



Gateway Christian School

~ Excellence Without Compromise ~
~ Christ the Foundation ~

STUDENT-PARENT HANDBOOK **Junior High & High School** Revised March 2015

The Vision of Gateway Christian School is:

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

Gateway Christian School
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Mission Statement

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

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

Our aim is to provide an education:

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

Administrative Authority

The superintendent, administrator and pastor work together as a team to govern Gateway Christian School. Final authority for decisions made regarding GCS is the responsibility of the Pastor of Gateway Church.

Accreditation

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

Distinctive Factors

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

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

Nondiscriminatory Policy

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

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

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

Statement of Faith

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

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

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

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

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

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

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

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

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

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

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

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

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

We believe that marriage is between one man and one woman. Leviticus 20:13a, Romans 1:27, Mathew 19:4-6

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I. ADMISSIONS

A. Information

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

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

B. Requirements

1. *New Student Application*

All applicants must come into office and get a registration packet and schedule a testing date.

2. *Placement*

All applicants (grades 7-12) must take a placement exam. This exam takes approximately two hours and it tests the student's math and reading skills. There is a \$25.00 fee per student. The placement exam is set up through the central office and is used to aid in the placement of a student. The administrative staff will determine grade placement for all new students. The registration packet is due when you come in to take the exam.

3. *Interview*

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

4. *Enrollment Packet/Parental Contract*

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

5. *Immunization*

All students must submit verification of state-required immunizations. Because this is a state law, this must be submitted to the office before the first day of school.

6. *Book Fees and Registration Fees*

A non-refundable non-transferable registration fee will be required to hold the student's place. Please make note of the "Early Bird" registration fee offered. The entire registration packet must be completed along with forms submitted before the "Early Bird" fee can be used. The book fees must be paid in full by July. Tuition is calculated on the basis of the entire year; therefore no reductions can be made for vacations or school holidays. All tuition payments are due on the 1st of each month. Please see *Finances* for further information on all GCS Fees.

II. ACADEMICS

A. Curriculum

Gateway Christian School uses an excellent curriculum emphasizing "traditional" education, high academic standards, phonetic reading and integration of Biblical principles. It is designed for the "traditional" or self-contained classroom.

B. Homework

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

1. *Reasons for Homework*

- *For drill* - Most students require solid drilling/repetition in order to master material essential to their educational progress.
- *For practice* - Following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.
- *For remedial activity* - As instruction progresses, various difficulties become evident in a student's grasp of a subject; homework following instruction is given to overcome such difficulties.
- *For special projects* - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

2. *Amount of Time/JH & HS*

For the average student the normal homework assignments in grades 7-12 will take 30 minutes per subject to complete. The amount of homework may vary depending on the amount of work the student does in class. NO HOMEWORK WILL BE ASSIGNED ON WEDNESDAYS (NOR WILL ANY TESTS BE ADMINISTERED ON THURSDAYS) AS WE WANT TO ENCOURAGE OUR STUDENTS TO SUPPORT THEIR CHURCH AND ATTEND WEDNESDAY NIGHT SERVICES. In addition, because we realize how important family is, Friday homework will be limited (to allow the student to spend quality time with his/her family).

3. *Parent Cooperation*

We do request the parents' full cooperation in seeing that the assignments are completed. Because homework is part of preparation for the future, every student is expected to complete his/her homework. Repeated delinquent homework will result in lower grades and discipline from the teachers. Parents are encouraged to communicate with the teachers when

their children are having difficulties with homework, and the teachers will notify parents if a student is not turning in assigned homework.

4. ***Late Homework Policy***

A standard late homework policy will be enforced in each classroom. Credit for the “late homework” will be computed according to the following guidelines:

- One day late=25% deduction of graded paper
- Two days late or more=0 for the grade
- Teachers may adjust their homework policy slightly to allow for additional opportunities.
- Partial attendance for the school day still requires all homework to be turned in for that day plus assignments for the classes that were missed.

SENIORS – LATE HOMEWORK IS AN AUTOMATIC 0

C. Grading Scale

A+ = 97-100	C+ = 77-79
A = 94-96	C = 74-76
A- = 90-93	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D = 64-66
B- = 80-83	D- = 60-63
	F = Below 60

D. Report Cards

1. ***Quarter Grades***

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

2. ***Semester Grades***

First and second semester grades for grades 9-12 are recorded on the transcript which become part of the student’s permanent record. For grades 7-8, both semesters are averaged for an end-of-year average - this end-of-year average is put on the student’s permanent record.

