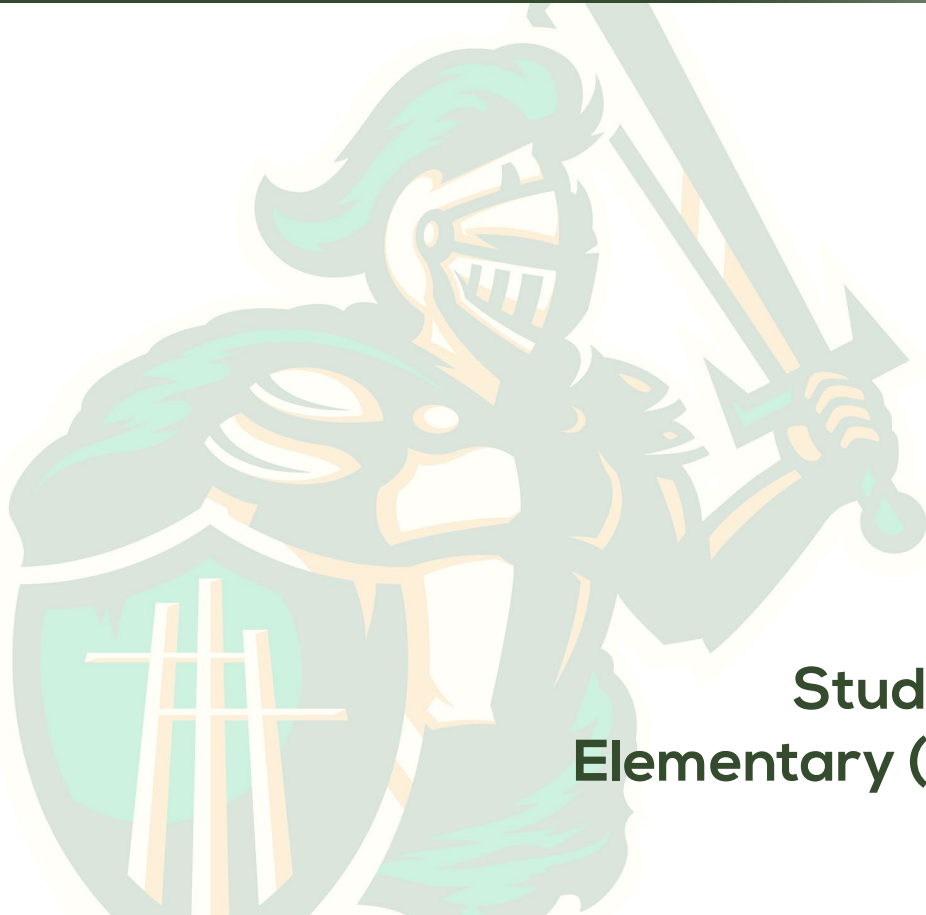




# Gateway

CHRISTIAN ACADEMY

INTEGRITY  
RESPECT  
SAFETY  
RESPONSIBILITY  
HUMILITY



**Student Handbook**  
**Elementary (K3-5<sup>th</sup> Grade)**

last update 08/01/2022

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# I. Philosophy

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## ◆ Mission Statement

It is the mission of Gateway Christian Academy to educate the whole person under the authority of God's Word. We believe GCA can best achieve our mission by training young people spiritually, academically, socially, and physically. Gateway stands hand-in-hand with parents and the church in fulfilling this biblical mandate to train up children in the way they should go.

## ◆ Statement of Faith

We believe in the plenary, verbal inspiration of the Scriptures which guarantees their accuracy and establishes them as man's only authoritative source and guide for life and faith.

We believe in the One, True, Living and Eternal God Who exists equally in three persons: the Father, the Son and the Holy Spirit.

We believe in the deity, virgin birth, vicarious atonement, bodily resurrection, and the imminent return of Jesus Christ for His bride, the Church.

