

**2012-2013**



**GATEWAY**  

---

**BAPTIST ACADEMY**

# **SCHOOL HANDBOOK**

Dear Parents:

I wanted to thank you for considering Gateway Baptist Academy to meet your child's academic and character development needs. We are excited about what the Lord has in store for us this upcoming school year.

I realize that the education of your student is very important to you. By God's grace, we seek to develop in each student the mind of Christ. As we teach here at Gateway Baptist Academy, the following are a few promises we seek to deliver to you:

1. Our faculty will love and pray for your students on a daily basis. It is only by His grace that we are able to teach the way Christ would want us to teach.
2. Our faculty will give your child the best effort possible when it comes to educating and ministering to them. We seek to glorify God in all that we say and do.
3. Our faculty will communicate with you on a consistent basis regarding your child's performance and behavior. As much as possible, we do not want any parent to be surprised by any kind of outcome.
4. Our faculty will seek to live a holy, separated, and godly life in order to provide for your student an example to follow in Christian living.
5. And finally, our faculty will be willing to give any help we may be able to offer to ensure your child's success spiritually, academically, physically, and socially.

We truly are thankful for the opportunity to educate your child. If you have any questions, please feel free to call me at the school office.

Sincerely,  
Juan Zarate  
School Administrator/High School Principal

Dear GBA Elementary Parents:

As another school year commences, I want elementary parents to know how much I look forward to each new year with new students and returning students. I anticipate watching your student grow in the Lord and feel so blessed to be part of your child's education.

It is most important that we work together. This requires clear, regular communication. Please feel free to email me at [Sharon@mygba.org](mailto:Sharon@mygba.org), or you may call me at my direct school line: 480-424-2370. The elementary staff at Gateway Baptist Academy works hard to provide your child with an excellent education. In addition, they work with your child to help them mature spiritually.

We enjoy our ministry and are grateful for your encouragement and support. We pray for you and your families. Please let us know if there is anything we can do for you or your family. We are here to serve you.

In Christ's love,  
Sharon Pearson  
Elementary Principal

## Table of Contents

<u>Section</u>	<u>Page</u>
I. History	6
II. Purpose	7
III. Doctrinal Statement	8
IV. Faculty	9
V. Philosophy of Education	9
VI. Requirements	12
VII. Admissions and Finance	12
VIII. Character Development	15
IX. Campus Guidelines	26

## Topical Index

<u>Topic</u>	<u>Page</u>
Absences	26
Cell Phone Use	28
Dress Code	18
Family Day	26
Fees	14
Final Exams/Graduation Restrictions	14
Grades and Report Cards	11
Graduations	24
High School Graduation Requirements	11
Health Information	12
Homework	17, 27
Honor Roll	11
Make up Work During Absences	27
Purpose for Discipline	16
Student Expectations, Rules	17-23
Requirement for GBA Parents	12
Tardiness	27
Visitors	28
Withdrawal	13, 15

## **I. History**

Early in 1991, my wife, Melanie, and I began praying for God's will in our lives regarding a growing burden for souls in the southwestern United States. As we prayed, we felt God's leading and direction to plant a New Testament Baptist church in the Phoenix Metro area. We resigned our pastoral position at Waterloo Baptist Temple in Waterloo, Iowa. With the church's blessing and support, we made the move to Arizona in September of 1993.

The Lord blessed our move, and for the next three months we did the necessary planning and preparation for the planting of Desert Gateway Baptist Church.

On the first Sunday of January, 1994, we held our first service in a Gilbert home. That Sunday morning we had 11 people in attendance. Since then, God has richly blessed our efforts and given us a church with godly, Christ-honoring people.

As the church grew, we sensed the need to establish a Christian school that would provide the children of our church with balanced, Christ-centered education. So in the fall of 1999, Gateway Baptist Academy opened its doors to the members of our church.

Gateway Baptist Academy is a ministry of Desert Gateway Baptist Church and holds to the same doctrinal positions as the church.

- Dr. Ron Leversee

## II. Purpose

The purpose of Gateway Baptist Academy is to educate and train the whole student: spiritually, intellectually, physically, and socially. Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper leisure time activities are provided.

The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect the individual's freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus, he must also have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life.

Therefore, the Bible is not substituted for any academic subject, but it is integrated into the total educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

Gateway Baptist Academy desires to send out into the world young people who will be lights in this night of spiritual darkness (Matthew 5:14-16; Ephesians 6:12). The chief objective of our school is to prepare students for the *possibility* of full-time Christian service. According to Matthew 9:37, "The harvest truly is plenteous, but the laborers are few;" and so our school strives to prepare students to be thrust into the harvest field (John 4:35) and accomplish much to the glory of the Lord. "To the praise and glory of His grace,..." (Ephesians 1:6)

### **Purpose:**

Spiritual Training: We desire each student to know and obey the will of God.

Social Training: We teach respect of authority, belief in standards, self-discipline, and responsibility.

Academic Training: We offer traditional education within the context of Biblical Truth.

### III. Doctrinal Statement

As a ministry of Desert Gateway Baptist Church, Gateway Baptist Academy holds to the church's statement of faith, without apology. A copy is available upon request.

#### **Biblical Grace, Liberty, and Separation**

Gateway Baptist Academy fully realizes that the dress guidelines and rules supported by it may be considered quite conservative for our area and the day in which we live. In many respects, our school is not unlike those of yesteryear. In order to understand the need for many of the guidelines listed in this handbook, one would do well to consider the Biblical applications of grace to the Christian.

