

Discipline will always be positive and will create an atmosphere in which the child can learn from his/her experiences.

The following are examples of behavior guidance and discipline techniques. Because each teacher is unique, there is no one style that will work uniformly with all teachers. Conversely, given the individualized temperaments of children, there is no one style that will work uniformly with all children either. Our teachers are committed to these principles:

1. Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child.
2. Know the age characteristics of children; behavior may be typical of a stage that children are going through.
3. Communicate respectfully with children by listening to their feelings and talking with them as valued individuals.
4. Praise desirable behavior. Effective praise must be immediate, sincere, specific, and related to the event, not the character of the child.
5. Extinguish unacceptable behavior by stating your expectations (keeping in mind the developmental age of each child) beforehand. Remind the child of the acceptable behavior without focusing on the negative, if possible.
6. Remind children of consequences of undesirable behavior. Consequences such as time out, loss of privileges, redirecting, a note or a phone call home.
7. When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home will be sent explaining the problem and/or a phone call will be made to the parent.
8. If a child becomes a frequent discipline problem a parent-teacher-administrative conference will be arranged. If behavior does not improve, suspension, or withdrawal may be considered.
9. Also, a child who is having recurring discipline problems may be dismissed at any time if he/she is endangering other children or habitually disrupting the learning of other children.

### **DETENTION (1<sup>ST</sup>-12<sup>TH</sup> GRADE)**

A student will be issued detention for every ten demerits incurred. Detention will be served during lunch and recess/break on 2 consecutive days. Fees for each detention served will be \$10.00 and for In-School-Suspension is \$50 per day. 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	Detention (every increment of 10 demerits)
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	Expulsion

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 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.

<b>Offense .....</b>	<b>Demerits</b>
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
(Ex: excessive talking, passing/writing notes, working on other work)	
Dress Code/Hair Code Violation .....	1/5
(Ex. proper clothes having to be brought or borrowing a belt habitually)	
Sitting on Table or Desktops .....	2/5
Misuse of Hall Pass .....	5/10
(Ex. taking too long, somewhere other than the pass indicates, interrupting another class)	
Gum Chewing .....	5/10

Use of Unkind or Hurtful Speech.....	5/10
(Ex. Name calling)	
Being in an Inappropriate/Unsupervised Location .....	5/10
Minor Horseplay .....	5/10
Wrong/Bad Attitude .....	5/10
Inappropriate Language (see slang list).....	5/10
Defacing School Property .....	10/20
(property must be cleaned or replaced)	
Minor Misuse of Electronics (such as cell phones) .....	10/20
– item will be confiscated and must be picked up by the parent	
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) .....	10/40
-plus restitution	
Major Horseplay.....	20/30
Skipping Class .....	20/30
(Ex. more than 10 minutes late)	
Reckless Driving in Lot .....	20/60
(loss of privilege as deemed necessary)	
Leaving School Grounds without Permission .....	30/60
Fighting.....	30/60
Harassing of Another Student.....	20/40
Threatening of Another Student.....	20/40
Cheating .....	20/40
(plus loss of grade or credit)	
Plagiarism .....	20/40
(plus loss of grade or credit)	
Lying.....	20/40
Direct Disobedience .....	20/40
Profanity/Vulgarity .....	20/40
(Ex. spoken, written, gestured)	
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.

### **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.

### **CONCERN FOR PROPERTY AND FACILITIES**

Students should consider it a privilege to attend Gateway Christian Academy and therefore should respect the building and all 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**

Students are not allowed to attend school under the influence of alcoholic products, unlawfully used legal drugs, mind altering substances, salts or any other illegal substance that is put into an individual’s body or attempt to sell or have possession of such. Any of these 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.

### **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 in their desk 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 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 exists. A doctor's note will need to be on file if there is a chronic illness. All students are given many opportunities during the day other than instructional time for restroom privileges.

### **CHEATING**

Cheating is a direct violation of Scripture. Cheating on assignments, tests, and other schoolwork 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 always do their own work. 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 which can result in a minimum of one (1) day of suspension.