We believe in the necessity of the new birth for all fallen men, which is a work of grace wrought by the Holy Spirit conditioned by a personal faith in Jesus Christ as one's own Lord and Savior.

We believe in the local church and the church universal. The local church is constituted of an assembly of born-again believers who assemble to preach the Gospel, administer the ordinances, and practice Christian discipline. The universal church is made of all born-again believers of all areas and ages.

## ◆ Objectives

Spiritual maturity and academic excellence are the objectives of Gateway Christian Academy. We believe that the Christian, everything else being equal, ought to do a better job than the non-Christian at any endeavor he undertakes for the glory of God. The following is a summary of the basic objectives of Gateway Christian Academy:

- **Bible Teaching** The objectives of our Bible program are to win students to Jesus Christ, to teach students the contents of the Scriptures, to apply the principles of Scripture to their lives, to develop a love and respect for the Word of God, to help them hide the Word in their hearts, and to make the Word of God the major rule of faith and practice when they become adults.
- **Academic Excellence** The curriculum stresses academic excellence and encourages the development of individual talents. Emphasis is placed on the basic fundamentals. We agree that a student's education, in the final analysis, must be measured largely in terms of his ability to read and interpret intelligently, communicate effectively, compute accurately, write legibly, and spell correctly.
- **Christian Americanism** We teach our students to appreciate and love America and its Christian heritage. We incorporate teaching principles of individuality, self government, conscience as property, and political union upon which our forefathers founded this great republic.
- **Character-building Discipline** The Bible teaches our goal for our youth is to see them "conformed to the image of His Son" (Romans 8:20). We are dedicated to the goal of turning out a special product—a young person with Christian character and self discipline, academically equipped to go out into a lost world and lift up Jesus Christ without fear or apology.
- **Leadership** It is our desire to instill within students the ability to distinguish between right and wrong, to take the responsibility to personally do right and to exercise initiative in leading others in the right direction. We feel that the greatest need of our nation and world today is well-trained Christian leaders.
- **Manners and Courtesies** - Unconsciously practicing good manners and etiquette is our goal for GCA students. Good manners and courtesy are the consideration of the rights and feeling of others and not drawing attention to oneself.

• **Dedicated Christian Teachers** - We believe that dedicated Christian teachers who follow Scriptural instructions to “train up a child in the way he should go” will have a far-reaching influence in the lives of youth. Gateway Christian Academy teachers consider their positions as a calling from God, not merely a job.

#### ◆ **Standards of Admission and Conduct**

*The following must be signed by all GCA students and parents:*

Gateway Christian Academy is first and foremost “Christian.” Our primary purpose is to join with parents in fulfilling the command from God to rear their children in the “nurture and admonition of the Lord.”

To accomplish this task a number of factors must be present in the school. The staff, curriculum, and policies must be Christian. However, even when the above are present, we have found that our efforts are in vain if there is a contradiction of philosophy and practice between the school and home. We are unable to help the child who at home is allowed to indulge in some of the practices which are taught and preached against at school.

We, therefore, request that before a student is admitted to Gateway Christian Academy he or she must agree to adhere to the following:

1. GCA students will refrain from immoral behavior: use of indecent language (spoken or written), smoking, drinking alcoholic beverages, abuse or distribution of illegal drugs, premarital sexual relationships, homosexuality or bisexuality (in practice or proclamation), transgenderism, gambling, cheating, fighting and any other actions specifically forbidden in God’s Word. Students are also expected to avoid locations where these actions are taking place.
2. GCA students will not be involved in corrupt entertainment: Intentional indulgence of media in any form (music, movies, television, books, magazines, internet, etc.) that is blatantly opposed to the teachings of God’s Word.
3. GCA students will also maintain a positive Christian testimony with regard to courtesy, kindness, decency, modesty and honesty.
4. GCA students will hold God and His Word in high regard, respecting the God-given authority of parents, church leaders, school faculty/administration, and government officials.

