

# Parent-Student Handbook



## Gateway Christian School

245 Fredericksville Road  
Mertztown, PA 19539  
610-682-2748

[www.gatewaycs.org](http://www.gatewaycs.org)

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## **I. OBJECTIVES**

Gateway Christian School was founded because of the burden felt by some of the parents of Fredericksville Mennonite Church. They realized a need to have their children's education work along side the home, and their Christian upbringing. So this school was started in 1978, and has allowed Christian parents an opportunity to have their children receive a solid education while being nurtured in the love of Jesus.

The objective in the building of a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a, "...love the Lord thy God with all thine heart, and with all thine might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children..." and of Proverbs 22:6 to "train up a child in the way he should go." Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train a student in Christian leadership, self-discipline, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

## **II. STATEMENT OF FAITH**

We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin.
- The one God, eternally existent Father, Son and Holy Spirit, Who created man by direct immediate act;
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation; and
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

### **III. ADMINISTRATION**

The principal reports to the School Committee and serves as an ex-officio member of the School Committee. The principal is responsible for the oversight of all staff, students, and volunteers.

All supervisors are directly responsible to the principal. Each supervisor is responsible for the oversight of monitors, volunteers, and the students in their assigned learning center.

Monitors are directly responsible to the supervisor in charge of the learning center they are assigned to. The monitor serves to assist in the oversight of the students and volunteers in the learning center.

The secretaries are directly responsible to the principal. Secretaries are responsible for clerical, filing, record keeping, and other assigned tasks as they relate to the operation of the school office.

All volunteers are directly responsible to the principal, and then to the supervisor of the learning center/area they are assigned to. Volunteers can possess many different skills and can be used to assist in various aspects of the school ministry.

### **IV. POLICIES and PROCEDURES**

#### **ADMISSIONS/ENROLLMENT**

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

#### **CHURCH AFFILIATION**

In order for the school and home to work together, students and parents are expected to belong to and regularly attend a Bible-believing church.

#### **ADMISSIONS PROCEDURE**

1. Family comes to visit school.
2. Read through handbook and information carefully.
3. Request that your pastor send a letter of recommendation.
4. Submit application accompanied by previous report card.
5. Office will call both parents and pupil for interview with the principal.

The principal will review the student handbook with the parents and students to ensure that all understand each of its provisions. Interviews will be scheduled at parents' convenience.

6. Parents will be notified of acceptance and fill out the remaining forms and submit a registration fee and testing fee. See separate Tuition Chart for rates.
7. All students must have the current state requirements for immunizations or have an exemption form signed by the parents.
8. New students are admitted on probation for the first six weeks.
9. Priority will be given in accepting returning students and siblings over new applicants.
10. Please be advised that no student is automatically re-enrolled, but all applicants for re-enrollment will be approved at the sole discretion of the School Committee.

## WITHDRAW POLICIES

A student may be withdrawn for any reason with written notification to the school. Such notification must be given at least seven days in advance of intended withdrawal.

The school has the right to ask for withdrawal of a student, for any reason, with written notification at least seven days in advance of requested withdrawal. (This does not apply to those asked to withdraw for Biblical or negative behavior reasons. NO advance notice is required for these reasons of dismissal.) A petition may be made to the School Committee in writing within 10 days of expulsion to request reconsideration.

## REINSTATEMENT POLICY

Sometimes it is necessary to dismiss a student for behavior problems or for rule violations, and many times these students want to return after a period of time. Reinstatement of a student is a School Committee decision, and the student will remain on probation for 18 school weeks, not including summer break.

## PARENTAL INVOLVEMENT

Parent orientation meetings and parent conferences promote a good understanding between parents or guardians and the faculty/administration of GCS. For this reason every parent is expected to participate in these informative and helpful programs.

Parent orientation is held on a Friday night in September. Parent conferences with the supervisor are scheduled on the Saturday following the end of the first and third quarters.

Throughout the year there will be other meetings at which attendance is expected: the GCS Ham Dinner, the Christmas Program, the Spaghetti Dinner, the Spring Concert, and the Awards Program on the Friday night after school closing.

Parents are also asked to participate in fund-raising events, which help offset school operating expenses. The monies raised at these events help keep tuition costs down.

We encourage our parents to: keep fully involved in their child's education; know what PACES their child is working in; know when to expect the Congratulations slip; help them memorize their monthly Scripture.