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

### **Registration Fees**

#### **Student registration fees: Grades Pre-K through 12th**

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

The first registration fee is due with the initial student application. The “Continuous Registration Contract” is signed within the student application and this fee will be automatically billed annually in February.

### **Continuous Registration Contract**

#### **What is “Continuous Registration”?**

Continuous Registration serves as an annual data collection process essential for updating the enrollment records of our current student body. This information is pivotal in our strategic planning for the upcoming academic year. The fundamental query posed is, "Do you intend to continue your enrollment for the next academic year?" At Gateway Christian Academy, accurate student numbers are imperative for effective logistical and administrative planning. The Continuous Registration contract represents a shift from an opt-in to an opt-out registration process. Consequently, there is no requirement to complete a new registration form annually, and the registration fee will be automatically billed to your February statement.

#### **What does Continuous Registration look like?**

In February, we will be sending out a reminder to families who are considering leaving our school to fill out the official withdrawal form before February 28/29th. If you choose to disenroll your child/ren after this date, you will be contractually obligated to pay one (1) month of tuition as a penalty. Based on previous years, it is likely that 80+% of Gateway Christian Academy families will not need to take any action in response to this reminder.

### **Why does it matter, and why do we go through this every year?**

At Gateway Christian Academy, our leadership invests significant time and effort in planning to ensure we can fulfill our mission excellently every year. However, until our families confirm their intention to continue with us each year, we can't finalize our plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. Our aim is to use these funds wisely to provide the best education possible for our students. Your participation in the Continuous Registration process is a crucial part of this planning, and we appreciate your cooperation.

### **Enrollment Fees**

#### **Student annual enrollment fee: Pre-K through 12th**

\$400 when paid before the 5<sup>th</sup> business day of May

\$450 when paid after the 5<sup>th</sup> business day of May

\$550 when paid after the 10<sup>th</sup> business day of May

**NOTE:** The annual enrollment fee for all students is due on the first business day of May for the upcoming school year. Enrollment fees are non-refundable once school has started. The textbooks may be picked up at the front office after the withdrawal form is completed. Enrollment fees prior to the start of school will have a \$100 restocking fee per enrollment, and the balance will be refunded after the withdrawal form is completed.

### **Tuition Fees**

#### **Student Annual Tuition: K4**

Each child enrolled \$3,500.00 annual (\$350.00 @ 10 pmts)

#### **Student Annual Tuition: K5 through Grade 12**

One child enrolled \$3,000.00 annual (\$300.00 @ 10 pmts)

Each additional student enrolled \$2,700.00 annual (\$270.00 @ 10 pmts)

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

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

### **Technology/Lab Fee (5th-12th Grade) - \$25.00 per student per semester**

Students will have access to a school laptop during the day for classes requiring research for projects, reports, and computer classes. Students will be issued a school email address that they will use while enrolled at GCA and have access for a minimum of one year after graduation. This fee covers software subscriptions and any necessary maintenance.

### **MONTHLY STATEMENT**

Monthly statements will only be emailed but 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.

### **What is “Continuous Registration”?**

Continuous Registration serves as an annual data collection process essential for updating the enrollment records of our current student body. This information is pivotal in our strategic planning for the upcoming academic year. The fundamental query posed is, "Do you intend to continue your enrollment for the next academic year?" At Gateway Christian Academy, accurate student numbers are imperative for effective logistical and administrative planning. The Continuous Registration contract represents a shift from an opt-in to an opt-out registration process. Consequently, there is no requirement to complete a new registration form annually, and the registration fee will be automatically billed to your February statement.

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- \$450 when paid after the 5<sup>th</sup> business day of May
- \$550 when paid after the 10<sup>th</sup> business day of May

**NOTE:** The annual enrollment fee for all students is due on the first business day of May for the upcoming school year. Enrollment fees are non-refundable once school has started. The textbooks may be picked up at the front office after the withdrawal form is completed. Enrollment fees prior to the start of school will have a \$100 restocking fee per enrollment, and the balance will be refunded after the withdrawal form is completed.