In Christian circles today, the principle of grace found in the Bible is often misunderstood and, thereby, often violated. Grace, as related to salvation, refers to the unmerited gift of eternal life bestowed upon all who would receive it through the substitutionary death and shedding of blood on the Cross by Jesus Christ for sin. Grace, as spoken of in this current context, refers to a disposition created in a believer by the Holy Spirit. By the Spirit's very name, holy, is the indication of what sort of disposition God would like to promulgate in the believer. 1 Peter 1:14-17 gives an excellent synopsis of the holiness of God as it should be manifested in the believer.

***“As obedient children, not fashioning yourselves according to the former lusts in your ignorance: But as he which hath called you holy, so be ye holy in all manner of conversation; Because it is written, Be ye holy; for I am holy. And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear.”***

We show our fear (respect) of the Lord by separating from those things which are contrary to God's holiness in all aspects of our lives. In Christ the believer is "... a new creature: old things are passed away; behold, all things are become new." (2 Corinthians 5:17) If a new creature, then the Christian should put off from himself the fleshly pursuits of the old nature. The Bible is straightforward in its discussion of this matter, if but for the sake of others alone. In Ephesians 5:21, Spirit-filled believers are admonished to be "Submitting yourselves one to another in the fear of God." By these words it is clear that our influences on others should take into account the fear of God, which leads us to a separated life.

Some Christians today may take issue with this principle regarding their so-called "liberty" in Christ. But the Bible states, "For, brethren, ye have been called unto liberty; only use not liberty for an occasion to the flesh, but by love serve one another. For all the law is fulfilled in one word, even in this; Thou shalt love thy neighbor as thyself." Again one sees that liberty in Christ is not freedom to do as one pleases, but rather to use that liberty gained through Christ's atoning work on the Cross, as a means of serving our fellow brethren. As a servant, a believer is in no position to cause another to stumble, but rather to meet another's needs.

Thus, here is the motivation for many of the guidelines and rules in this handbook. Standards of modesty and standards of separation from worldly styles and influences provide tools for individual rights of the believer were crucified with his sins on the Cross

of Christ. *“For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s.”* (1 Corinthians 6:20) The only solution to this command is to be holy. By God’s grace we have the opportunity to live victoriously in the world, just as Paul did, without being influenced by it (2 Corinthians 1:12).

Believers must realize that evangelism is one of the purposes for living a life of consistent personal separation from sin.

- Dr. Fred Moritz

#### **IV. Faculty**

God has assembled in our school what we believe to be the finest group of educators of any Christian day school in our nation. Many have years of experience in teaching, and new teachers are added to the ministry and trained as needed.

Our faculty members are dedicated members of Desert Gateway Baptist Church who serve in ministries beyond Gateway Baptist Academy. All of them are committed to a regular soul winning schedule every week. All faculty members believe in the sovereignty of the local church and in the doctrinal tenets which make our church Fundamental and definitely Baptist.

#### **V. Philosophy of Education**

Our school is a ministry of Desert Gateway Baptist Church and is designed to help families raise up their children for Christian service. Our approach is a complementary one. God has established the family as the principal entity to train children, with the church serving as a second platform of spiritual training and leadership development for the family. The Christian school provides a third source of godly influence. This arrangement is only truly successful if the direction being set by all three is in agreement.

For this reason, it is vital that parents agree with the doctrine and philosophy of Desert Gateway Baptist Church, which are held wholly by Gateway Baptist Academy as well. A child placed in an environment where the family follows a direction different than that of the church and the school, is a child given to much confusion and strife within his own thoughts and actions. It should be understood that our primary goal is to produce and develop Christian young people who have instilled within them Christian character and servant leadership for the work of the Lord. Students are motivated to develop the “mind of Christ” (Philippians 2:5) in their own lives, which is a key reason for the existence of Christian education, an environment that should foster the maturity of Christ-mindedness. This is accomplished through three areas of emphasis.

1. The first and strongest emphasis is the spiritual nature of the child and family. The clear teaching of the Bible is the best foundation for all other learning. The Bible is taught not only as a class, but it permeates each and every subject. We endeavor to introduce each child to Christ and to direct children and families to know the Bible as well as to live it.
2. The second emphasis is on academics. The school uses a traditional Christian curriculum and a practical approach. We will provide a superior academic

climate and promote personal academic excellence to prepare each child for Christian leadership.

3. The final emphasis is on proper physical and social development. Our physical education program is continually developing to meet the need of all grades. The school also sponsors musical and seasonal programs by the student body, teaching our students poise and appropriateness.

## **Philosophy:**

Bible-based: The Bible is the authority over all human disciplines.

God-honoring: Men should represent God and His glory to all mankind.

Christ-centered: Christ is the source of all knowledge and wisdom.

## **Academics:**

Academic Excellence: We offer a quality Christian education, striving to train individuals to be articulate, knowledgeable, creative, and discerning.

Loving-Caring Family: We make every effort to employ highly trained, qualified personnel with a desire to serve God through education.