## **ACADEMIC POLICIES**

### **ACCREDITATION**

Gateway Christian School was founded in 1978, and had maintained "Model Status" with School of Tomorrow throughout the years. In 2002, we were honored to receive national accreditation through the National Association of Private Schools.

We are registered with the state so that the student's attendance here satisfies state truancy laws. Also, being a registered school entitles our school parents to free public busing. We also receive other benefits that the state offers private schools, such as access to speech therapy and computer equipment.

### **SCHOLASTIC CURRICULUM**

GCS uses three types of curriculum.

Pre-Kindergarten students use Funsteps - an innovative, fun approach to learning for Pre-schools.

For Kindergarten and first grade, we use the ACE Curriculum from School of Tomorrow in Lewisville, Texas. This curriculum is published in the form of individual workbooks (called PACES). The students complete the PACE and then are tested on the material. First grade students must score a 90% or higher to pass the PACE tests. All students must complete 12 PACES in each subject in order to complete one full year's work.

School of Tomorrow provides curriculum and programs for an international network of nearly 7,000 schools in over 120 countries, plus thousands of home-schoolers worldwide.

The School of Tomorrow educational concept is built on five basic laws of learning:

1. Students must be at individual levels where they can perform.
2. Reasonable goals must be set.
3. Students must be controlled and motivated.
4. Learning must be measurable.
5. Learning must be rewarded.

Working from these principles, this curriculum assures parents of:

- A solid back-to-basics education for their children.
- A course of study diagnostically individualized to meet a student's specific needs and learning capabilities.

- A program incorporating character-building and wisdom principles.

Students in second through twelfth grade use a combination of curriculums. For Chemistry and Spanish 2, master teachers instruct the students, under the direction of our facilitators, through a live, interactive satellite program from Bob Jones University. For the other Math and Science, English, Social Studies, and Electives, students are taught with curriculum from Bob Jones University Press and the PACE system as described above. Second through twelfth grade students must earn a score of 80% or higher to pass their PACE tests.

## GRADING SYSTEM

Grade scale for subjects traditionally taught:

98-100	~ 4.0 (A+)
96-97	~ 4.0 (A)
94-95	~ 4.0 (A-)
92-93	~ 3.0 (B+)
90-91	~ 3.0 (B)
88-89	~ 3.0 (B-)
86-87	~ 2.0 (C+)
83-85	~ 2.0 (C)
80-82	~ 2.0 (C-)

## HOMEWORK

Should the student not meet his goals for the day, he will be expected to complete the work at home. Should a younger student have homework, a green slip will be sent home with page numbers that need to be completed. The slip is to be signed, completed or not, by the parent acknowledging the homework assignment, and returned the following day. No encyclopedias may be taken home. Students should have good working habits at home. It is recommended that parents take an active interest in their children's homework.

## PROGRESS REPORTS

Progress Reports are given on the Wednesday following each marking period. The report is to be signed by the parent and returned to the school.

## GRADUATION REQUIREMENTS

A separate sheet listing the pre-college, general, and vocational graduation requirements may be obtained from the school office upon request.

## STANDARDIZED ACHIEVEMENTS TESTS

GCS is pleased to administer the Stanford Achievement Test yearly to

students in grades 1-12. This helps us identify areas of weaknesses and also identify those not making satisfactory progress.

We also keep applications on hand and encourage students to take the Scholastic Aptitude Test (SAT). This test is administered at other locations. However, we will administer the Preliminary Scholastic Aptitude Test (PSAT) upon request.

## CHRISTIAN CHARACTER BUILDING

### Opening Exercises:

Each morning all students meet at 8:05 am in the chapel and do the following activities together:

- Hymns and chorus led by the student praise team
- Student devotional input
- Announcements – with birthday congratulations
- Congratulations slips
- Monthly Scripture read (in centers)
- Prayer (in centers)

### Bible Study:

Students attend Bible study on a weekly basis. Biblical principles for living are organized, outlined, illustrated and discussed in these sessions.

### Chapel:

Chapel services are held on Wednesdays after lunch. This enables the students to identify their education with the ministry of the church. Local pastors, missionaries, and speakers bring the Word of God. Staff and students may conduct some chapels to prepare them for future ministry. Students should bring KJV Bibles to all devotional, chapel, and special meetings.