3. ***Grades***

Grades may be viewed at any time online thru RenWeb for grades 1-12. RenWeb is accessible through the GCS web site.

E. Class Schedule

Class schedules will be available to students at an open house/orientation the week before school begins in the fall. The student or parent may pick up the schedules at that time.

F. Dropping and Adding Classes

Students will not be able to drop or add a class after the second week of the semester.

G. Parent/Teacher Conferences

Parent/teacher conferences are scheduled at the end of the 1st and 3rd quarters. Consult the school calendar for the exact dates. If for any reason parents would like to meet with a teacher or administrator other than at the assigned times, they

may phone the school office and make arrangements. We ask that the Matthew 18 principle be used to resolve any conflict (see *Grievances* for information on how to resolve conflict). Direct communication with those involved in any conflict will usually resolve the problem.

H. **Dual Credit Enrollment**

Dual Credit enrollment is available through ENMUR. Students who desire to receive credit from courses taken must have prior approval through the high school office. Dual credit class taken at GCS will become part of the student's permanent record. Concurrent class will become part of the permanent record only if requested and it will not figure into the student's overall GPA. An additional book fee will be required for these classes.

I. **Transcripts**

Seniors will be assessed a \$30.00 fee at the beginning of the school year. The fee will cover all transcript requests during their senior year as well as after graduation. This fee will also help cover costs associated with graduation (i.e. diplomas). Request for transcripts must be made thru the high school office.

J. **Graduation Requirements**

1. *Credit Requirements*

All students shall meet the following requirements for graduation. Minimum scholastic requirements for graduation from Gateway Christian School High School shall be 25 credits.

<u>Units Given</u>	<u>Class</u>
4	Bible
4	English
4	Math
3	Science
2	Foreign Language
3	History
1/2	NM History
1	Physical Education
1	Computer Science
1/2	Health
2	Electives

25 credits TOTAL

2. *Notes on Graduation Requirements*

- Math credit is to include Algebra II or higher.
- One of the above credits must be honors, AP, dual credit, or distance learning.
- Students may earn no more than 1 unit of credit in physical education toward graduation requirements.
- The 2 units of credit in foreign language must be in the same language.
- A graduate must carry at least a 3.5 GPA or above to be able to graduate with honors.
- All seniors must be enrolled in at least 5 classes their senior year.
- In order for a senior to be considered for valedictorian or salutatorian they must have attended Gateway Christian School for at least their

junior and senior year, and the grades they transfer in must be from an accredited school.

K. Valedictorian/Salutatorian

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

III. FINANCES

A. Testing Fee for New Students

1. *Amount:* \$25.00
2. *When Due:* when you sign up for testing

B. Online Enrollment Fee

1. *Amount:* \$25.00
2. *When Due:* when you enroll online

C. Registration Fees

1. *Amount:* \$250.00 per student K-4 thru 12th grade
"Early Bird Registration" \$150.00 if paid by May 15th
The registration packet must be complete in RenWeb along with all forms turned into the school office.
2. *When Due:* Registration fees are non-refundable non-transferable and are due at time of registration to hold a child's place for the following school year.

D. Book Usage Fees

1. *Fees:*

K-4	\$75.00
K-5	\$110.00
Grades 1-6	\$175.00
Grades 7-12	\$200.00
Seniors	\$30.00 (for transcripts/diplomas)
2. *When Due:*
Book fees are due in full by July. Book fees are refundable only if withdrawal is prior to August 1st. If registering during the school year, registration and book fees are due when you register.

ADDITIONAL BOOK FEES FOR DUAL CREDIT CLASSES IN HIGH SCHOOL

E. Activity Fees

1. *Fees:*

K-5-12 th grade	\$50.00
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2. *Activity Fees Include:*
Student yearbook, student admission to all sporting events, art supplies and computer lab supplies.
3. *When Due:*
Due in July with book fees.

F. Tuition Fees

1. Amount Due:

K-4 & K-5	\$3950/395 a month
Grades 1-6	\$4750/475 a month
Grades 7-8	\$5050/505 a month
Grades 9-12	\$5150/515 a month

2. When Due:

Tuition may be paid in monthly installments and are accepted on a 10-month payment plan (August-May). Payments are due at the first of the month, and late after the 10th. See *Financial Policy* to find out consequences for late payments.