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 Christian Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

#### ◆ **Church Attendance**

We desire that all Gateway Christian Academy students attend a Bible-preaching church and Sunday school each Sunday. If a student does not have a regular church home, we recommend the ministry of Gateway Free Will Baptist Church, located on the same property as the school. If you should have any questions about the church or need transportation, please call us at 499-6551.

## **II. Academic Policies**

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A Christian school is not merely a school with the proper environment for learning. The academic program must also be proper. At Gateway Christian Academy, we believe we have the proper Christian academic program. We believe our program is truly God centered in all areas.

### ◆ Curriculum

Using A BEKA BOOKS, Bob Jones University Press, and other traditional texts, GCA offers a full academic program. Your child will learn in a well-structured atmosphere designed to enable each student to concentrate on his studies and achieve his highest academic potential.

### ◆ Report Cards

Report cards are issued every nine weeks. All financial obligations must be current before report cards can be issued. Parents will receive a hard copy of the report card and may also access it on RenWeb.

### ◆ Progress Reports

Parents may keep track of academic progress through RenWeb ParentsWeb. If there are any questions concerning a student's progress, please make an appointment with the teacher.

### ◆ Testing and Grading

#### Grading Scale

**A** 92-100    **B** 84-91    **C** 76-83    **D** 70-76    **F** Below 70    **I** Incomplete\*

*\*Work must be finished within a time frame approved by the teacher and administration.*

#### Class Conduct and Work Habits Scale

**E** Excellent

**G** Good

**S** Satisfactory

**N** Needs Improvement

**U** Unsatisfactory

### ◆ Promotion Requirements for Elementary

To be considered for promotion (for grades K5 though 5) each student must pass the following subjects:

Bible

Math (Numbers)

English (Phonics)

Reading

If two of the four subjects are failed, the student will not be promoted. Failure of one of the above subjects will require the student to be tutored successfully before promotion will be made. Failure of any other subject area will cause promotion to be conditional upon the recommendation of the teacher and administration.

### ◆ Academic Honors

#### Honor Roll

GCA recognizes those who excel academically by placing them on the Honor Roll. To qualify, the student must have no lower than a "B" in all academic subjects and no lower than a "C" in non-academic subjects. Honor Rolls will be posted for the first three quarters based solely on the nine weeks average, not semester averages. The yearly Honor Roll and final awards are based on the year-end average.

#### Principal's Honor Roll

Along with the Honor Roll, GCA recognizes those students who show superior skills and application by placing them on the Principal's Honor Roll. To qualify, the student must have no lower than an A in all academic subjects with no lower than a B in non-academic subjects. Penmanship is not counted as an academic subject.

## **Citizenship**

GCA wants to recognize students who faithfully excel in having good work habits and overall classroom behavior. Citizenship awards are given to students who receive either G or better in work habits and classroom conduct.

## **III. Classroom Policies**

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### **◆ Attendance**

- Daily attendance will be reported on every student's report card and transcripts. Students will be marked Present, Absent (Excused), Absent (Unexcused), or Tardy for each school day.
- To be marked Present, a student must be present for a minimum of three hours of the school day.
- EXCUSED absences include sickness, death in the family, emergencies, pre-approved absences. In order to be excused, parents must send a note or email the teacher.
  1. Excuses for illnesses lasting three or more days must be accompanied by a note from a physician.
  2. Non-emergency absences must be approved by the administration in advance.
- All other absences are UNEXCUSED. Students will be responsible for all assignments, tests, and quizzes just as if they were present and may face further disciplinary action.
- Any suspension will count as an unexcused absence.
- As a general rule, students have as many days to make up work, as they are absent.
- No refunds on tuition or fees are made due to absences.
- Students will not be allowed to miss more than 20 days per school year. A student missing more than 20 days in any school year will receive a failing grade unless there are extenuating circumstances approved by the administration.
- When your child is absent from school and needs his/her homework assignment or missed work, please check RenWeb ParentsWeb then telephone the school office or email the teacher if you need more clarification. The teacher will send appropriate work to the office where assignments can be picked up at the end of the school day.