### Scripture Memorization

Psalm 119:11 reads, “Thy word have I hid in mine heart, that I might not sin against thee.” We believe that Scripture memorization is a necessary part of a Biblical education. Therefore, memorizing a monthly portion of Scripture is required. GCS uses the King James Version of the Bible in all school-related activities. All students must have their own personal copy of the King James Bible here on campus.

## FINANCIAL POLICIES

The tuition may be divided into ten equal payments. The first bill is normally sent out on August 1<sup>st</sup>, and continues until May 1<sup>st</sup>. If the tuition is paid in full by August 1<sup>st</sup> then a discount of 5% will be applied.

Fees: Capital, registration, re-enrollment, testing, PACE fees, textbook fees, and other fees pertaining to the LINC program (such as lab fees). See separate tuition chart for rates.

If the previous year’s bill is not paid by July 1<sup>st</sup>, the student will no longer be enrolled in the school, unless prior arrangements have been made between the

school administration and the parents. No records will be released until the bill is paid in full.

## **ATTENDANCE POLICIES**

Students are expected to attend school 180 days each school year. We are registered with the state so that the student's attendance here satisfies state truancy laws. We are required by state law to report any student who misses 3 or more days of school, without a lawful excuse, to their home school district. If your child is absent, please call the school office that morning to report his/her absence. Gateway Christian School has a policy for absences and tardiness with the intent to avoid unnecessary absences.

### **ABSENCES**

A written excuse signed by a parent or guardian must be presented when a student returns to school after an absence. This enables us to keep reliable school records, which are required by law. If the absence is foreseeable, a note should be sent in advance.

A doctor's excuse is required for absences after three days (consecutive or non-consecutive) due to sickness. The doctor's excuse is needed when the student returns to school. The only exception is if prior approval is obtained and at least one week's notice is given for educational trips or family vacations.

### **TARDINESS**

A student is considered tardy if they are not in the learning center by 8:00 am. The only exceptions will be the student's bus arriving late, bad weather conditions if driving or being driven, or if the teacher is notified the day before that the student has a doctor/dentist appointment, etc. When a student is late three times for unexcused reasons, it will be counted as one unexcused absence. Continued tardiness will necessitate a conference with parents and principal, possibly leading to a revocation of student privileges and/or suspension from school.

Doctor, dental, music, and other appointments are to be scheduled after school hours, if at all possible.

### **EARLY DISMISSAL FROM CLASS**

If a student has to leave class early, a note from the parent or guardian stating the reason, the time for dismissal, and the person picking up the student, must be turned in to the supervisor the day prior to or at least that morning. The person picking up the student must check in with the office before going to the classroom. This will help in ensuring the student's safety. Students are considered absent if they are not present for at least a half day of school (11:30).

## **HEALTH POLICIES AND MEDICAL GUIDELINES**

### **REQUIRED HEALTH SERVICES**

1. Physical examination: by school or private doctor for all students entering Kindergarten, 6<sup>th</sup> grade, and 11<sup>th</sup> grade. Parents must select physician and sign form first week of school.
2. Hearing testing: all students ages 5 through 9, 13, and 15.
3. Vision testing: annually for all students.
4. Height & weight: annually for all students.
5. Immunizations: all students except those with medical/religious/philosophical convictions. State form must be completed and signed by parent. Students with exemptions will be excluded from school if an outbreak of measles, rubella or mumps occurs.

Required immunizations for school enrollment:

- four Diphtheria/Tetanus (first one on or after fourth birthday)
- three Polio
- three Hepatitis B (first and second 28 days apart and the third 4 months later)
- two Measles/Mumps/Rubella (first one after 12 months old)
- one Varicella (or proof of chickenpox)

Notify school in writing of immunizations or boosters given during the year.

6. Referrals sent by nurses for vision or hearing failures should be taken to a doctor, completed, and returned to school.
7. Tuberculin testing: all students age 6 & 13

### **EMERGENCIES**

Minor injuries will be handled through the use of the first aid kit in the school office. (Written permission is needed for staff to administer minor first aid, Tylenol, etc.) In instances where a student needs medical attention, the office will call the parent first, then the family doctor if necessary. In case of an emergency a parent will be notified to pick up their child.