**Grading and Communication**

A report card is issued every nine weeks to indicate to the parents and student the academic achievement for that quarter. All of the report cards must be signed by the parents and returned to school the next day. The chart shown below indicates the percentile equivalents of the letter grades used at Gateway Baptist Academy, as well as the four-point scale equivalents of each letter grade used in computing the overall grade point average (GPA). **Note: Overall GPA is calculated in \*TeacherEase. GPA average of 1<sup>st</sup> and 2<sup>nd</sup> semesters determines final GPA. GPA is used for determining all eligibility for Gateway Baptist Academy’s honor rolls, athletic and Fine Arts programs.**

<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
A+	98-100	4.0
A	93-97	3.7
A-	91-92	3.5
B+	88-90	3.3
B	83-87	3.0
B-	81-82	2.5
C+	78-80	2.3
C	73-77	2.0
C-	71-72	1.5
D+	68-70	1.3
D-	66-67	1.0
F	0 - 65	0.0

**NOTE:** The school administration makes the final decision when it comes to grade placements, not the teachers. Concerns in this area should be directed to the administrator.

**Graduation Requirements for High School Students**

According to guidelines set forth, there are certain class requirements for 9th through 12th grades which high school seniors must attain in order to graduate. The minimum number of credits needed in each subject area is listed below according to subject area. In most core courses, each semester completed is equivalent to one-half credit. **A minimum total of 24 credits are required for graduation.**

Bible	4	Health	.5
English	4	U.S. History	1
Math	3	World History	1
Science	2	Physical Education	2
Foreign Language	1	Economics	.5
Government/ Geography	1	Speech	1
		Electives	3
<b>Total Credits Needed</b>			<b><u>24</u></b>

Gateway Baptist Academy follows a college preparatory plan, so due to the number of electives required, additional math and science classes will often count toward the total of two elective credits. Such courses are nearly always of benefit to students planning to enroll in college upon graduation. Elective courses may be in any subject area.

## VI. Requirements

### Kindergarten

Parents enrolling their children into the GBA kindergarten program must pick up a kindergarten readiness brochure which explains the school's kindergarten enrollment policies as well as a questionnaire. A kindergarten readiness test must be scheduled to assess whether a child is ready to enter the GBA kindergarten program. A certified birth certificate must be presented at the time of registration. **Note: Certain exceptions may apply at the discretion of the school administration.**

### Health

Children not previously immunized must receive the necessary immunizations within two weeks of admission to school except when the fourth polio immunization is needed. A child cannot attend until the health information form is completed and required immunizations are obtained.

### Records

The **Federal Family Educations Rights and Privacy Act of 1974** requires a school to have a written request form from a parent or guardian before records may be released from the school (such as when a student transfers to another school or goes to college). Parents also have the right to review the records and challenge the contents thereof.

**Note:** Our school is not allowed, by law, to release records of a student from a school other than our own. To obtain such records, you may contact the student's previous school.

## VII. Admission and Finances

### Appointment

All parents of new students must set up an appointment with the school administrator before they can register their children in the school.

### Acceptance/Retention

Each student will be accepted into our school based upon the previous academic, spiritual, and social records of the student provided to GBA, as well as interviews with the student and the parents. **Parents must be faithful, tithing members of Desert Gateway Baptist Church. Parents are required to regularly attend the Sunday school, Sunday morning, Sunday evening, and Wednesday evening services** (unless providentially hindered because of work, illness, etc.). It is vital that parents are fully committed to the doctrinal position and ministry direction of Desert Gateway Baptist Church. New students may be required to take an entrance exam at the discretion of the school administration in order to determine grade level achievement.

Students withdrawn from GBA in the middle of the school year must wait one full school year before returning to GBA. **Parents must meet with GBA administration before re-enrollment will be considered. A withdrawal form must be submitted before transcripts can be released and charges be ceased.** These students will be required to take an entrance exam to determine grade level achievement and will be recognized as new students.

**Exclusive Clause:** In some cases, the school administration may allow a student, who is not a member of the church, to enroll in our school despite his parents not being active members of Desert Gateway Baptist Church. Though this occurrence may be very minimal, the Senior Pastor, the principal, and the school board reserve the right to allow a student (who is also a church member) to enroll in our school. Only by a unanimous decision, between the Senior Pastor, the principal, and the school board can a student, whose parents are not active members of Desert Gateway Baptist Church, be allowed to enroll in our school.

## **Application**

Every year the required application fee must be paid for each student. Upon meeting with the school administrator to review the handbook and the policies, a registration packet will be given to parents of new students. A non-refundable (in most cases) application fee is also required before acceptance or refusal is given. However, if the school is unable to accept the student, the application fee will be refunded.

The application fee is used to develop the student's school records. The fee is also used to purchase achievement exams and entrance tests.

**An application fee of \$100 per student is assessed per school year.**

## **Forms**

Before a child can be admitted to GBA, all necessary forms need to be signed by both parents and the student each year. ***Signing these forms indicates an annual agreement with the philosophies, standards, and rules of Gateway Baptist Academy.***

## **Tuition**

GBA is a ministry of Desert Gateway Baptist Church. It is not designed for profit, as noted by its restricted requirements for enrollment. The teachers are dependent upon the prompt payment of tuition from each school family. Tuition may be paid in full or on a monthly basis **beginning on August 1st**. The grace period for overdue tuition ends on the 10th day of the month in which the payment is due, and post-dated checks cannot be accepted. A late fee of \$20.00 is added to any late payment. Since the payment of teacher's salaries is dependent upon the tuition each month, no account can be permitted to be more than 30 days overdue. At this point, parents will be required to meet with the GBA School Board to discuss the account and options available. Parents will be required to show proof that tuition assistance has been requested.

