



# Gateway Christian School

~ Excellence Without Compromise ~  
~ Christ the Foundation ~

## STUDENT-PARENT HANDBOOK Elementary Revised February 2019

### 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 and the surrounding area without regard to race or religious creed.

Our aim is to provide an education:

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

## **Administrative Authority**

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 K-5 through 12th grade.

## **Educational Philosophy**

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

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

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

## **Nondiscriminatory Policy**

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

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

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

## Statement of Faith

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# I. ADMISSIONS

## A. Information

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

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

## B. Requirements

### 1. *Age Requirements*

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

### 2. *New Student Applicant*

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

### 3. *Placement*

All new applicants (grades 1-6) 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.

### 4. *Interview*

Before acceptance into grades 1 – 6, new families will need an interview between the parents and the Acceptance Committee. 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.

### 5. *Enrollment Packet*

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

### 6. *Immunizations*

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

7. ***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 1<sup>st</sup> of each month. Please see *IV. Finances* for further information on all GCS fees.

## II. ACADEMICS

### A. Curriculum

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

### 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*

- a. *For practice* - Following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.
- b. *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.
- c. *For special projects* - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

#### 2. *Late Homework Policy*

4<sup>th</sup>-6<sup>th</sup> grades: All daily homework must be turned in by 3pm the day it is due. Any homework late or missing will be an automatic zero. The only exception would be for illness. The student would then have the same number of days to get the work in that they missed. Teachers may adjust their homework policy slightly to allow for additional opportunities.

#### 3. *Amount of Time*

For the average student the normal homework assignments in grades 1-2 should take 15-30 minutes to complete; for grades 3-6 it should take 30-60 minutes. The amount of homework may vary depending on the amount of work the student does in class. **NO HOMEWORK WILL BE ASSIGNED ON WEDNESDAYS, AS WE WANT TO ENCOURAGE OUR STUDENTS TO SUPPORT THEIR CHURCH AND ATTEND WEDNESDAY NIGHT SERVICES.** In addition, because we realize how important family is, Friday homework will be limited (to allow the student to spend quality time with his/her family).

**4. Parent Cooperation**

We do request the parents' full cooperation in seeing that the assignments are completed. Because homework is part of preparation for the future, every student is expected to complete his/her homework. Class work for other subjects must be completed daily. Parents are encouraged to communicate with the teachers when their children are having difficulties with homework, and the teachers will notify parents if a student is not turning in assigned homework.

**C. Grading Scale**

<b>K-5</b>		<b>1<sup>st</sup>-6<sup>th</sup> grade</b>	
4 = Proficient	A+ = 97-100	C+ = 77-79	
3 = Expanding	A = 94-96	C = 74-76	
2 = Developing	A- = 90-93	C- = 70-73	
1 = Beginning	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. Progress Reports**

Emails are sent weekly. Parents will be notified by email if a grade is below a 70 or student is missing work.

Mid nine-week reports are sent home for 1<sup>st</sup>-6<sup>th</sup> grades. The reports are distributed to students in class. Careful attention should be given to grades and comments noted by the teachers in order to improve the student's scholastic progress. Special announcements and dates to remember are also included. A signed note of receipt is to be detached and returned to school the next day.

**2. 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.

**3. Yearly Grades**

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

**4. Grades**

Grades may be viewed at any time online through FACTS for 1<sup>st</sup> through 12<sup>th</sup> grades. FACTS is accessible through the GCS web site.

**E. Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled for all students at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter grading periods. Consult the school calendar for the exact dates. If for any reason parents would like to meet with a teacher or administrator other than at the assigned times, they may phone the school office and make arrangements. We ask that the Matthew 18 principle be used to resolve any conflict. Direct communication with those involved in any conflict will usually resolve the problem.



### III. FINANCES

#### A. Testing Fee for New Students

1. *Amount:* \$25.00
2. *When Due:* on testing date

#### 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 through 12<sup>th</sup> grade  
*“Early Bird Registration” - \$150.00 if paid by May 15<sup>th</sup>*  
*The registration packet must be complete in FACTS 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. *Amount:*

K-5	\$110.00
Grades 1-6	\$175.00
Grades 7-12	\$200.00
2. *When Due:*

Book fees are due in full by July. Book fees are refundable only if withdrawal is prior to August 1<sup>st</sup>. If registering during the school year, registration and book fees are due when you register.

#### E. Activity Fees

1. *Amount:*

K-5-12 <sup>th</sup> grade	\$50.00
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2. *Activity Fees Include:*

Student yearbook and student admission to all home sporting events.
3. *When Due:*

Activity fees are due in July with book fees.