### **Tardiness**

Promptness is a virtue that is considered very important at Gateway Christian Academy. Being on time for school sets good habits and helps the class and student start off the day efficiently. PARENTS MUST HELP IN THIS AREA. Many students are late simply because a parent did not bring the student on time. This is unfair to the student, the teacher, and other students. Traffic in the Hampton Roads area is always a problem; plan and allow time for traffic every day.

- A tardy pass must be obtained in the office when a student is late for school.
- Five tardies will be considered an ABSENCE in a grading period. The student will not qualify for perfect attendance and records will be marked accordingly.

### **Early Pickup**

Our full academic day is not complete until 3:15 for grades 1-5. Students will not be released ten or twenty minutes early just to avoid traffic. Only students with pre-approved appointments will be allowed to leave at that time. All students leaving early must be checked out through our office. If a student is returning to school after an appointment, please make the office and teacher aware.

If someone is picking up your child other than yourself, please contact the office to add that individual to your child's approved pickup list.

## ◆ Homework

Homework is given for drill, reinforcement, remedial help, or special projects and is therefore an integral part of the Gateway Christian Academy program. Assignments are to be complete, on time and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency situation occurred preventing homework being done.

No homework will be given on Wednesday nights, during special revival services at Gateway, or when there is a school program.

Total work time for the average student:

1<sup>st</sup> and 2<sup>nd</sup> grade – 15-30 minutes

3<sup>rd</sup> and 4<sup>th</sup> grade – 20-40 minutes

5<sup>th</sup> grade – 45-70 minutes

Keep in mind times may vary and lengthen due to special projects or exams.

### Homework Offense Policy per Nine Weeks

- First Offense: Verbal warning, complete assignment.
- Second Offense: Note to parent, complete assignment.
- Third Offense: Phone call to parents, complete assignment.
- Fourth Offense: Extra assignment as punishment, quiet lunch, phone or note home to parent, complete assignment.
- Fifth Offense: Quiet lunch, after-school detention may be assigned, phone call to parents to schedule conference with the teacher, complete assignment.
- Sixth Offense: Quiet lunch, after-school detention, extra assignment for punishment, parents notified that student will visit the office on next offense, complete assignment.
- Seventh Offense: Student will visit the principal, conference will be made with parents.

## IV. Discipline Policies

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"Train up a child in the way he should go: and when he is old, he will not depart from it." -Proverbs 22:6

"Let all things be done decently and in order." -I Corinthians 14:40

Discipline is a balance of love and control. Discipline is far more than chastisement or punishment. Discipline and order are necessary to the traditional educational process. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.

## ◆ GCA's Foundations

Gateway's classroom discipline is designed to encourage students to exemplify five foundational characteristics in order to develop Christlike character. Rather than focusing on the negative behavior that should be avoided, typical behavioral and institutional issues will be addressed in the context of how to actively exemplify these foundations:

### • INTEGRITY- Do what is right simply because it is right

*Ponder the path of your feet; then all your ways will be sure. Do not swerve to the right or to the left; turn your foot away from evil. Proverbs 4:26-27*

We should each strive to live an honest life of the highest character regardless of consequences. We should take special care to ensure that we are doing what is right in all circumstances no matter how important or trivial they may seem.

- **RESPECT- Genuinely value others and their property**

*Whatever you wish that others would do to you, do also to them. -Matthew 7:12*

We can live out the golden rule by building others up, giving them the benefit of the doubt, and seeking to resolve conflict privately and efficiently.

- **SAFETY- Look out for the well-being of yourself and those around you**

*Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.- Philippians 2:3-4*

One of the primary purposes of the body of Christ is to meet the physical needs of others. Our own comfort or convenience should never be more important to us than the well-being of others. Everyone has a responsibility to promote a safe environment while actively avoiding actions that could cause harm.