**Final exam/Graduation restrictions:** All student accounts must be current prior to final exams. If a student’s account is not current at that time, the student will not be allowed to take final exams. Students who have not taken final exams will receive an “incomplete” grade for the semester/year. Students who have not completed all course requirements, including taking final exams, will not be eligible to graduate.

**Students with a balance on their account at the end of the current school year will not be allowed to register for the following school year. The student may take advantage of the discounts (early registration book fees) only if the balance is paid in full by the last billing cycle of the current school year. Failure to pay the balance in full will void all discounts and a full amount will be applied to all fees for the following school year.**

A \$20.00 fee will be assessed for each returned check. Payments will be applied to student accounts in the following order: first, to outstanding late fee(s); second, to past due invoices; and third, to current invoices.

The tuition for the school year can be divided into ten equal payments. Each payment covers one tenth of the total number of school days. This amount **does not** include books, so there will be a one-time charge for each child. For more information, please see the most current schedule of fees.

GBA also provides tuition discounts for multiple students in a family:

NUMBER of STUDENTS	% of FULL TUITION RATE(A)	KINDERGARTEN RATE	1st-12th GRADE RATE
FIRST STUDENT	100%	\$2000	\$2450
SECOND STUDENT	100%	\$2000	\$2450
THIRD STUDENT	85%	\$1700	\$2082.50
ALL ADDITIONAL	45%	\$900	\$1102.50

Discounts will be applied to lowest grade level students

**Other Fees**

With all the programs Gateway Baptist Academy offers (Fine Arts, graduations, etc.), other fees must be assessed to offset the cost. A fee schedule is available through the school office as well as on our school website: [www.mygba.org](http://www.mygba.org).

### VIII. Character Development

Gateway Baptist Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world. Gateway Baptist Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (1 Corinthians 8:9, 12-13, 10:31). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Gateway Baptist Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student— whether at home, school, or elsewhere.

To refrain from participating in worldly activities such as swearing, indecent language, smoking, possession or use of liquor, drugs, or tobacco, gambling, dancing, pornography, premarital or extramarital sex, homosexuality, or other sexual perversions, and involvement in rock and roll music, rap music, or so-called "Christian rock" music. Maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Gateway Baptist Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Gateway Baptist Academy ideals of work and life or who has been arrested, will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

In order for a student to develop spiritual leadership ability, that student must possess Christian character. Thus, one of our chief goals at Gateway Baptist Academy is to develop Christian character within each student. This will be evidenced largely by a child's outward behavior, whether he be at home, school, or elsewhere. An undisciplined life is a largely unproductive life. Each student will be challenged to accept responsibility for his assignments, and each student will be expected to accomplish his

work promptly and efficiently. This prepares him for a life of stewardship and discernment. Students are reminded that “Whatsoever ye do, do all to the glory of God.” (1 Corinthians 10:31).

## **Behavioral Discipline**

### **Philosophy**

Biblical discipline provides lessons for students both for now and for the future. Lessons of discipline include: teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33), teaching God’s laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28), and teaching restitution for offenses (Matthew 5:23-24, 18:15). However, we also believe in a balanced approach to discipline—rewarding that which is right and punishing that which is wrong.

Our purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God’s Word, obedience to rules is designed to protect a person for God’s best in His life, rather than to prepare a person for a life of surrender to the world (Genesis 2:17; Romans 6:13). Standards of discipline will help a student maintain the conviction of his parent’s heart.

Our philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at Gateway Baptist Academy is never carried out with the goal of hurting or demoralizing, but rather to protect a student from unprofitable pursuits in life. Our disciplinary system is designed to be administered with equity based not on whom the student is, but on the basis of what principle, what policy, and to what extent the student has violated the rule(s).

**Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve the conflicts, with the ultimate goal of causing others to fear the Lord and to walk in obedience to Him. The procedures of discipline are found in the Rules section.**

## **Rules**

These rules apply to all students. Repeat offenses will result in a greater degree of punishment at the discretion of the teacher and school administration. The policies/practices for High School, Jr. High, and elementary are addressed at the end of each section. There are three categories of offenses, each having a different type of progressive discipline: Academic (A), Behavioral (B), and Dress Code (D).

### **Academic Offenses**

1. Failure to return signed parent notices, daily homework documents, tests, or report cards
2. Forging signatures
3. Homework/ Seatwork violation
4. Unprepared for class (i.e. failure to bring books and other needed materials)

### **Disciplinary Procedures**

The academic offenses will affect the student's grade accordingly. All homework and seatwork will be graded by teachers. Because of the volume of work assigned, the graded assignments will be based on the teacher's discretion and will be valued at ten percent of the student's grade.

### **Behavioral Offenses**

1. Bullying
2. Chewing gum
3. Crude and obnoxious behavior
4. Dancing
5. Demonstrating a lack of self-control
6. Direct disobedience
7. Disrespectful address when addressing authority
8. Disturbance/sleeping in chapel
9. Eating during class times and in classrooms or hallways without permission
10. Entering building by means other than an unlocked door
11. Entering the building without permission
12. Expression of negative attitude: negative facial expressions, gestures, slander, throwing up arms, rolling of the eyes, whining, complaining, etc.
13. Fighting
14. In an off-limit area
15. Inappropriate address, response, or questions to a teacher, staff member, student, etc.
16. Listening to, singing, or humming music on school/church property in violation of the student agreement
17. Littering on school/church property
18. Lying
19. Members of the opposite sex may not touch each other in any manner while on church/school property and on church/school activities
20. Note passing

21. Out of seat at any time without teacher permission
22. Physical contact, roughhousing, teasing gestures
23. Playing/ horseplay in the classroom
24. Playing hooky/ skipping class
25. Possession of any medication
26. Scoring violation (altering an assignment grade or report card)
27. Stealing
28. Talking without permission
29. Throwing objects (i.e. tossing paper across the room into a trash can)
30. Unacceptable language not considering swearing (this includes but is not limited to euphemisms)
31. Unnecessary noise/talking (whistling, tapping, shouting, etc.)
32. Unpatriotic attitude
33. Untidy appearance of desk, book bag, locker, etc.
34. Unauthorized use of the telephone/cell phones/and electronic devices **\*See complete guidelines on page 29-30.**
35. Worldly conversation (including but not limited to movies, video games, etc.)