3. Discounts

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

(Only one discount per family)

G. Financial Policy

Tuition is due on the first of each month and late after the tenth of each month. If payment is not received by the tenth (10th) of the month, a \$25.00 late charge will be assessed to your account. If payment is not received by the end of the month, a student may not be allowed to return to school until the account is paid. ***NO BILLING STATEMENTS WILL BE SENT*** - it will be the parent's responsibility to send payment.

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

2. Report Cards: All accounts must be paid in full before the yearly report cards will be issued.

IV. BEHAVIOR

A. Discipline Policy

GCS has designed its discipline system to help maintain order in the classroom and to give a graduated system of punishment to discourage the continuation of the same actions.

B. Discipline

1. *Why We Discipline*

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

2. *Parents' Responsibility*

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

3. *Students' Responsibility*

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

4. *Teachers' Responsibility*

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

5. *Principal's Responsibility*

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

B. Guidelines for Acceptable Conduct

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

- *Students will demonstrate respect for teachers and all school staff at all times.*
- *Students will be considerate of other students in attitudes, words and actions.*
- *Profane language and obscene gestures will not be tolerated.*
- *The students will pay for any damage to school facilities or furniture.*
- *Students will do their own work. The Lord demands honesty.*
- *Students will comply with all classroom rules set by the teacher.*
- *No cell phones are allowed.*
- *Students will be on time for school.*
- *Students will not leave the campus without permission from the school office.*
- *Food and drink are confined to lunch areas.*
- *Students will not be allowed in a classroom before or after school unless prior approval has been granted.*
- *Horseplay will not be permissible in the school building, on the school grounds or while riding school vehicles.*
- *Skates or skateboards will not be allowed on school or church property.*
- *Students will not be involved with alcohol, drugs, or tobacco, on or off campus, with the understanding that violation of this rule is reason for suspension or permanent expulsion from GCS.*
- *Public Display of Affection ("PDA") is not tolerated on school property, in the student's vehicle or at any in school or extra-curricular school function. (i.e. hugging, kissing, holding hands, etc. is not allowed)*
- *No student will have in his/her possession (on person, in desk, in vehicle, on campus, etc.) any kind of fireworks, explosives, knives or other weapons. These items will be confiscated in addition to further consequences.*
- *No electronic devices are allowed in building.*
- *Because GCS takes a strong stand against ungodly music, musical themes and/or lyrics, anything that is deemed (by*

school administration) to fit into this category will not be allowed on school grounds or at any school-related events.

- *Visible body piercing (except ear lobes for females) or tattoos are not allowed at school or school functions.*

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

C. Discipline Policy

GCS has designed its discipline system to help maintain order in the classroom and to give a graduated system of punishment to discourage the continuation of the same actions. GCS has also split the infractions into minor and major offenses to make the punishment fit the offense. All GCS teachers will be using the same disciplinary system; this uniform disciplinary system will help to provide a better environment for learning.

1. *Discipline Slips - used for major offenses such as:*

- Disrespect (to teacher, fellow students or school/church property)
- Foul innuendo or suggestion
- Public Display of Affection ("PDA")
- Any sort of misbehavior in a chapel service
- Repeated minor offenses
- Skipping Classes
- Cheating

Disciplinary Action:

- Automatic afternoon detention
- FAILURE TO SHOW UP FOR DETENTION = ONE (1) ADDITIONAL DETENTION
- Principal's discretion

2. *Morning & Afternoon Detention:*

- 5 detentions = meeting with principal or assistant principal, either by phone or in person
- 7 detentions in a semester = meeting with principal or assistant principal
- 10 or more detentions in a semester = meeting with principal or assistant principal, parents and student

Disciplinary Action:

- Must arrive to assigned detention by 3:20 p.m. Any latecomers (after 3:20 p.m.) will be assigned an additional afternoon detention
- FAILURE TO ATTEND DETENTION = ONE (1) ADDITIONAL DETENTION

3. *Suspension - used for major offenses such as:*

- Fighting/acts of violence = mandatory suspension (and possible call to police department)
- Others major offenses as determined by faculty
- Repeated minor offenses

Disciplinary Action:

- Meeting with principal
- Not allowed on school grounds (must stay home)
- Student will receive zeros (0) for all missed work, tests, quizzes, etc.
- FAILURE TO FOLLOW RULES OF SUSPENSION = POSSIBLE EXPULSION FROM GCS

- NO PARTICIPATION IN ANY EXTRA CURRICULAR ACTIVITIES FOR THAT DAY

V. ATTENDANCE

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

A. Daily Schedule

K-4 & K-5	Monday thru Friday	8:10-11:45
1st-6 th	Monday thru Thursday	8:10-3:00
7th-12th	Monday thru Thursday	8:00-3:15

Grades 7-12 will dismiss at 12:30 on Fridays

B. Absences

Absence Policy: Students are allowed 10 days of absences per semester. Students will be allowed to make up work resulting from excused absences: in this case, the students will have the same number of days to make up their work as they were absent. A student will be considered "tardy" if he/she arrives in a class after the scheduled start. If a student misses more than 1/3 of a class (i.e. 15 minutes of a 45 minute class) the student will be considered absent. If an absence is foreseeable, a note or call should be made in advance. If the absence is unexpected, the parent/guardian should call the high school office by 9:00 am that day to inform the office of the student's situation/condition. When medical/dental/orthodontic appointments are necessary, parents should make appointments after school hours or at varying times so the student does not miss the same class repeatedly. It is imperative that students are present for tests. Students will be allowed to make up work resulting from these absences: in this case, the students will have the same number of days to make up their work as they were absent - it is the responsibility of the student to make arrangements to make up any missed work. Partial attendance for the school day still requires all homework to be turned in for that day plus assignments for the classes that were missed.

Disciplinary Action for Skipping Classes:

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

Should a student miss more than 10 days per semester, he/she may lose credit for those classes. (Extended illness will be taken into consideration.) Final decision regarding loss of credit will be determined by the administration. Students who exceed the limit must attend a Saturday school for each day past the 10-day rule. Tardy means that the student has arrived in a class after the scheduled start. Tardiness hinders the student's learning and interrupts both classmates and the teacher; it is a sign of irresponsibility and should not become habitual. If a student is tardy they must receive a tardy slip from the office to enter class. Each teacher will keep a record of all tardies and absences.

Disciplinary Action for Tardies:

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

- Senior parking
- Principal's discretion

C. Leaving School Grounds

1. *Closed Campus Policy*

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

2. *Junior & Senior Privileges*

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

3. *Doctor Appointments*

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

4. *Lunch*

Gateway Christian School has a closed campus, so no child is allowed to leave campus unless they are a junior or senior, unless a parent comes in and checks out the child. In this case, the parent must check the student out through the high school office and the student must sign back in when he/she returns. The student may not be tardy to class.

D. After School

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

E. Student Withdrawal

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

VI. STANDARDIZED DRESS CODE

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

A. Standardized Dress Code for students in 7th - 12th Grade

PLEASE, IF YOU ARE NOT SURE---ASK BEFORE YOU BUY.

MON., TUES. & THURS. DRESS:

PANTS or CAPRIS:	Any solid color Docker style slack NO form fitting or tight NO skinny pants Belt must be worn if there are belt loops
SKIRTS, JUMPERS & DRESSES:	Any solid color Elementary must be no shorter than 3 inches from the knee. JH/HS must come to the knee. It is not to be tight or form fitting. Belt must be worn if there are belt loops NO sleeveless dresses (For elementary privacy shorts need to be worn under skirt or jumper)
SHIRTS:	Any solid color Pullover Polo shirts, long or short sleeve. Pullover polos must have buttons, w/no large logo's – no larger than quarter size Any solid color Oxford Shirt - long or short sleeve. Must be tucked in at all times, not tight or form fitting Must be fully buttoned at all times except for top button No sleeveless shirts.
SHORTS JH/HS:	Docker style with belt loops. Not form fitting No shorter than 3 inches from the knee
SHORTS ELEM.:	Uniform style only must follow the 3" rule
SWEATERS & JACKETS:	Any solid color or style It is not to be tight, and must be worn over the polo or oxford shirt. Any solid color Sweatshirt or jacket with no writing may be worn or Gateway jacket
SWEATSHIRTS:	Must be a Gateway sweatshirt, purchased from the Gateway Christian School store.
SHOES:	<u>Can be worn any day but Chapel Day.</u> Tennis shoes or any other shoe or sandal. (No high heels for elementary)
SOCKS/TIGHTS ELEM:	No rubber sole flip-flops of any kind can be worn. Solid matching with outfit