- **RESPONSIBILITY- Be accountable to yourself and others for what you can control**

*But let each one test his own work, and then his reason to boast will be in himself alone and not in his neighbor. For each will have to bear his own load. -Galatians 6:4-5*

Maturity is marked by the ability to make wise decisions regarding use of time and resources to accomplish specific goals. Only through self-sufficiency and hard work can one take pride in individual effort and the results of labor.

- **HUMILITY -Follow Christ's example of self-denial by being a servant to others**

*Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men. -Philippians 2:5-7*

Jesus valued the salvation of man more than His own identity as God, His position in heaven, and His own physical life. Gratitude for His sacrifice should drive every Christian to think of others before self and live out this attitude through service of God and man.

Gateway Christian Academy has a Christian faculty that has the best interest of your child at heart. They must have your confidence in the matter of discipline. However, if you are in disagreement, please voice it to the teacher or the administration and not to your child. Once a parent joins with the student in opposition to the teacher, the student often assumes that it is the parent against the school and teacher. Often a note or a conference can quickly resolve the difficulty. Make sure as a parent that you have all the facts before you act.

Discipline at GCA has several forms:

- Verbal warnings
- Time out of recess or fun class activities
- Loss of talking privileges at lunch
- Extra assignments
- Phone calls or notes to parents
- Counsel by teachers or administration
- Behavioral probation
- Suspension
- Expulsion



### ◆ Behavioral Probation

A student is placed on behavioral probation when he repeatedly or flagrantly ignores, disobeys, or flaunts school regulations or teacher instructions. If a student fails to respond to this action, suspension or expulsion may follow. During the probation there must be a noticed change in attitude of the students, and parents must work with the school to resolve this problem.

### ◆ Suspension

We have in-school and out-of-school suspension. In either case, the student receives an absence on the records. Required assignments must be complete before the student can return to class.

### ◆ Expulsion

Any student expelled from Gateway Christian Academy will be required to stay out the remainder of that semester and the following full semester. Then and only then, will re-admission be considered. To be considered for re-admission a recommendation from the pastor or youth pastor of the church the student attends will be required. Students who withdraw from GCA during the process of fulfilling disciplinary procedures (suspension, disciplinary probation, etc.) will be held to the same re-admission and probationary requirements as a student who was expelled.

## V. Dress Code

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There are four principles of Christian dress set forth in I Timothy 2 which, although addressed to women, apply in principle to men. These should guide every Christian in matters of dress:

**Modestly** – v. 9 “... that women adorn themselves in modest apparel...”

**Meekly** – v.9 “...with shamefacedness and sobriety...” (being submissive to God’s will in matters of dress.)

**Moderately** – v. 9 “...not with broided hair, or gold, or pearls, or costly array...”

**Manly or womanly** – v. 10 “... But (which becometh women professing Godliness) with good works. i.e. a woman is supposed to dress as a woman and a man as a man (I Corinthians 11:14)

We recognize that conformity does not necessarily mean conviction. However, it is the desire of the administration of Gateway Christian Academy that our students develop some strong personal convictions of their own. In the meantime, it will be necessary for the school and parents together to point them toward what is right or wrong according to Biblical principles.

The dress rules apply to school hours, as well as to athletic and social events for all students.

We also request that parents respect our school standards by dressing modestly at any school function.

### ◆ General Guidelines

- GCA elementary students must wear school uniforms obtained through Flynn O’Hara Uniforms Inc.  
**NOTE-** Only the styles currently for sale are permitted. Several colors and styles of clothing (blue pants, unbranded shirts, etc.), were discontinued following the 2014-2015 school year and, although they were permitted during the transition year of 2015-2016, those items are no longer permitted.
- Uniforms should fit modestly and be neat in appearance.
- Students often grow quickly. Please be aware of the changing needs of your student and mindful that GCA teachers may contact parents if a particular uniform becomes too tight or short.