### **Disciplinary Procedures**

Parents may be asked to pick up their children for the remainder of the school day if a student refuses to follow the behavioral guidelines set forth in this handbook. The integrity of the classroom will not be sacrificed because one student fails to meet our behavioral expectations. The behavioral offenses will follow the regular disciplinary process.

### **Dress Code Offenses**

The purpose of the guidelines set down by the administration for the appearance of each student is not to legislate morality (which must come from the heart), but rather to encourage Christian young people to be concerned with the Biblical principle of modesty neglected by many Christians today. Proper dress also encourages and complements a serious approach to academic subjects by each student. Three basic questions should be asked concerning dress?

**Is it modest?**

**Does it call undue attention to itself?**

**Does it identify with a rebellious element of society that is contrary to God?**

The dress standards are outlined for school, field trips, and athletic events.

**The goal is to make sure that students come to school properly attired.**

- a. T-shirts, T-shirt type shirts (with a ribbed neck), or sweatshirts are not to be worn except during Physical Education.
- b. Elementary: shirts or blouses with words smaller than 2 inches in diameter or with designs or pictures printed on them may be worn. Characters and camouflage are not permitted.

Jr. High/High School: shirts or blouses with words larger than 2 inches in

diameter or with a single design or picture printed that covers the majority of the shirt may not be worn. Characters and camouflage are not permitted.

- c. A logo on apparel (**not including jackets and outerwear**) must not exceed 2 inches in diameter. **Logos must be school appropriate.**
- d. All shirts and blouses must have sleeves.
- e. **Gothic-type dress is not permitted. This includes wearing outfits that consist primarily of black and with the intention to be monochromatic.**
- f. Hats are allowed outside only for P.E. Hats must be appropriate.

**Any article of clothing in question should be brought to the school administrator prior to being worn. In general, if clothing must be questioned, it should probably not be worn. It would be well to remember the saying, "When in doubt, leave it out."**

**Please Note:** While these standards are conservative, many public schools are now requiring uniforms because of dress problems. Therefore, we encourage our students to look sharp and to maintain a proper attitude. Field trips will require some specific attire which will be communicated as these events arise.

## 1. Ladies

- a. Hair must be clean and styled neatly. The eyes should be fully visible at all times. Modest, natural hair highlights are acceptable. Drastic color changes are not acceptable.
- b. Make-up may be worn with discretion by **junior high** and high school girls only. It should be light and natural looking. **Gothic-looking make-up is not permitted. Dark, thick eyeliner and/or eye shadow is not permitted. No lipstick is permitted.**
- c. Only fingernail polish which is clear or is moderate (not dark) in color, resembling that of natural nail color, may be worn.
- d. Clothing must not be snug, form-fitting, or of a clingy material which would draw attention to the shape of the individual. **Dark colors under a light color draw attention and should not be combined. The top layered shirt of a layered look may not be above the waist. All straps and bare shoulders must be covered at all times. Sleeves must cover the shoulder and the underarm.**
- e. If not wearing a dress, the student's top (shirt, blouse, etc.) must be tucked in at all times. If the top does not tuck in, then a full slip or long undershirt must be worn underneath the top and must be tucked in to cover the student's midsection. **No**

**part of the torso may be exposed at any time.**

- f. Skirts and dresses (for classroom wear), shorts, and culottes (for physical education) must touch the floor with the student in the upright kneeling position. The kneecaps should be **easily** covered by the skirt or dress when the student is seated as well. Elementary students may wear shorts under dresses or skirts for additional modesty, **but they may not exceed the length of the dress or skirt.** Skirts and dresses with slits may only be worn if the slit is sewed from the bend of knee upward. **(Pinning is not permitted) Front slits are never permitted.**
- g. When wearing skirts, a half slip must be worn at all times unless the skirt is made up of thick material (jean skirts, etc.). **A slip that is built in to a skirt must be close in length to the length of the skirt to provide adequate modesty.**
- h. Clothing must be modest and non-see-through. This includes low or plunging necklines and low-cut backs. Generally, a neckline should be two finger widths from the collarbone edge or higher and no gaps when arms are crossed across the torso. Tops may have only the top button unbuttoned.
- i. Slacks are never to be worn.
- j. Shoes with socks or hose should be worn at all times.
- k. No open-toed shoes are not to be worn.
- l. Earrings exceeding one inch in length or diameter are not allowed. Earrings are permitted on earlobes only.