WEDNESDAY/CHAPEL DAY:

<u>BOYS:</u>	Any solid color Dress pant Any solid color Oxford shirt Shirts must be fully buttoned at all times except for top button Belt Dress shoes (Elementary may wear tennis shoes) Ties are not required
<u>GIRLS:</u>	Any solid color Skirt (must not be tight) Elementary 3" rule JH/HS come to the knee Elementary may wear any solid color jumper – 3" rule Any solid color Oxford shirt or blouse—not tight or form fitting Shirts must be fully buttoned at all times except for top button Belt must be worn if there are belt loops Dress shoe OR sandal – no rubber sole flip flops (Elementary may wear tennis shoes-no high heels) Any solid color socks or tights may be worn NO sleeveless dresses

FRIDAY DRESS:

PANTS:	Blue jeans, must not be torn or worn out. NO form fitting or tight NO skinny jeans. Must wear belt
<u>BOYS:</u>	May wear blue jean shorts
<u>GIRLS:</u>	May wear blue jean capris
SHIRT:	Gateway spirit shirts - must be purchased in School Store Gateway sweatshirts – must be purchased in School Store Any solid color Polo shirts – Pullover polos must have buttons, w/no large logo's – no larger than quarter size

SHOES:

Shirt must be tucked in at all times

Tennis shoes or any other shoe or sandal

NO Rubber sole flip-flops of any kind can be worn.

- *If a student is unsure whether or not a particular piece of clothing is suitable, he/she should ask GCS administration before either wearing it or purchasing it.*
- *Jackets may be worn outside but must be secured in lockers when in building.*

B. P. E. Clothes, Athletics

7th – 12th Grades: All students must wear a GCS spirit shirt, black athletic short purchased at the GCS Spirit Store, and supportive athletic shoes. Sweat pants must not be tight and cannot have any writing on them – NO YOGA PANTS

C. On-Campus Awards, Special Events

All students must be in dress code (teachers will communicate which “type” of dress code - i.e. “Wednesday Dress Code,” “Friday Dress Code,” etc.).

D. Hair Length for Boys

Out of the eyes, not below eye brows, not below ear lobes, and not touching the collar. Sideburns not to exceed ear lobe. No facial hair.

VII. TRANSPORTATION

A. Drop-Off

To assist in the flow of traffic and safety of our students and drivers, all vehicles enter the campus at the north parking lot entrance and exit at the south parking lot or the northernmost exit bordering Christ Church. We ask that you limit your speed to 10 mph and flow in one direction. Drop off students north of church.

B. Parking

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

C. Automobile Privileges

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

1. *Students must have a valid Driver's License.*
2. *Students drivers can only park in the “Student Parking” slots on the north side of the church building (in front of the pecan trees).*
6. *Senior parking spots are marked and may only be utilized by seniors.*
4. *Students must have permission to go to their vehicles during school hours.*
5. *Students must not drive carelessly or recklessly in the parking lot.*
6. *Driving privileges may be revoked on a first offense.*

D. Morning Entry

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

VIII. EXTRA-CURRICULAR ACTIVITIES

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

A. Eligibility for Extra-Curricular Activities

We follow the NMAA guidelines. (See *Athletic Handbook* - "Player Eligibility" for more detail).

1. *Athletics* - a complete physical from your family doctor will be required, as well as PROOF OF INSURANCE. Contact athletic director for athletic handbook for more information.

**Fees will be charged for each sport. Fee information is available in the athletic handbook.*

B. Athletics

Athletics are a vital part of the educational process and are an important component in fulfilling the vision of GCS. GCS is a member of the New Mexico Activities Association and competes in Class A Athletics.

1. *Programs Offered*

- **BOYS:**

- Fall - Eight Man Tackle Football (JH & HS) & Cross Country (JH & HS)
- Winter - Basketball (JH & HS)
- Spring - Baseball (grades 8-12) & Track (JH & HS)

- **GIRLS:**

- Fall - Volleyball (JH & HS) & Cross Country (JH & HS)
- Winter - Basketball (JH & HS)
- Spring - Track (JH & HS)
- Cheerleading (JH & HS)

IX. GENERAL INFORMATION

A. Chapel

Chapel will be held each Wednesday morning at 11:00 am-12:00 noon for 7th through 12th grade (unless there is a necessary day or time change to accommodate a special program). The students meet in the church auditorium. Parents are invited to attend any of these chapels. Chapel is a well-disciplined setting in which students learn more about God, worship and Biblical truths which will prepare them for the rest of their lives. In addition, various awards and announcements will be given at chapel.