**NOTE-** Please be aware that only the uniforms currently for sale through Flynn O’Hara will be permitted. These items are listed below. Please visit <http://flynnohara.com> to set up an account for online

purchasing options. We highly recommend visiting the Flynn O’Hara retail store where you may try on the styles for proper sizing before purchase:

Flynn O’Hara Uniforms  
Woods Corner Shopping Center  
1920 Centerville Tpke #113  
Virginia Beach, VA 23464  
(757) 479-2100

### ◆ Elementary Boys’ Dress Code

#### **Pants**

- Flynn O’Hara khaki flat front pants may be worn. (Alternative pants may be acceptable. A supplemental uniform guide with a list of alternatives is available in the school office.)
- Pants must fit modestly and should not be form-revealing.
- Belts should be worn with all uniform pants.

#### **Shirts**

- Flynn O’Hara Green or White polo shirts (short or long sleeve) with the GCA shield logo may be worn.
- Shirts should remain tucked in at all times.

#### **Shoes**

- Shoes and socks must be worn at all times.
- Open toed shoes, sandals, and flip-flops are not permitted.
- Ragged tennis shoes are not permitted.

#### **Hair**

- Hair must be neat, clean, and present a groomed and conservative appearance. Hair styles that are associated with worldly forms of entertainment should be avoided.
- Distinct lines or shaved patterns will not be permitted.
- Length
  1. Hair should be off the ears, collar, and eyebrows.
  2. Sideburns should be neatly trimmed and should not extend below the lower opening of the ear.
- Hair should not be dyed any unnatural colors.

#### **Accessories**

- No jewelry may be worn other than watches.

### ◆ Elementary Girls’ Dress Code

#### **Jumpers/Skirts**

- Flynn O’Hara plaid or khaki drop waist jumpers may be worn.
- Flynn O’Hara khaki pleated skirts may be worn by 5th grade girls.
- Jumpers and skirts must come to the bottom of the knee at all times.
- Shorts should be worn under skirts or jumpers for playground purposes.

#### **Pants**

- Flynn O’Hara khaki flat front pants may be worn. (Alternative pants may be acceptable. A supplemental uniform guide with a list of alternatives is available in the school office.)
- Pants must fit modestly and should not be form-revealing.

#### **Shirts**

- Flynn O’Hara Green or White polo shirts (short or long sleeve) with the GCA shield logo may be worn.
- Flynn O’Hara Green or White Ladies 2-Button Pique Fitted Shirt with the GCA shield logo may be worn.
- Flynn O’Hara Yellow or White Peterpan Collar Blouses (short or long sleeve) may be worn only under jumpers.
- Shirts should remain tucked in at all times.

## **Hair**

- Hair is to be styled neatly, conservatively, and in good taste. Styles that are associated with worldly forms of entertainment should be avoided.
- Hair should not be dyed unnatural colors.
- Girls should not wear their hair extremely short or in a boy's style.
- Hair-bows, scrunchies, barrettes, headbands, and beads are permitted in good taste; however, if these become a distraction the teacher may tell the student not to wear them.

## **Accessories**

- Jewelry may be worn in good taste. Teachers have the right to request jewelry not to be worn in the lower grades if it becomes a distraction or play toy.
- We only allow students to wear one earring per ear, at the bottom of the earlobe. No other piercings will be permitted. Hoop earrings are highly discouraged for little girls running on the playground. Earrings can be no bigger than a nickel for K5-5th grade. The school is not responsible for lost jewelry.

## **Shoes**

- Shoes and socks, tights, or hose must be worn at all times.
- No single strap or backless sandals are permitted. All shoes must have a back.
- Heels greater than two inches are not permitted.

## **◆ Coats and Outerwear**

Jackets and coats may be worn to school as needed but should be removed for class and indoor school activities. Because students have different levels of comfort regarding temperature, the following forms of outerwear will be permitted in class:

- A solid-colored sweater or fleece may be worn in class.
- GCA-branded sweatshirts, hoodies, jackets, fleeces, and pullovers may be worn in class. These are available for purchase from Flynn O'Hara and in the school office as available.
- Outerwear should be worn over a school uniform top, not as a top or shirt.