### **CONTAGIOUS DISEASES**

Due to the increase of diseases such as hepatitis, AIDS virus, meningitis, etc., all students should be instructed not to handle body fluids such as blood, saliva, or vomit, which may transmit diseases. Since individuals may be infected and may not be aware of it, students and staff need to treat all body fluids of others as possible disease transmitters. Because of this, it has become federal law that teachers use gloves when handling any bodily fluids.

A doctor should treat other contagious health problems, such as head lice, pink eye, strep throat, chicken pox, etc., and the student should stay at home until the doctor gives permission to return to school.

## MEDICATIONS

If a student is on medication for a sickness and a dose must be administered during the school day, a note stating dosage and time of administration should be sent in to the supervisor.

The supervisor will keep the medication and the instructions in his/her desk. For safety sake the student should not carry around medication or pills of any kind.

Medication for such conditions as Asthma, ADD, ADHD, and chronic illnesses must be kept in the medicine cabinet in the office. All medications must be clearly marked and labeled with the student's name, medication, and dosage. A doctor's note is required to administer these medications.

## DISCIPLINE POLICIES AND PROCEDURES

Gateway Christian School is not here as a corrective institution. We ask that a child not be enrolled with the idea that we will reform him/her. We are here to work with the home in helping the student grow in Christian character. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life: "What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?" I Corinthians 6:19

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept responsibility and to "walk honorably before all men."

We attempt to maintain a discipline here that is consistent, fair, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment, understanding, and love.

The student should at all times conduct himself in a manner becoming to a Christian. Gripping should not be tolerated! Please follow the listed grievance procedure if your child comes home complaining about a discipline procedure or policy.

Not all offenses warrant the same discipline; discipline is what is done for a student, not what is done to him. The ultimate object of correcting a child's behavior is the drawing of the student's soul to Biblical standards.

Minor offenses may be handled verbally, pointing out the infraction, but may also warrant a more severe sanction. Depending on the severity and nature of the action/violation, the student, depending on the circumstances, may be subject to any or several of the following sanctions listed in order of severity.

- verbal warning
- suspension
- conference
- probation

- dismissal

## **GRIEVANCE PROCEDURE**

Give the staff the benefit of the doubt.

Realize that your child's reporting can be emotionally biased and may not include all information.

Consider that the school has reasons for the rules and that they try to enforce them without partiality.

Approach the situation with a prayerful, Christian spirit in accordance to Matthew 18, not complaining to other parents, but addressing the matter with the appropriate staff member.

If the difficulty remains after consultation with the appropriate staff member, a conference may be scheduled with the parents, staff member, and principal.

## **LEARNING CENTER RULES AND GUIDELINES**

*Student Offices:* Offices are assigned and changed by the supervisor; they need to be cared for by the student.

A chair cushion, a desk mat, and approved background material for the bulletin board may be brought in by the student. Anything to be placed in the office needs to be approved by the supervisor.

Students are not to lean or sit on offices or dividers.

Electrical outlets are for approved school equipment only.

*PACES (Workbooks):* PACES are private property and are not to be shared among students.

After a PACE is completed and turned in, the student waits until the next morning before receiving his test; he waits an additional night before receiving test results and a new PACE.

Work in PACES is done in pencil, unless otherwise specified.

Work in PACES 1036-1072 must be done in cursive.

In order for the supervisor to help students, the questions must be worked out mathematically on paper and the work must be shown in Math and Science PACES.

The students without the supervisor's permission may not use calculators.

*Goal Chart:* The Goal Card is to be kept up-to-date. The page numbers of the work for that day should be written with a blue ink pen on the chart. Daily goals should be crossed off when they have been scored and corrected. Any changes need approval with supervisor's initials.

*Congratulations Slips:* Every time a student passes a test and receives a PACE star, a Congratulations Slip is given, which should be taken home to the parents to inform them of the achievement. Parents have an excellent opportunity to encourage and compliment the student at this time. Parents are encouraged to

keep involved in their student's schoolwork.

*Scoring Station:* Score Keys are to be handled carefully and are not to be written in. Score Key answers are for scoring work only.

Mark a red "X" beside each wrong answer in the PACE. (This indicates to the supervisor that you might need help.)

Use only the red pen supplied at the scoring table. (Never take it back to office.)

Correct wrong answers in pencil at office.

Rescore by circling each red "X" in red when answer is correct. Circle in red each PACE page number when all answers are correct on that page.

Student then replaces pen in holder, and should replace Score Key in proper place.