## **2. Men**

- a. Hair must be clean and cut so that eyes are visible at all times. Students must meet this requirement within 5 days of notification of violation. Sideburns are to be no longer than the middle of the ear opening, and hair is to be off the ears and collar.
- b. Hair must be tapered in the back and not “block” or “bowl” cut. **No coloring or highlighting is permitted.**
- c. Mustaches or beards are not permitted. **Students who are shaving are required to keep faces clean shaven.**
- d. Shoes and socks must be worn at all times.
- e. All shirts must have a collar, and all buttons except the top

button must be buttoned. Shirts must be tucked in adequately at all times. **Torsos may not be visible. Students may be requested to wear an undershirt that tucks in if shirt is not adequately covering the torso for certain activities. No gothic style clothing is to be worn. Black shirts with black pants may not be worn.**

- f. **Pants must have a modest rise. No low rise pants are permitted. The waistline must be above the hip. Pants must be loose-fitting in the hip and thigh. Pants must be the correct size to allow the student optimum mobility. Pant length must touch the top of the shoe and cover the sock and ankle when standing.**
- g. Slacks, corduroy, or khaki pants only. Jeans (denim 5-pocket style) may be worn only on specified days.
- h. Necklaces, bracelets, or earrings are not to be worn. (Unless used for health purposes)
- i. Ties will be worn on every school chapel day (7th-12th grade only). Ties must be worn with dress shirts that have buttons all the way down the front. Ties must be properly tied or clipped to the neck of the shirt.
- j. On slacks with belt loops, a belt must be worn. **Large belt buckles with pictures, symbols, logos, etc. are not to be worn.**

## **Disciplinary Procedures**

Please note that students that severely violate our school dress code may be dismissed from school until they comply with our guidelines. Students may be asked (or helped by our faculty) to modify their attire to fit our dress standards.

If a student repeatedly violates the school dress code (based on the disciplinary process outlines below) he or she is subject to suspension and/or expulsion.

**SEVERE CLAUSE:** Certain actions will immediately result in going to the principal and then could further result in an in-school suspension or expulsion. Examples: Fighting, inappropriate language, blatant disrespect, property damage...

Further action may include suspension or expulsion from school. If it is deemed necessary, parents may be asked to attend school with their child for a day or otherwise specified amount of time to observe their child's behavior.

The offenses listed below will result in automatic suspension or expulsion from school. This punishment has been predetermined by the administration of Gateway Baptist Academy and Pastor Ron Leversee.

1. Abuse of school property
2. Alcohol use
3. Blasphemy
4. Cheating
5. Direct and defiant disobedience
6. Drug use
7. Extreme disrespect
8. Gambling
9. Immorality in any form
10. Involvement in crimes other than minor traffic tickets
11. Membership in any gang or unacceptable club
12. Pornography use: gestures, language, or materials related in any way
13. Possession of knives, firearms, or any other fighting equipment on school/church property or during school/church hours
14. Sodomy
15. Speed display or reckless action with an automobile
16. Striking **or threatening** a teacher
17. Swearing or Cursing
18. Tobacco use

## **Junior High/High School Progressive Discipline Process**

Jr. High/Sr. High teachers will document all violations of school policy as they are listed in the GBA Handbook for each student.

Discipline may require an in-school suspension, a parent/teacher conference, suspension from extra-curricular activities, or another action as deemed necessary. The appropriate action is taken based upon a five-point system. Documentation in the form of a Conduct Referral Form (CRF) will be sent to parents, after the first offense, for each recurring offense, which will need to be signed by the parent and returned to the school the following day. These will be kept in the student's file for future reference.

### 1. Oral Reproof

To give a simple, clear statement of what rules the student offended and a clear warning of consequences if the behavior continues.

### 2. Parent Notification

A CRF and/or a phone call are methods used to make parents aware of repeat violations of school practices and rules. The first CRF is issued at the second offense of the same rule/policy.

### 3. Loss of Privileges

A CRF is issued to notify parents of a 3<sup>rd</sup> violation of the same rule/policy. In addition, at the teacher's/administration's discretion, student activities will be restricted.

### 4. Classroom Dismissal

A CRF is issued to notify parents of a 4<sup>th</sup> violation of the same rule/policy. In addition, the student is sent to the principal's office.

## 5. School Dismissal/Parent Conference

A CRF is issued to notify parents of a 5<sup>th</sup> violation of the same rule/policy. In addition, at the administration's discretion, one of the following may occur:

- Parent may be called and asked to take student home for remainder of the day, resulting in student inability to complete any remaining lessons, tests/quizzes, etc.
- Parent may be called and asked to attend a meeting regarding their child.
- Parent may be required to attend school with their child for a specified period of time to observe their child's behavior.
- Student may be given an in-school suspension, allowing them to work on teacher/administration-chosen work for a period of time; resulting in student inability to receive lessons, tests/quizzes, etc. for that time period.
- The student will be suspended from participating in any extra-curricular activities (i.e. sports teams, Fine Arts, intramurals, etc.)
- Student may be expelled from school for a period of time as designated by the administration.

### **Elementary Progressive Discipline Process**

Elementary teachers will document all violations of school policy as they are listed in the GBA Handbook for each student.

The first violation of a rule will result in a verbal warning to the student.

The second violation of the same rule will result in a classroom behavior management form of discipline. (For K-2 this is usually a chart or incentive game that requires a student to move a game piece when they violate a rule.)

If a 3<sup>rd</sup> violation of the same rule occurs within 10 consecutive school days, the result will be a CRF and discipline as determined by the teacher and/or administration.

Further violations of the same policy will result in a CRF and progressive discipline as determined by the teacher and/or administration. This can include, but is not limited to loss of classroom privileges, loss of recess and/or P.E. privileges, or loss of communication privileges.