B. Class Schedule

Class schedules will be available to students at an open house/orientation the week before school begins in the fall. The student or parent may pick up the schedules at that time.

C. Crisis Management

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

D. Field Trips

Field trips are planned throughout the school year. Parents are requested to assist in supervision and/or transportation. A medical form must be on file and a field trip release must be submitted to the teacher before a child is allowed to go on any field trips. Every volunteer is required to have a felony misdemeanor form on file before he/she is allowed to help with any field trips. In addition, the school must have on file a copy of both the driver's license and current car insurance for any volunteer interested in helping with transportation for field trips.

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

E. Fire Drills

Fire drills are held each month during the school year. When the alarm sounds, students must go quickly and quietly outside the building to their designated areas. An announcement will be made when the students may return to the building. It is necessary that all students be present and/or accounted for.

F. Food Services

1. **Hot Lunch:** A hot lunch meeting all state nutritional requirements is provided daily for a charge per meal including milk.
2. **Snack Bar:** A snack bar is available to all GCS students. It offers various items with varying prices.
3. Students are not allowed in the JH/HS building during lunch unless a teacher or staff gives permission.
4. **Lunch Policy:** If there are insufficient funds in the student's lunch account, he/she will be served a basic lunch with no extras and their account will be charged. An e-mail is sent when a student has a negative balance in his/her account until the account is paid.

G. Grievances

Should any parent have a grievance against any fellow parents, or any teachers, coaches, principals, superintendent and/or any other individual associated with either Gateway Christian School or Gateway Church International, he/she must follow the order of confrontation outlined in the Scriptures (Matthew 18:15-20):

1. *Pray* about the grievance and ask the Holy Spirit for wisdom in how to deal with the matter at hand.
2. *Arrange to meet* with the individual associated with the grievance (i.e. fellow parent, teacher, principal and/or superintendent) in person to discuss the matter openly and in a peaceable manner. He/She must come willing to listen, communicate peaceably, and willing to come to some kind of compromise. **He/She must NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).**
3. *If an agreement/solution is not reached* in the initial “meeting,” the parent may then bring a neutral party to mediate in a second meeting. Both the parent and the neutral party will come willing to listen, communicate peaceably, and willing to come to some kind of compromise. **They will NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).**
4. *If an agreement/solution is not reached* in this second meeting, the parent may then bring the matter to the next level of authority (i.e. the immediate supervisor of the person with whom he/she is grieved). At this third and final meeting, the “grieved party” will again come willing to listen, communicate peaceably, and willing to come to some kind of compromise. **He/She will NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).** The parent and the higher authority figure will discuss what to do from this point on.
5. *If an agreement/solution is still not reached* in this final meeting, the parent must then make a decision to either:
 - Withdraw his/her student from GCS; or
 - Submit peaceably to the authority figures at GCS. In this case, the parent/guardian will NOT discuss the grievance further, nor will he/she slander the persons involved (neither to outside persons or to his/her own children).

H. Honor Society

Honor society is provided for students in grades 9-12. A student must carry a 3.5 GPA to be nominated. Officers are elected in the fall.

I. Insurance

Student insurance is a secondary insurance and is provided by the school. More information is available through the school office.

J. Library Media Center

The library is open Mon-Thurs from noon until 3pm. There is free access for teachers to bring their classes at any time other than regularly scheduled class library times. Any other use of the library is available by appointment. Penalties for overdue books are as follows:

Lost book: replacement cost

*If any books are past due at the end of each nine weeks, the student's report card will be held (until the books are turned in or replacement value is paid).

K. Lockers

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

L. Lost and Found

Articles of clothing left in the classrooms or on the school grounds will be turned in to the office. Parents are encouraged to check for items missing from home. All unclaimed articles are given to the needy.