#### F. Tuition Fees

1. *Amount:*

K-5	\$4350/435 a month
Grades 1-6	\$5150/515 a month
Grades 7-8	\$5450/545 a month
Grades 9-12	\$5550/555 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 year/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 at beginning of school year 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 end of the month, a student may not be allowed to return to school until the account is paid. ***NO BILLING STATEMENTS WILL BE SENT*** - it is the parent's responsibility to send payment.

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.

**H. FINANCIAL AID POLICY AND GUIDELINES:**

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

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

**STATEMENT OF PURPOSE**

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

**FINANCIAL AID POLICY**

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

Gateway School believes the family bears the primary responsibility for funding their child's education and will not fund 100% of the cost of tuition. Financial aid is limited each year, so a family only receives a percentage amount of their year's

tuition dependent on the amount of families in need and aid available. If the gap between the parent's stated ability to pay and the School's available financial aid is deemed too significant, the School may not grant an award.

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

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

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

#### **APPLYING FOR FINANCIAL AIDE**

Gateway uses Confidential Financial Services (CFS) for the evaluation of financial data.

Requesting families must adhere to all deadlines and policies of the school and CFS and must reapply each year.

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

Visit [gatewaychristianschool.us](http://gatewaychristianschool.us) and apply online for financial aid

Download the application

Enter the school's 5-digit code: 29710. You do not have to create an account to get the forms.

## **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 consequences to discourage the continuation of unacceptable behavior.

### **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.

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 elementary principal.

5. ***Elementary Principal's Responsibility***

The elementary principal has the authority given him/her by the administration to administer paddling, assign in-school or off-campus suspension, or to recommend expulsion to the board. Parents will be contacted before any major disciplinary action is taken. *Regarding paddling of students: Parents must sign the "Discipline Release" clause (on the Student Application form in registration packet) giving the elementary principal permission to administer paddling. Because this is a partnership, parents may certainly be present if they wish.*

C. **Guidelines for Acceptable Conduct**

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

- *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 or inappropriate language and obscene gestures will not be tolerated.*

- *The students will pay for any damage to school facilities or furniture that they incur.*
- *Students will do their own work. The Lord demands honesty.*
- *Students will comply with all classroom rules set by the teacher.*
- *No cell phones are to be used during school hours.*
- *Students will be on time for school.*
- *Students will not leave the campus without permission from the school office.*
- *Students will not be allowed in a classroom before or after school unless prior approval has been granted.*
- *Horseplay will not be permissible in the school building, on the school grounds or while riding school vehicles.*
- *Skates or skateboards will not be allowed on school or church property.*
- *Students will not be involved with alcohol, drugs, or tobacco, on or off campus with the understanding that violation of this rule can result in suspension or permanent expulsion from GCS.*
- *Public Display of Affection (“PDA”) is not tolerated on school property, in the student’s vehicle or at any in-school or extra-curricular school function. (i.e. hugging, kissing, holding hands, etc. is not allowed)*
- *No student will have in his/her possession (on person, in desk, in vehicle, on campus, etc.) any kind of fireworks, explosives, knives or other weapons.*
- *Electronic devices are not 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 aforementioned offenses are reasons for various disciplinary measures (i.e. instruction, correction, rebuke, paddling, detention, suspension, or permanent student dismissal).

## 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-5                    Monday through Friday        8:10-11:50

1st-6th                Monday through Thursday    8:10-3:00

**Grades 1-6 will dismiss at 12:00 every Friday**

### B. Absences

**Absence Policy:** Students are allowed 10 days of absence per semester. Students will be allowed to make up work resulting from absences: in this case, the

students will have the same number of days to make up their work as they were absent. If a student arrives after 10:00 am, the student will be considered absent for ½ a day. If a student checks out before 1:30 pm, the student will be considered absent ½ a day.

If an absence is foreseeable, a note or call should be made in advance. If the absence is unexpected, the parent/guardian should call the elementary school office by 9:00 am that day to inform them of the student's situation/condition. When medical/dental/orthodontic appointments are necessary, parents should make appointments after school hours or at varying times so the student does not miss the same subject repeatedly. It is imperative that students are present for tests. It is the responsibility of the student to make arrangements to make up any missed work.

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

**C. Tardies**

“Tardy” means that the student has arrived in a class after the scheduled start. Tardiness hinders the student's learning and interrupts both classmates and the teacher. It is a sign of irresponsibility and should not become habitual. Once the tardy bell rings, all students coming late must report to the school office to receive a tardy slip and a parent must personally sign in their child. Each teacher will keep a record of all tardies and absences. When a student has accumulated five tardies he/she will have to attend a lunch/recess detention.