## Activities/Events

### Chapel

Chapel is held twice a week for students in the fifth through twelfth grade, at which time special speakers and music are presented. Chapel is held once a week for kindergarten through fourth grade. Our pastor and staff are fully involved in the chapel program.

### Social

In kindergarten through sixth grade, there may be classroom observance of special occasions, such as birthdays and holidays. In the seventh through twelfth grades, there may be parties from time to time that have been approved by the administration. Occasional field trips may be scheduled throughout the year. Parents will be notified in advance of such a trip.

### Programs

Students are expected to participate in school programs, and they are expected to learn their parts and to be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. **All Gateway Baptist Academy students are required to attend each school program, whether or not they have a special part in it.** Costumes may be required if a student participates in a drama role. The teacher will work with the parents concerning provision for the costumes.

### Graduation

There will be a formal graduation for students successfully completing Kindergarten, 8th and 12th grade at the end of each school year. This is a dignified occasion in which the clothing worn by the graduates from each class must be appropriate according to the dress guidelines.

### Sports

It is a privilege for any student to participate in extra-curricular athletic programs of the school. The privilege of participation may be restricted due to grades, behavior, attitude, or any serious infraction of school rules. Our goals are to have athletes who possess character both on and off the field and to ensure that our school is represented by mature Christian students.

**Each participant must maintain core and overall grade point averages (GPA's) of 2.0 or higher to participate, as well as, not having an 'F' in any class.** If a GPA drops below 2.0 at any time, or an 'F' has been received, the student will be ineligible to compete. The athlete must sit out the games (but may practice) until the next report comes wherein his grades have been remedied. All athletes must adhere to the GBA athletic guidelines and submit a weekly service report. **Each athlete must complete a sports physical exam before participating in practice sessions. All students must sign an "Athlete's Pledge" and all parents must sign a "Sports Parent Agreement Form."**

## Chorale

Students in grades 7 through 12 can participate in the school's chorale group. Students will practice at least once a week. These practices may take place before or after school hours. Each participant is expected to be faithful to all practices and be properly dressed during the group's presentations during school programs and church services.

## Fine Arts

Students in grades 7 through 12 are encouraged to participate in the annual Fine Arts competition during the second semester. The areas of competition are as follows: Bible, academics, music, art, and speech. In order to participate, **competitors must have achieved at least an overall 2.0 GPA for the first semester class grades. Third quarter grades at the time of competition must also show at least an overall 2.0 GPA.** Students are encouraged to begin preparing during the fall for the competition. Tryouts may be required in order to meet participant limit guidelines in specified categories within each area. Chapel attire is required for all participants at the time of competition. **Suit or sport coats are required for young men in preaching competitions.**

## Physical Education

Students from 5th through 10th grade are required to take Physical Education (P.E.) classes. Eleventh and twelfth graders may take P.E. classes, but it is not required.

Every student participating in P.E. classes must have the following:

- a. P.E. uniform- shorts should be long enough (below the knee when sitting, standing, and squatting) and loose enough (not showing what is under the pair of shorts; it should not restrict any motion the student must perform)
- b. Compression shorts– worn underneath the regular shorts; helps support student's midsection and is a good tool for modesty
- c. Sports physical exam– turned in by the first day of P.E. The student must have a physical every year the student participates in P.E. **The Jr. High and High School class will be held every Monday, Tuesday, and Thursday unless otherwise directed. Elementary P.E. will be on Tuesday and Thursday.** Because P.E. does not affect GPA, elementary teachers may opt to keep students in class during P.E. hour, due to schedules or student issues. The P.E. teacher is notified and marks attendance accordingly. Though the grade for this class does not affect the student's overall average, it is still a class that will appear on the student's transcript.

## Yearbook & Newsletter

The duty of completing an annual yearbook and publishing bimonthly newsletters belongs to students from 7<sup>th</sup>-12<sup>th</sup> grades. This is an extra-curricular activity and requires diligence. Students who sign up to be a part of the publishing staff of Gateway Baptist Academy must be ready to work, even after school hours to meet deadlines for publications.

## IX. Campus Regulations

Students will not be allowed on campus any earlier than 30 minutes before school (7:45 a.m.), unless accompanied by a staff member. School hours are as follows:

Monday-Friday: 8:15 a.m.—3:00 p.m.

Half-days: 8:15—12:15 p.m.

### Absences

Regular attendance is essential to successful class work. All absences are either excused or unexcused.

A student with more than 10 absences (excused or unexcused) in any 2 consecutive grading periods will be subject to an academic review and to the possibility of losing credit for all classes in that timeframe.

### Excused Absences:

**For *any* excused absence: a note (written or emailed) is required in advance of absence (appointments, bereavement, family days) or after an illness or appointment; and a call or email is required before 8:15 am if a student will not be in school, in order for the absence to be documented as “excused”. Refer to guidelines for “Unexcused Absences” when the guidelines are not followed.**

Illness – if a student will not be at school due to illness, the parent/guardian must notify the school by phone or email by 8:15 am the day of the initial absence and every subsequent day of absence. A note by the parent/guardian is required when the student returns to school for recordkeeping purposes, explaining the reason for the absence.

Death in the family – if a student needs to miss school due to a death in the family (immediate family and grandparents), the parent/guardian is required to notify the school as soon as is reasonably possible. A note by the parent/guardian is required when the student returns to school for recordkeeping purposes, explaining the reason for the absence.