M. Medication

Gateway Christian School is not allowed to administer any medications such as Tylenol, Pepto-Bismol, etc. If a child does take a prescription medication and will need to take this medication at school, the school must have a permission slip filled out by the parent as well as a form filled out by the physician. These forms will need to be filled out each year, and parents can get these forms through the office. The medication must be sent in a prescription bottle with the dosage and the child's name on the bottle. The teacher will then keep a log of when medication is administered.

N. Messages

Students who anticipate messages should plan to receive them at the office. Only in an emergency will the class be interrupted to deliver a message. Please do not interrupt classes to deliver messages, lunches, books, etc. These should be left in the office, and the office will see to it that the student receives them.

O. Office Hours

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

P. Physical Education

1. *Clothing:* 7th – 12th Grades: All students must wear a GCS spirit shirt, black athletic short purchased at the GCS Spirit Store, and supportive athletic shoes. Sweat pants must not be tight and cannot have any writing on them – NO YOGA PANTS
2. *Excuses:* When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent request for exemption (sore throat, nausea, etc.) can only be honored for two days without a doctor's notice.

Q. RenWeb

RenWeb is the school management software that we use here at GCS. RenWeb's ParentsWeb is a private and secure parents' portal that will allow you, as parents,

to view academic information specific to your children. You can see your child's grades, homework and conduct, as well as other useful school information, including announcements, family billing, and resource documents. In your registration packet is a form to instruct you how to set up a ParentsWeb account.

R. School Board

The school board is made up of five members chosen by the Pastor of Gateway Church and the Superintendent of GCS. Each person chosen must be a member in good standing at Gateway Church. This board gives counsel to the pastor and superintendent regarding Gateway Christian School. The pastor serves as chairman of the board.

S. School Closure or Delay

School will be dismissed or delayed in case of severe weather.

1. *School Closure:* The decision to close school due to weather will be announced on TV stations and also communicated through automatic voice messaging from RenWeb.
2. *Delayed Schedule:* School begins at 10:15. NO KINDERGARTEN CLASSES WILL MEET. DAY CARE WILL BE OPEN BY 7:00 A.M. The dress code for delayed schedule days will be that of "Friday/Spirit Day" (see VI. Standardized Dress Code - Friday/Spirit Day).

T. Standardized Testing

Terra Nova achievement tests are given each spring (7th-11th) to check student progress. Results become a part of the student's permanent record. Results are available to parents.

1. *SAT and ACT:* Most colleges require an entrance exam before enrolling. Some colleges use the Scholastic Aptitude Test (SAT) otherwise known as the College Board Exam while other colleges accept the ACT. Each college preparatory student should consult his or her college catalog to see what his or her prospective college requires. The PSAT/NMSQT is required for all GCS Juniors. All students are encouraged to take college prep curriculum while in high school and to take the college entrance exams. The ASPIRE test is required for all GCS Sophomores. All Juniors are to take the April ACT exam and can register online. Students must include the GCS high school code on all correspondence: 320-547.

U. Student Council

A student council member is elected by peers and represents the student body. Representatives are chosen from grades 7-12. Officers are elected from the upper grades. Their purpose is to:

1. *Plan special days and projects for the school*
2. *Become the spiritual leaders of the school*

V. Telephone Privileges

Students are allowed to use the phone in the school office with permission from authority. Social calls are not permitted. After school arrangements should be made before the student comes to school. Students are expected to arrive with their supplies for the day and will not be allowed to call home and expect parents to bring them.

W. Visitors

Gateway Christian School is a closed campus. Anyone (**including parents**) on campus who is not a student or part of the staff should be in the office conducting business or should have a pass from the office. Students who wish to have a friend spend the day here at the school with them need to obtain a permission slip from the office and have it approved prior to the day they will visit. Visitors are not allowed during exam week or achievement testing week. **STUDENT VISITORS WILL BE EXPECTED TO ABIDE BY THE SCHOOL DRESS CODE AND ALL SCHOOL RULES WHILE VISITING.**

X. Volunteers and Substitutes

All substitutes need to check in with the school office to ensure that we know you are in the building and that any and all appropriate paperwork has been signed and any other important matters/last minute instructions are discussed. We would ask that all volunteers and substitutes on campus adhere to the same guidelines as the students and faculty in regard to modest dress, no alcohol, drugs, or tobacco consumption or inappropriate public displays of affection.

Core Values

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

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

Code of Honor

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

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

School-wide Expected Student Outcomes

Students will -

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

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