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One child enrolled \$3,000.00 annual (\$300.00 @ 10 pmts)  
 Each additional student enrolled \$2,700.00 annual (\$270.00 @ 10 pmts)

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

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

**POLICY REGARDING ALL ANNUAL FEES:**

- Continuous Registration, Enrollment, Fundraising, and Tuition are **annual** expenses.
  1. Parents have from February 1st until the 28/29th of every year to notify the Gateway Christian Academy of any changes in plans of enrollment for the next school year by filling out the Withdrawal Form. If disenrolling outside of the “opt out” period (after February 28<sup>th</sup>/29<sup>th</sup>), Parents will be contractually obligated to pay one (1) month of tuition as penalty.
  2. Fundraising – See fundraising section for details.
  3. Tuition can be paid in full or in 10 payments or fewer.
  4. Enrollment fees cannot be paid if you still owe tuition.
- Monthly payments are due on **the first business day of each month** beginning in July. July and August payments can be to be paid at Vardaman Street Baptist Church or mailed. Students will not be admitted in August if his/her account is not current.
- Pre-K and K4 payments are due on **the first business day of the month**. Students will not be allowed in class if payments are not made by the 10<sup>th</sup> business day unless prior arrangements have been made with administration.
- All payments will be considered **late after the 5<sup>th</sup> business day of each month** and a \$20 late payment charge will be added to the account. The return check fee is \$35 for the first and second check, all payments afterwards will be cash. A check returned as a result from a “stop payment,” all subsequent payments must be cash only.
- Unpaid tuition that lapses beyond the 15<sup>th</sup> 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.
- The student(s) can return to GCA upon payment if space is available; however, his/her absences will be considered unexcused.
- Students will not be able to participate in graduation ceremonies, receive their final report card, or have transcripts transferred, if the account is not current.
- Access to Igrade will not be available to accounts that are not current by May 1<sup>st</sup>.

**Tuition Schedule**

(Does **NOT** include days off)

Payment Period	Due Date	School Days Payment Covers
1	July 1	August 14 – September 7
2	August 1	September 7 – October 2
3	September 1	October 2 – October 30
4	October 1	October 31 – November 30
5	November 1	December 1 – January 12
6	December 1	January 16 – February 7
7	January 1	February 8 – March 6
8	February 1	March 7– April 8

9	March 1	April 9 - May 3
10	April 1	May 6 - May 23

**\*\*Enrollment fees for the next year are due in May.\*\***

### **FUNDRAISING COMMITMENT POLICY**

Although fundraising is often 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. This is common at many private schools, and we expect all families to actively participate in the fundraising activities to help cover costs.

Upon signing the student application, every family acknowledges and is responsible to meet both the financial commitment and the volunteer time 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 make fundraising fun and as easy as possible for all, however, all activities **must be approved** by the Booster Club President and/or GCA administrator **prior to** contributing or volunteering. You may combine any of the following listed below to satisfy the Fundraising Commitment. Any portion of the financial or time commitment not met through the following ways, must be paid by the first business day in May. Any student withdrawing early will be responsible for a pro-rated amount of fundraising fees. The amount will be based on the date of official withdrawal form.

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/sponsorships for our events. 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, Rada, WOW 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. Wings Over Wiggins, 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.
3. If you choose the "Buy-Out" option for your hours and fundraising goal, please see administration so it can be added to your tuition payments.

**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:* The \$400 Fundraising Fee will be billed on your March statement. As you meet your financial commitment, the appropriate amount will be credited to your account.

*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. The annual amount of Fundraising time will be on your January statement, 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.**

**FORCE MAJEURE:**

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The Parent's financial obligations under this Contract remain in full force and effect. Should the School close, the school's duties and obligations under this Contract shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no obligation to refund any portion of tuition paid.

**SECTION 6 – DRESS CODE  
ALL RED UNIFORM APPAREL MUST COME FROM LANDS' END OR  
WALMART WONDER NATION BRAND**

**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.*

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 and demerits will be issued. Examples of infractions include the following: "tight fits", off color pants (almost white), and no belts.

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. All uniforms/clothing is subject to the Administrations discretion.