**D. Illness Policy**

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

**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. DRESS CODE**

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

## A. Uniform or Comparable Brand

### MONDAY - THURSDAY DRESS:

<b>SLACKS or CAPRIS:</b>	<b>Any solid color</b> Docker style slack, <b>NOT form fitting or tight, NO skinny pants</b> Belt must be worn if there are belt loops
<b>SKIRTS, JUMPERS &amp; DRESSES:</b>	<b>Any solid color</b> <b>MUST</b> come to the knee It is <u>not</u> to be tight or form fitting <b>NO sleeveless dresses</b> <b>(For elementary - privacy shorts need to be worn under skirt, dress or jumper)</b>
<b>SHIRTS:</b>	<b>Any solid color</b> Pullover Polo shirts, long or short sleeve. Pullover polos must have buttons, w/no large logo's – no larger than quarter size <b>Any solid color</b> 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
<b>SHORTS:</b>	Docker style with belt loops, not form fitting No shorter than 3 inches from the knee
<b>SWEATERS &amp; JACKETS:</b>	<b>Any solid color</b> or style It is not to be tight, and must be worn over the polo or oxford shirt <b>Any solid color</b> Sweater or jacket with no writing may be worn or Gateway Jacket
<b>SWEATSHIRTS:</b>	Must be a Gateway pullover sweatshirt, purchased from the school
<b>SHOES:</b>	Tennis shoes or any other shoe or sandal ( <b>No high heels for elementary</b> ) <b>No rubber sole flip-flops of any kind can be worn</b>
<b>SOCKS/TIGHTS ELEM:</b>	<u>Solid color</u> - matching with outfit

### FRIDAY DRESS:

<b>PANTS:</b>	<b>Blue</b> jeans, must not be torn or worn out, <b>NOT form fitting or tight, NO skinny jeans</b> Must wear belt
<b>BOYS:</b>	May wear <b>blue</b> jean shorts
<b>GIRLS:</b>	May wear <b>blue</b> jean capris
<b>SHIRT:</b>	Gateway spirit shirts - must be purchased at school Gateway pullover sweatshirts – must be purchased at school <b>Any solid color</b> Polo shirts – Pullover polos must have buttons, w/no large logo's – not larger than quarter size Shirt must be tucked in at all times
<b>SHOES:</b>	Tennis shoes or any other shoe or sandal <b>NO Rubber sole flip-flops of any kind can be worn.</b>

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

**B. P. E. Clothes – see page 14**

**C. Hair Length for Boys**

Out of the eyes, not below eye brows, not below the ears, and not touching the collar. No extreme cut that would draw attention to the student.

**D. No extreme hair color allowed: only colors that are consider to be a natural color.**

## 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. Speed limit is 10 mph and traffic flows in one direction. Drop off students at south end of the median, pulling all the way down to prevent back-up. Leave left lane free for traffic flow.

### 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. Early Arrival

K-5 through 6<sup>th</sup> grade students will play on the playground from 7:30 until the bell rings at 8:10. They will then line up with their classes before entering the building. No student K-5 through 6<sup>th</sup> grade will enter the building before the 8:10 bell without prior approval from the teacher. No students may stay in the building without a doctor's note. In case of severe weather, other arrangements will be made. If a student must be dropped off before 7:30 AM, arrangements need to be made with the pre-school, which opens at 7:00 AM.

### D. Late Pick-Up

Unless prior arrangements are made, students that are not picked up by parents 15 minutes after dismissal time will be sent to extended day. Parents will be asked to pay for the minimum hourly rate (see *X. Extended Day Program*).

### E. Child Safety

For you and your child's safety, as well as for the protection of the school, only a parent or legal guardian may pick up your child. If different arrangements must be made, the parent/guardian must notify the school office prior to pick-up.

## VIII. EXTENDED DAY PROGRAM

Gateway Christian School offers an extended day program to provide care of elementary students beyond the regular school day. Lunch is provided at no additional cost for K-5 students. If the child does not stay at extended day on a regular basis, the parent is asked to either send a note to the child's teacher or call the school office by 10:00 a.m. to say the child is staying.

### A. Extended Day Hours

Extended Day is open from 12:00 noon until 6:00 P.M. Monday through Friday for K-5, and 3:00 PM until 6:00 PM for 1<sup>st</sup> – 6<sup>th</sup> grade. It will also be open at 12:00 noon on Fridays for grades 1-6. It may be open on holidays if there is a need. A holiday rate for K-5 through 6<sup>th</sup> grade will be charged per hour per child. Contact Pre-School for pricing ***IF A CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF DISMISSAL TIME, THE CHILD WILL GO TO EXTENDED DAY AND WILL BE CHARGED FOR AT LEAST ONE HOUR.***  
***Late Pickup: Late Fee is \$10.00 per 15 minutes the child is not picked up after 6:00 PM.***



**B. Extended Day Fees**

1. **Amount:** Contact Pre-School for pricing.
2. **Arts & Crafts Fee:** \$35.00 payable yearly at the time of enrollment.
3. **When Due:** Bills for extended day will be sent the third Thursday of each month. Payment must be made by the end of the month. (See *Financial Policy* to find out consequences for late payments.)