*Testing Table:* Students are tested on the material learned throughout the PACE at the testing table. No talking is permitted at the testing table.

## **RULES REGULATING STUDENT CONDUCT/ BEHAVIOR**

### **STANDARDS OF CONDUCT**

Students of Gateway Christian School are expected to refrain from encouraging or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, and criminal behavior. Students who participate in and promote such activities at school are subject to suspension or dismissal. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive cheerfully toward unquestionable character in dress, conduct, and attitude whether on or off school property.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of Gateway Christian School should immediately discuss the matter with a supervisor. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "...To him that knoweth to do good, and doeth it not, to him it is a sin." James 4:17

*Courtesy:* Christians, or those attending GCS, are expected to treat everyone with respect, and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, griping, gossiping, etc., will not be tolerated. Students need to learn to use words that build up and not tear down.

*Classroom Behavior:* The same rules of courtesy and respect for those in authority are to be observed. The supervisor will expect learning center rules to be observed cheerfully and promptly.

*Cleanliness of Clothing and Person:* In this age of modern conveniences,

there is no excuse to come to school dirty, or wearing unwashed, wrinkled clothing. Part of our witness as Christians, is that we care enough not to give offense in body or outward appearance.

*Cheating:* Cheating or a scoring violation in the PACE of a student will be dealt with promptly. Once a student fully understands the principles and dangers involved in cheating or scoring violations, the staff will then look at the reasons for this behavior. If we are unable to resolve the problem, the parents will be called in for a conference.

*Stealing:* Stealing or borrowing without permission will result in suspension or dismissal.

*Vandalism:* Destruction of property will not be tolerated. A minimum fee of \$25 will be billed to the student's family upon determination of cause and reason for action. For example: thermal pane windows would cost a minimum of \$100 in the new building. Not only should we respect other people's personal property, but respect for the property of God should also be taught to our children.

*Music Guidelines:* Christian music only – that which glorifies the Lord -- is permitted. Instruments and music are to be played only with permission.

*Books/Magazines:* The supervisor upon student's arrival at school must approve them.

*Language:* For Christians, and those attending school or school functions, it is mandatory that they not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Students should use only words that glorify the Lord.

*Physical Contact:* Offensive touching members of the opposite sex, or pushing, shoving, hitting, kicking, scratching, even spitting on another student are all forbidden. As a general rule, we expect that students not intentionally engage in physical contact with other students except when appropriate in furtherance of the student's education, such as in physical education settings. This will include the "hands-off" rule, and the "six-inch" rule.

*Boy/Girl Relationships:* In order to establish and maintain good Christian conduct and appearance, the following rule has been adopted and will be enforced. Boy/girl "couples" will not be permitted to be alone in or on school grounds.

*Off Campus Activity:* The conduct, which is prohibited at school, is equally prohibited away from school. It should be understood that the Christian life is not a game, with one set of rules for church and school and another for everyday life. Regardless of whether the prescribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including

expulsion.

*Bus Conduct:* GCS expects its students to maintain the same high quality of Christian behavior on the school bus, as they would display in the classroom. As Christians, we must continue to be an example of God's love in a world that is fast losing all moral absolutes. Let us not drag the name of Jesus, and of GCS, into the mud by our behavior when leaving or before coming onto campus.

- Observe the same conduct as in the classroom.
- Be courteous.
- Use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Bus driver is authorized to assign seats.

Parents will be notified, and asked to deal with incidents that warrant a bus misconduct report. The bus company will issue a written bus misconduct report. Three or more of these reports may result in a student being denied the privilege to ride the school bus.

*Prohibited Areas:* Students must stay away from and keep their hands off items in the following areas:

- Other student's offices.
- Teacher's desks and files
- Learning center when staff is not in attendance
- PE area except under supervised activity
- Automobiles and parking area across the road
- Principal's office and school office (unless authorized)
- Behind Music, Old, and New buildings
- Students may not leave the school grounds during school hours without permission.
- Food is not permitted outside of assigned areas.

*Prohibited Contraband:* Gum is not allowed on school property or at any school function. Not allowed on campus, field trips, or any school functions: weapons of any kind – including hunting weapons. Tobacco products of any kind. Lighters, matches, beepers, radios, MP3/CD/tape players, hand-held video games. Non-approved books, magazines, and reading material. Inappropriate jewelry and head wear, and gum of any kind. This includes illegal drugs and medications. (Medications requiring dosage during school hours must be given to the supervisors or the school office.) The School Committee has a "Zero Tolerance" policy. These are serious offenses that will be dealt with promptly and

appropriately.