## **◆ Elementary Athletic Dress Code**

- Students must wear the specified P.E. shirt and shorts/pants available for purchase in the school office on P.E. days.
- Students should wear non-marking tennis shoes on P.E. days.
- All clothing should fit modestly and
- Shorts should reach the knee at all times.

## **◆ Extra-curricular Activities**

Students should be mindful of school dress policies at all school functions (sporting events, school programs, fundraisers, etc.) whether these events are on the campus of GCA or elsewhere. While students are not required to wear their school uniforms or be in classroom attire, they should abide by the following modesty guidelines while attending extra-curricular activities:

- Clothing should be in good taste and appropriate to the event.
- All garments should reach the knees (shorts, skirts, dresses, etc.) and cover the shoulders.
- Tight-fitting or form-revealing apparel will not be permitted.
- There should be sufficient overlap between top and bottom garments that skin will never be visible between them.
- Messages and images on apparel should not be negative, unbiblical, or promote immoral entertainment.
- Students who, in the discretion of school administration or their representatives, are not in

conformity with these guidelines may be asked to leave the event or change clothing and may face disciplinary action.

## **VI. Enrollment/Withdrawal Policies**

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### **◆ Admissions Process**

1. **INTERVIEW.** Before we ever accept an application or take any enrollment fees, we would love to talk with you about what GCA offers and make sure our school is a good fit for your family. We would like to meet at least one parent and the student. Call the school office at (757) 499-6551 or email [pwnerner@gatewaycrusaders.com](mailto:pwnerner@gatewaycrusaders.com) to schedule your interview.
2. **APPLY.** Fill out an application and turn it into the office or submit it via email. You may do this when you arrive for your interview or ahead of time if you wish, but we will not enroll students until after the interview. Enrollment fees are due with your application. We will also send for records from previous schools at this time.
3. **ENROLL.** Once we review your application and academic records, we will notify you of our decision via phone call and written notification if requested.

• **Statement of Nondiscrimination-** GCA admits students of any race, color, and national or ethnic origin. In addition, GCA does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extra-curricular activities. Gateway Christian Academy does reserve the right to not admit students that we feel we are unable to meet their special educational needs.

This nondiscriminatory Policy of GCA also includes the hiring of faculty or administrative staff.

### **◆ Financial Information**

#### **Tuition and Fees**

Gateway Christian Academy depends upon tuition for nearly the entire operating budget. We have only two options available for paying tuition. Tuition can be paid in full to the school before July 15 or it can be broken down into ten monthly payments (August – May) through FACTS (automated draft). There will be a yearly enrollment fee. Re-enrollment will be less than new enrollment. Each family attending Gateway Christian Academy will pay a facility fee unless you are tithing members of Gateway Free Will Baptist Church.

#### **Before/After Care**

Any student not picked up by 3:30 PM will be turned over to our aftercare program. Parents of children not registered in before/after care will be charged \$10 per hour (or any part of an hour) for children not picked up by 3:30. Before/after care charges are weekly fees that are paid in advance on the Monday of each week. This payment is made payable to Gateway Christian Academy and is paid in the school office.

#### **Returned Checks**

There will be a \$25.00 fee charged on all returned checks.

### **◆ Withdrawals**

A completed withdrawal form must be submitted to the school office by the parent who wishes to withdraw a student or students. Withdrawals from GCA for reasons other than moving out of the area will incur an additional fee equal to two monthly payments. This will be charged to the current account.

In cases of extenuating circumstances, arrangements may be made with the school administration. No cumulative records will be released to another school unless all tuition and fees are current.

## **VII. General Policies**

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### **◆ Office Information**

#### **Change in Student Information**

It is imperative that the school office be notified immediately of a change of address, home, office, or cell phone number, or emergency information during the academic school year.