Medical/Dental appointment – if a student needs to leave school early for an appointment, the parent/guardian is required to provide a note to the office the morning of the appointment, indicating the time they need the student dismissed from school and the reason for dismissal. If a student will be late for school due to an appointment, the parent/guardian is required to provide a note to the office the prior day, indicating the reason for the appointment, and an approximate time of expected arrival.

Family Day – One day **each semester** may be used for a family to have time together, as the ministry is committed to the spiritual longevity of the entire family. **Important: A written request must be provided to the administration and teachers at least 24 hours in advance of the scheduled family day. This request will be reviewed by the administration and teachers and the family will be notified of approval or decline.** Approval will be contingent on events/academics that need to take precedence (exams, SATs, programs, etc.) ***It is advised that the GBA school calendar be checked prior to scheduling a Family Day.*** Family Days do not affect the attendance record.

If a parent comes to school and takes their children home without prior and/or present notification, that absence will be considered unexcused.

***Make up work for excused absences:*** Tests and other previously assigned projects (science projects, research papers, book reports, etc.) scheduled/due the first day a student is absent will be made up/handed in the first day the student returns to school. Failure to turn in the work will result in a loss of a letter grade for each day it is not turned in. All other work missed during an excused absence may be made up within the same number of days the student was absent. The teacher will re-teach lessons missed upon the return of the student, as necessary. Parents may call the school office to request the teacher provide the homework in advance or daily for the student to work on at home. The teacher can provide a report of work missed. Jr. High/High School: It is the student's responsibility to schedule with teachers to make up the tests/quizzes and turn in the work. Depending on the schedule, this make up work may take place before or after school.

### **Unexcused Absences:**

**Unexcused absences include days taken for travel or vacation that extend beyond a Family Day. In addition, absences without appropriate notification will also be counted as unexcused absences.**

School work for unexcused absences: The teacher/administration determines whether a student may make up work missed for an unexcused absence. Lessons are not required to be re-taught. If it is determined that a student may make up the work, the teacher can provide the work, but there are no extra days given to make up the work. All tests/quizzes missed will be taken the day the student returns to class, unless otherwise noted by the teacher.

### **Tardies**

**A student is considered tardy when he/she is not prepared for the day**, as defined by the teacher, by 8:15 a.m. A tardy can be excused or unexcused. The administration will make the determination.

**If a student has accumulated nine tardies for any reason (excused or unexcused) during the quarter, the student will receive a one-day suspension which will appear on the permanent record.**

## General

The safekeeping of books is the responsibility of the student to whom the book is given. Damage or losses will need to be replaced.

A student may communicate with a teacher concerning school work only during school hours or after school until 3:30 p.m. and only on church/school property.

Parents will fill out a form regarding which people are responsible for their child's pickup from school. If a student is to be picked up by someone other than those who are listed on this legal document, a note of explanation or a phone authorization must be turned into the office in advance. Verification must be obtained to guarantee the individual's identity. **Teachers have no authority to release a child to anyone other than the parent/guardian.**

**Late Pick-up: Unless approved by GBA administration, students must be picked up no later than 3:15pm. Parents picking up students later than 3:15pm will be assessed a fee. The fee will be \$10 for every 15 minutes after 3:15pm.**

**Cell phones are only to be used during class breaks. Cell phones should be used for calling only and not for games, social networking, web browsing, etc. Texting and calling parents during school hours without permission of the administration is not allowed. If a student is ill, or needs to contact a parent, the office or administration will make the necessary call. The school administrator will make the final decision whether a student must be taken home due to illness or other related circumstances. Cell phones used without permission during school will be confiscated.**

Parents are to dress according to the school dress code when they are participating in a school activity in order for the students to not perceive a double-standard in existence.

Smoking is not allowed at any time on church or school property by anyone.

Gateway Baptist Academy is a CLOSED CAMPUS. Students are expected to remain on school grounds all day. During the lunch hour, students should not invite friends to come and visit them. No outsiders should be on the premises during the school day **(this includes parents without prior appointments)** unless they have prior business approved by the administration through the school office.

Students are not allowed to leave their designated area (classroom, lunch area, etc.) without permission from their teacher. Parents are asked not to place their student in a difficult position by asking them to do something that violates the teacher's expectations.

**During school hours, only students, faculty, and church staff members are allowed to be in the classrooms.** Exceptions can only be made by the school administrator. If you are to pick up your child, please wait at the office and we will bring your child to you.

Any student who walks or rides a bike home from school must have a written permission signed by a parent or guardian.

Magazines, newspapers, comic books, radios, MP3 players, and electronic games (even those accessed through electronic devices such as phones, tablets, etc.) are not allowed on school/church property during school hours without prior permission from the administration. (Note: exceptions are magazines/newspapers explicitly to be used for school related assignments.)

Students are not allowed to keep medication on their persons or in their lockers. If medication needs to be given during school hours, it will be done through the school office. Please send a note which indicates the frequency and dosage needed. **All prescription medications must be in a pharmacy container, with the directions for administering.**

Students driving to school must have a Driving Permission Card on file in the office. No student will be allowed to transport other students to and from school property unless approved by both the parents and administration. The school administration reserves the right to revoke any driving privileges given to students.

Students are not permitted to buy and sell personal items on GBA property (i.e. baseball cards, crafts, etc.).

The school enforces a **NO DATING POLICY**. Gateway Baptist Academy and Desert Gateway Baptist Church will not accommodate, encourage, and foster a relationship between a male and female student beyond friendship. Please do not expect special treatment for students who feel an attraction one for another.