Consequences for:

Weapons violations:

- Confiscation
- Suspension
- Police called in case of a gun
- Parent Conference
- Possible Dismissal

Smoking or using illegal drugs:

- Immediate suspension, dismissal, after parent notification.

Consequences for other violations:

- Confiscation and verbal warning/appropriate suspension/etc.

High school students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to non-uplifting (non-edifying) music, dancing, swearing, viewing or discussing inappropriate movies, unchaste behavior, and other questionable practices.

## **SEARCHES**

In every school there are those students who not only push the limits where the rules are concerned, they prefer to violate them when they can.

If there is suspicion that a student possesses an unapproved item, GCS reserves the right to search the student's person and belongings. By enrolling a child in Gateway Christian School, parents and children both consent to searches, both random and based on suspicion of contraband or activity violative of the rules and regulations set forth herein and agreed to by the parties.

- Automobiles: student will open – interior, including glove box, and trunk.
- Backpacks, purses, pockets, etc. Supervisor or student will open and empty out.
- Lockers, desks, etc. Supervisor or student will empty out.

Refusal to cooperate is grounds for suspension or dismissal.

Consequences for violation are the same as those on contraband infractions.

## **DRESS CODE**

### **STATEMENT OF POLICY**

Upon registration of the student, parents are expected to ensure that the uniform and personal requirements of GCS are being met. A top quality uniform is the highest standard for dress codes.

- A uniform prevents Christian youth from being a stumbling block through

- immodest and slovenly dress.
- Uniforms and high standards help prevent giving offense and result in higher discipline and higher academics.
  - Uniforms help improve a student's self image and give identification for building school spirit.
  - Uniforms reduce yearly clothing costs and eliminate decisions of what to wear.
  - Uniforms eliminate competition in dress between potential social climbers, while enhancing individualization in internal values.

*\*Uniforms must be purchased at:*

*McGinn School Apparel  
931 N. 8<sup>th</sup> Street  
Reading, PA 19604  
610-898-1225*

Please observe that all clothing should be clean and in good repair.

### BOYS:

#### *Mandatory Uniform:*

Heather (gray) slacks\* and wine polo shirt\* with the GCS logo. Pants must touch the top of the shoe. If slacks have belt loops, belts must be worn. (Slacks are not to be worn in a low-rise fashion.) A gray sweater vest\*, gray button down sweater\*, or a gray pullover sweater\* may be worn over the shirt. White T-shirts or turtlenecks may be worn under the wine polo shirt. Pictures, designs, or writing are not permitted on clothing.

Shoes must be polished and in good repair. Shoes are to be black or brown dress type; or plain, low top, ALL black sneakers. No sandals. Plain white or black socks must be worn.

#### *Personal Appearance:*

Hair must not touch the collar or the ears; style must be of a conservative nature. Bowl cuts, undercutting, racing stripes, initials, numbers or zigzag designs, shave cuts, punk, radical type cuts or hair coloring is forbidden. Standard crew or buzz cuts are acceptable.

Boys must be clean-shaven – no mustaches or stubble is allowed, and sideburns should be no lower than mid ear. Earrings, nose rings, or any facial or body piercing is not allowed. Only one necklace may be worn. Tattoos are not allowed (Leviticus 19:28).

### GIRLS:

#### *Mandatory Uniform:*

Girls under 10 years old at the start of the school year – Wine plaid dress jumper\*, with a wine polo shirt\* with GCS stitching. Length of the jumper should be to the middle of the knee or longer.

Girls 10 and older at the start of the school year – Wine plaid skirt\*, with a wine polo shirt\* with GCS stitching. Length of skirt is to be to the middle of the knee or longer.

Only the top button of the blouse may be worn open. White T-shirts or turtlenecks may be worn under the wine polo shirt. Skirts are to be worn at the waist and not in a low-rise fashion on the hips.

All shoes must have a closed back, or a strap; open toes are allowed. Shoes must have no more than a 2” heel. No sneakers except for low top ALL black. White or burgundy socks must be worn. Pantyhose are acceptable.