**It is important that the student be in uniform throughout the day. Uniforms cannot have holes in them.**

### **TOPS**

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

### **ALL RED SHIRTS MUST COME FROM LANDS' END OR WALMART WONDER NATION BRAND**

### **GATEWAY CHRISTIAN ACADEMY UNIFORM SPECIFICATIONS**

The following numbers must be used when ordering from Lands' End:

- The Lands' End preferred school number is 9001-2155-9.
- Lands' End Phone Number: 1-800-469-2222.
- Website: [www.landsend.com](http://www.landsend.com)

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

**NOTE:** *School Uniform items purchased with a logo may be returned with Lands' End proof of purchase within 90 days of purchase for a Merchandise Credit.*

### **BOTTOMS**

**Boys (shorts/pants):** These must be khaki or navy uniform pants. 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 or navy uniform pants. 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 skintight or too short. The only skirt length allowed is to the ankle. Leggings can be worn as undergarment only.

Parents/guardians are reminded to be careful not only with the style but also with the khaki color. Khaki in the light (stone) color are not acceptable.

Uniform bottoms cannot have holes in them.

**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, except elastic waist.*

### **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 or Walmart Wonder Nation Brand. **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 can only be worn outside. No hats/caps are to be worn in the building at any time. **Hoodies & jackets must be the proper size and length.** Only school approved attire is allowed in the classroom.

### **FOOTWEAR**

Shoes must be a closed toe, closed heel, and have a hard sole (no holes). 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.

### **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. PreK and K4 students are not required to wear belts.

Belts or Jackets may be borrowed from the front desk on occasion. If an item is borrowed (signed out), it must be returned within 2 days. If not returned a \$10 charge for a belt and a \$35 charge for jackets will be added to the parent's bill.

### **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:** *All students must be properly dressed when arriving and departing the school campus.*

### **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. It is preferred that boys be clean-shaven; however, if mustaches and beards are to be worn, they are to be kept neatly trimmed. Fad haircuts, such as shaving imprints, unusual styles, or colors are not permitted. 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. Once a haircut form is sent home you have 5 business days to comply, or the student will not be allowed back in class.

### **COSMETIC MAKEUP**

Applied cosmetics for girls, 7<sup>th</sup>-12<sup>th</sup> 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. Nails must be neat and short. **No dark fingernail polishes.**

### **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" or gauging are not allowed.

OTHER JEWELRY: Only the minimum of traditional jewelry, such as a watch or necklace, are allowed.

### **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.

### **LOCKERS/BOOKBAGS**

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. 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 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 wellbeing of a student, such as extreme allergies, asthma, or similar potential emergencies, the parent/guardian is required to have the doctor fill out the prescription form and bring the medication in the prescription bottle with specific instructions which releases the school of any potential liabilities. Non-prescription medications must be administered in the school office once a signed non-prescription permission form is on file. The parent/guardian must supply or replenish, if needed, the non-prescription medication 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 ailments include but are not limited to 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 – Covid

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 OR COVID 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; however, we do offer a catered lunch each day. Students are required to purchase a catered lunch or bring their lunch. Microwaves are available for those who prefer bringing a lunch that needs to be heated. For younger students (Pre-K through 2<sup>nd</sup> grade), this is handled by school personnel. All lunch boxes must be labeled with name and grade. No soft drinks or energy drinks are allowed; however, we do offer a variety of drink options that may be purchased for lunch. Menu packets with details are sent home monthly and if ordering, must be returned with payment.

## **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.

# **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. Meetings are held in the cafeteria and are announced in advance so parents have the opportunity to attend.

### **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.

**T-shirt Day** – The last Friday of each month. Students may wear any non-school t-shirt with their jeans/jean shorts/jean capris (**no leggings**) and pay \$2.00. If not in complete 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 polo shirt or school T-shirt and pay \$1.00.

**Dress Passes** – Dress passes may be earned for different events during the year. They may also be purchased twice a year during the first 30 Days of school & and the month of January. Only one (1) pack per student per semester. They are \$75 for 10 passes. Purchased dress passes are non-transferable but can be split between siblings in a single family. 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. Dress Passes may not be used on Fridays.