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

## **IX. EXTRA-CURRICULAR ACTIVITIES**

**A. Athletics**

Athletics are a vital part of the educational process and are an important component in fulfilling the vision of GCS. For 6<sup>th</sup> grade students the following programs are available:

1. **Programs Offered**

**BOYS:**

Fall – Cross Country

Winter - Basketball

Spring - Track

**GIRLS:**

Fall – Cross Country & Volleyball

Winter - Basketball

Spring – Track

## **X. GENERAL INFORMATION**

**A. Chapel**

Chapel will be held each Wednesday morning at 9:15 AM for K-3 through 6<sup>th</sup> 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 chapel service. 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, class presentations, and announcements will be given.

**B. Closed Campus**

Any student leaving the school grounds during the school day must check out through the elementary office. In order for a student to leave the school grounds, parents must personally sign their child out at the front desk.

**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. FACTS**

FACTS is the school management software that we use here at GCS. FACTS'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. You will receive an e-mail instructing you how to set up a ParentsWeb account after completion of enrollment.

## E. 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 trip. 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 proof of current car insurance for any volunteer interested in helping with transportation for field trips.

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

## F. Fire/Tornado/Lock Down Drills

Drills are held at various times during the school year. Students are trained how to respond to each drill.

## G. Food Services

1. *Hot Lunch:* A hot lunch meeting all state nutritional requirements is prepared daily and is available for purchase.
2. *Snack Bar:* A snack bar is available to all GCS students. It offers various items on certain days with varying prices. The snack bar also offers chips, POWERade, juice, bottled water, and milk.
3. *Lunch Payment:* Lunch may be paid for in advance on-line, at the office, or at the cafeteria.
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 daily when a student has a negative balance in his/her account until the account is paid.

## H. 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**, the parent may then bring the matter to the next level of authority (i.e. the immediate supervisor of the person with whom he/she is grieved). At this meeting, the "grieved party" will again come willing to listen, communicate peaceably, and willing to

come to some kind of compromise. **He/She will NOT discuss the matter with outside persons (i.e. those who are not part of the problem or part of the solution).** The parent and the higher authority figure will discuss what to do from this point on.

4. ***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).

**I. Insurance**

The school provides a secondary insurance for students. More information is available through the school office.

**J. Library Media Center**

The library is open Monday-Thursday from noon until 3 PM. 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. Students who have lost a book will be charged a replacement fee.

\*If any books are past due at the end of each 9 wks, the student's report card will be held until the books and payment or replacement value is paid.

**K. 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 periodically.

**L. 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, if it is a long term medication). The medication must be sent in a prescription bottle with the dosage and the child's name on the bottle. The teacher will then keep a log of when medication is administered.

**M. 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.

**N. Office Hours**

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

**O. Physical Education**

**1. Clothing:**

*1st – 4th Grades:* Students are not required to dress out for P.E., but all students must wear tennis shoes. If students do change clothes for P.E., they are not allowed to wear tight or short shorts. Girls must wear shorts under dresses or skirts. Sweat pants must not be tight and cannot have any writing on them. **NO YOGA PANTS OR LEGGINGS.**

*5th – 6th Grades:* All students must wear a GCS spirit shirt, black athletic shorts purchased at the SCHOOL, or sweat pants, and supportive tennis shoes. Sweat pants must not be tight and cannot have any writing on them. **NO YOGA PANTS OR LEGGINGS.**

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

**P. 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 council to the Pastor and Superintendent regarding Gateway Christian School. The Pastor serves as chairman of the Board.

**Q. 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 FACTS.
- 2. Delayed Schedule:** School begins at 10:15. **NO KINDERGARTEN CLASSES WILL MEET. EXTENDED DAY WILL BE OPEN BY 9:00 A.M.** The dress code for delayed schedule days will be that of "Friday/Spirit Day" (see *VI. Uniform Dress Code - Friday/Spirit Day*).

**R. Standardized Testing**

Terra Nova Achievement Tests are given each spring to check student progress. Results become a part of the student's permanent record. Results are available to parents.

**S. Telephone Privileges**

Students are not allowed to use the phone in the school office unless it is an emergency. 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 only call at their teacher's discretion.

**T. Visitors**

Gateway Christian School is a closed campus. Anyone on campus who is not a student or part of the staff should check in through the office.

**U. Volunteers and Substitute Teachers**

All substitute teachers need to check in with the school office to ensure that we know you have arrived 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

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Students will -

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

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