*Personal Appearance:*

Hairstyles and colors should be of a conservative nature. Punk and radical cuts and colors, or bowl and spike cuts are not acceptable. Make-up and jewelry should only be worn in moderation. Only 2 sets of earrings are permitted. Tattoos are not allowed (Leviticus 19:28).

*Winter Dress ~ (December 15 – March 15)*

Slacks and leg warmers may be worn under the uniforms. No jeans may be worn. Slacks and leg warmers must be removed before entering the learning center or sanctuary. White or wine leotards or tights may be worn. Boots may be worn during the winter months.

ALL STUDENTS:

*Physical Education:*

All gym clothing must be loose fitting. Students must wear plain black nylon “swish” pants. No side snaps, zipper or buttons above the knee. Wine T-shirts\* with GCS name and logo must be worn. Only sneakers are allowed for gym. For track or field sports, such as soccer or baseball/softball, cleated shoes may be worn on the field only!

*Dress-up Clothes:*

The rules for general dress are still in effect on dress-up days. Modesty and good Christian taste is always to be a priority. It is not to be casual dress, but the type worn to church.

Boys should wear a dress shirt, tie or bow tie. No bolo ties. Belts are to be worn with pants that have belt loops. No jean material of any kind will be permitted.

Girls are not to wear slacks or anything pertaining to slacks. Necklines are to be no lower than the collarbone, (the distance of one button open on a shirt/blouse). No sleeveless blouses may be worn. See-through materials or clothing that is tight or clingy will not be permitted. No midriff shirts/skirts. Skirt length should be to the middle or below knee when sitting down. Side or back slits in dresses or skirts must be below the knee. No jean material of any kind will be permitted. No athletic shoes or sneakers are allowed except for plain, low top, all black sneakers.

## VIOLATIONS OF DRESS CODE

Supervisors will verbally warn students for dress code violations. If the violations persist, students will be denied entrance to the classroom and parents will be called to pick up the student. A conference may be needed to discuss the student's attitude and remedies suggested. If the student refuses to cooperate, the privilege to attend GCS will be withdrawn.

## **GENERAL ADMINISTRATION POLICIES and PROCEDURES**

### HOURS OF OPERATION

*Office:* The principal's office is open from 7:30 am to 3:30 pm each school day. Parents may drop off tuition payments or schedule an appointment to meet with faculty or school officials, or check on scheduling, etc. at the office during operating hours.

*School:* The school day begins at 8:00 am and ends at 2:55 pm. Students must go to their respective centers immediately when the buzzer sounds at 8:00 am. With the announcements of bus dismissal, students must go directly to their waiting buses, or rides. For those students who are waiting for later or connecting buses, or later rides, school rules still apply in regard to conduct and uniform dress. All students must be picked up by 3:00 pm, except for organized school functions.

**Note: Written permission by parents must be sent to the principal's office for any alteration in travel plans. (For example: Both parents need to give permission for a bus rider going home with another student, either on another bus or by automobile.)**

### BUSING

Being registered with the state entitles our school parents to free public busing. Currently, we have 8 districts busing students to Gateway each day – Boyertown, Brandywine Heights, East Penn, Fleetwood, Kutztown, Northwestern, Oley, Parkland, and Upper Perkiomen.

## LUNCHES

Students eat lunch in the cafeteria in two groups:

11:25 – 11:55 am (Pre-K – 5<sup>th</sup> Grade)

12:00 – 12:30 pm (6<sup>th</sup> – 12<sup>th</sup> Grade)

Tables must be cleaned off, and all trash placed in the provided receptacles. A menu will be passed each morning so that students may order lunch from the kitchen. If lunch is ordered, it must be paid for. Students are allowed to bring their own lunch, and may use the microwaves available to them. Carbonated soda of any kind is not allowed for lunch or snacks.

Visitors are allowed to eat lunch with students provided they have checked in with the principal's office, the supervisor of that class, and they are wearing the appropriate clothing.

## VISITORS

In the interest of security, ALL visitors must check into the office and state the purpose of their visit, and how long they plan to stay on campus. All visitors must also maintain appropriate clothing standards.

## SCHOOL CLOSINGS

If, due to inclement weather, your school district has a delay or a closing, busing will be provided on the same schedule as the public school district.

Because of the location of GCS, we can have extreme weather that could render our roads impassable while other districts remain unaffected. Follow your school district schedule but check to be sure Gateway Christian School is open.