**Free Dress/Non-Uniform Days** – Shorts must be at least mid-thigh length. Tank top sleeves must cover shoulders. No leggings. No hats may be worn inside that building at any time.

**Junior/Senior Privilege** – Only Juniors/Seniors are allowed to leave campus at lunch with parental permission and must leave at the beginning of lunch and return before class begins. Students are not allowed to ride together. Not adhering to the time frame will result in first time loss of this privilege for two (2) weeks and second time loss of privilege for the remainder of the school year.

**THE INTERPRETATION OF THIS HANDBOOK IS AT THE SOLE  
DISCRETION OF THE ADMINISTRATION OF GATEWAY CHRISTIAN  
ACADEMY.**

**Gateway Christian Academy Administration and the School Board retains the right  
to make changes, amendments, and corrections to the rules and policies of the  
school at any time, with or without prior notice.**

**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. Excessive 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**

Shirts must be red or white with school monogrammed logo.

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

Infraction: \_\_\_\_\_

**II. JACKET**

Jackets (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 handbook specifications.

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 closed toe and heel. See dress code section.

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

Infraction: \_\_\_\_\_

**VI. SOCKS**

All students must wear socks.

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: \_\_\_\_\_

School Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Must be signed by parent/guardian and returned to school.*

**APPENDIX C**  
Gateway Christian Academy  
Discipline Form

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF INFRACTION: \_\_\_\_\_

DATE COPY MAILED OR GIVEN TO PARENT/GUARDIAN: \_\_\_\_\_

TEACHER: \_\_\_\_\_

INFRACTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

**APPENDIX D**  
Gateway Christian Academy

Continuous Registration Contract Copy

I hereby OPT-IN to a continuous registration contract. This means that my child/ren will keep coming back to Gateway Christian Academy every year unless I fill out the official withdrawal form prior to the February deadline.

I understand that I have until the February 28/29th of every year to notify the Gateway Christian Academy Office of any changes in my plans of enrollment for my child/ren for the next school year.

If I breach this contract by disenrolling my child/ren outside of the “opt out” period (after February 28/29th), I understand that I will be contractually obligated to pay one (1) month of tuition as penalty.

Gateway Christian Academy recognizes that family plans change. Families disenrolling after the February 28/29th deadline will be exempt from the one (1) month tuition penalty with notice for unique circumstances (such as the following):

- Moving/Relocation 25+ miles away from Gateway Christian Academy.
- Educational needs for the student that can no longer be met at Gateway Christian Academy that is discussed with the Gateway Christian Academy Administration prior to the deadline.
- Un-enrollment at the request of Gateway Christian Academy.
- Other circumstances as approved by the Gateway Christian Academy Administration.

What does the “Re-registration” season look like after this year?

Moving forward, the typical “re-registration” season (February) will simply be a communication reminder from the Administrative Office informing families who might be thinking of leaving our school to fill out the official withdrawal form prior to February 28/29th of their decision. If our past years are any indication, this means that 80+% of Gateway Christian Academy families will have the convenience of ignoring this message and doing absolutely nothing!

**APPENDIX E**  
**GATEWAY CHRISTIAN ACADEMY**  
**OFFICIAL WITHDRAWAL FORM**

1. Fill out the official form in the school office. Brief confidential session with the principal regarding withdrawal if parent/guardian is willing.
2. As per the Continuous Registration Contract, this form must be turned in prior to March 1<sup>st</sup> to avoid the penalty from disenrolling after deadline.
3. Proceed to Secretary/Business Office.

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 new address of the parent/guardian upon request.

**NOTE:** The above action (1<sup>st</sup> 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 print the students name 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.

Ultimately, it is the parents' responsibility to make sure their child(ren) has read, if they are able to, and understand the handbook rules/policies of their school.

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 and will support the school in these policies and others that may be adopted by the school.

**All students within the same household need to sign one form. Each student does not need a form.**

**This must be torn out, signed by student(s) and by both parents/guardian and returned by August 31<sup>st</sup>.**