We work with WDAC fm 94.5, WBYN 107.5, WAEB am 790, TV channels 6, 10, and 69. We do our best to get the status of GCS on the air as close to 6:00 am as possible.

We do build some snow days into our yearly calendar; however, at the end of a particularly bad winter we may need to extend the school year to fulfill the required number of days.

When in doubt, call the school office.

## EMERGENCY CONTACTS

In cases of emergency, a student may be called to the phone; however, the circumstances of the emergency should be conveyed to the office. Messages can be left in the office to be delivered during break.

## FUND-RAISERS

During the course of the school year there will be some special fund-raisers; student council, team sports, special needs, etc. All fund-raisers should be planned, and then submitted to the school committee, via the principal's office, to avoid confusion and "fund-raiser burn-out."

## STUDENT INSURANCE

Gateway Christian School does not provide accident insurance; it is the parent's responsibility to cover their children. Please be aware that insurance coverage is not in effect outside of school hours; there is a notice posted on the playground regarding this.

## ANNUAL AWARDS PROGRAM

The annual Awards Program is held at the end of the school year. It is a time to reward the students for their accomplishments during the school year. A tentative list of awards is available upon request.

## MERIT SYSTEM

In order to help increase the promotion of good work habits, and to help offset the correcting of the negative, the merit system is set up to encourage the students to improve their work habits, to read more books, and to memorize Scriptures.

The following are ways that students may earn merits:

- If a student completes and corrects all his work for that day, he will receive one merit.
- If a student shows unusual improvement in penmanship, overall PACE work, or improvement in a subject that was difficult for him, the student will receive one merit.
- If a student gets a 100% on a PACE test they will get one merit.
- If a student reads an extra book that is not used for literature and writes a book report, the student will get five merits.
- If a student reads an extra book and gives both a written and oral report, he will receive a total of seven merits.
- If a student says one months extra Scripture he will receive 3 merits for a green star and 5 merits for a red star.

Students will be given specially made merit cards at the time they earn them. The student's name will be written on the back of the card. They may only redeem their merits.

We have set up a gift shop for students to redeem merits. We have items that the students can use and enjoy (i.e. - fancy pencils, erasers, small toys, etc.) Students also can save up merits throughout the year for larger items.

## SCHOOL PHOTOS

Student pictures are taken here at the school, with sufficient notice to the parents. Packets are sent home in advance giving parents the opportunity to purchase school picture packets.

## HIGH SCHOOL STUDENT EMPLOYMENT

Graduating High School students, with 36 or fewer PACES remaining by the beginning of second semester, must maintain the following requirements to be excused from school early for outside work:

- Attendance in school of four hours minimum per day until graduation.
- Note from prospective employer indicating acceptance of the student to work during school hours.
- Work must correspond with a “course of study” provided by the school, ex. vocational/career.
- Conference conducted with student, parents, and principal for approval.
- Work cannot begin until the spring semester.
- Carry and maintain full academic load (no goals cut).
- All academics must be completed by graduation day.
- Leave at 12-12:30 p.m. daily; not full days out.
- Change of attitude/behavior toward or in school will revoke privileges.

## EXTRA-CURRICULAR PROGRAMS

*Physical Education:* It is a state requirement and policy that no student is excused from the required physical education course offered, unless a doctor’s excuse is presented. A verbal warning will be given if a student fails to be in complete P.E. uniform for the P.E. period. For repeated offense, the student will not be able to participate, and attitude and cooperation will be addressed.

*Athletics:* According to the availability of volunteer coaches, GCS has successfully fielded teams in events such as:

Basketball	(Boys & Girls)
Soccer	(Boys & Girls)
Volleyball	(Girls)

## STUDENT COMMITTEES

Students are encouraged to use their talents in extracurricular activities to better themselves and the school body. Volunteers and/or nominations form committees for the following:

Student Council  
Newspaper  
Yearbook  
Worship Team

Guidelines will be provided.

## FIELD TRIPS

Pupils who meet the minimum requirements have the honor of attending field trips. Students must also know the previous month’s Scripture. This educational excursion is held to provide a regular incentive to those who meet all the minimum requirements.

Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Supervisors may ask students to take notes and complete tests upon returning to school. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are trained in the art of self-control and gracious deportment in various social conditions. Parents/sponsors must abide by the same dress code as the students.