#### **Sick Children**

The office will notify parents when a child becomes sick and needs to be picked up. If a student has a temperature of 100 degrees or higher, the parent must make arrangements to have the child picked up as soon as possible. The student must not return to school until he/she has been without a fever for 24 hours. Please do not send a child to school if he/she has vomited or had diarrhea 24 hours before school starts.

Parents will be notified of any injuries requiring first aid treatment.

#### **Medications**

Gateway Christian Academy staff are prohibited from providing or administering any medication, except Tylenol, to any student without a doctor's note. Any medication that must be taken at school will need to be sent to the office and accompanied by a written note from a parent that includes the name of the medication and instructions for its administration (time and dosage).

#### **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor our local news stations to check for school closings. An alert will be sent to all current contact information when school is closed or delayed. Parents may also check our [school website](#) and [Facebook page](#) where it will be posted.

#### **Lost and Found**

Personal articles, clothing, books, etc. will be kept in "lost and found" and may be retrieved in the office. After adequate notice, unclaimed lost and found items will be periodically donated to charity.

#### **Phone Calls**

All calls made by students during school hours must be pre-approved by the office.

Students are not to use cell phones during the school day.

Students should not ask to use the school phone unless it is absolutely necessary.

### **◆ School Programs and Resources**

#### **Library**

A library is provided for the Gateway Christian Academy students where they will find reference books as well as other wholesome books for their reading enjoyment. Books may be checked out for two weeks at a time. Overdue books will incur a charge of \$.25 per day.

### **Computers and Student Technology**

GCA's computer room and iPad cart are available for student use as provided throughout the school day. Students will be able to use the provided systems when authorized and supervised by a teacher or staff member. Generally, computer resources will not be available before or after school hours.

### **Music Classes**

1. We are pleased to be able to offer weekly music classes to all kindergarten and elementary students.
2. Piano and other private instrument lessons are offered, as available, to GCA students at an additional cost. Many times there is a waiting list for these classes. This extra charge is billed each month. Work missed during these lessons must be made up. Lessons missed because of snow days or any reason attributed to the school or teacher (except scheduled off days) will be made up. However, any days missed by the student for any other reason will not necessarily be made up. Students who frequently miss their lessons because of forgotten books or those who consistently fail to do the required work may be dropped.

### **Lunch Program**

A well-balanced and nutritious lunch program supplied by our own ably-staffed kitchen is made available to our students and staff. Meals may be bought on a day-to-day basis using MySchoolAccount. A price list and menu is provided each year. If a student forgets his/her lunch, one will be provided and will be charged to his/her MySchoolAccount.

In keeping with the philosophy and atmosphere of a Christian school, we request that good taste be used in purchasing your child's lunch box. Pictures or slogans depicting anything against Christian principle will not be permitted.

### **Field Trips**

Field trips are taken at various grade levels to enhance the academic program during the school year. These trips will be announced as planned and will require a permission slip from the parent. Field trip fees will be added to monthly FACTS payments with parental permission.

## **◆ Property Regulations**

### **Leaving School Property**

Students must be checked out in our school office by a parent if leaving during a school day. Any student leaving school property with another student must have appropriate written permission by the parent.

### **Visitors**

Parents and visitors are welcome at Gateway Christian Academy. We do request that all visitors check in at the school office and that visitors make an appointment with the appropriate teacher. Our teachers are always willing to discuss your child's progress or problems. Please be considerate of their responsibilities and schedule an appointment after school.

### **Lake**

Students are not allowed any closer to the lake than the edge of the parking lot unless adult supervision is present.

## ◆ Parking, Pick Up and Drop Off Traffic Pattern

### Morning Drop-Off

Parents may drop off students at the front door of the elementary or high school building from the drop-off/pick-up lane. Please do not leave your vehicle in this lane. If you need to enter the building with your child, please park and use the crosswalks.

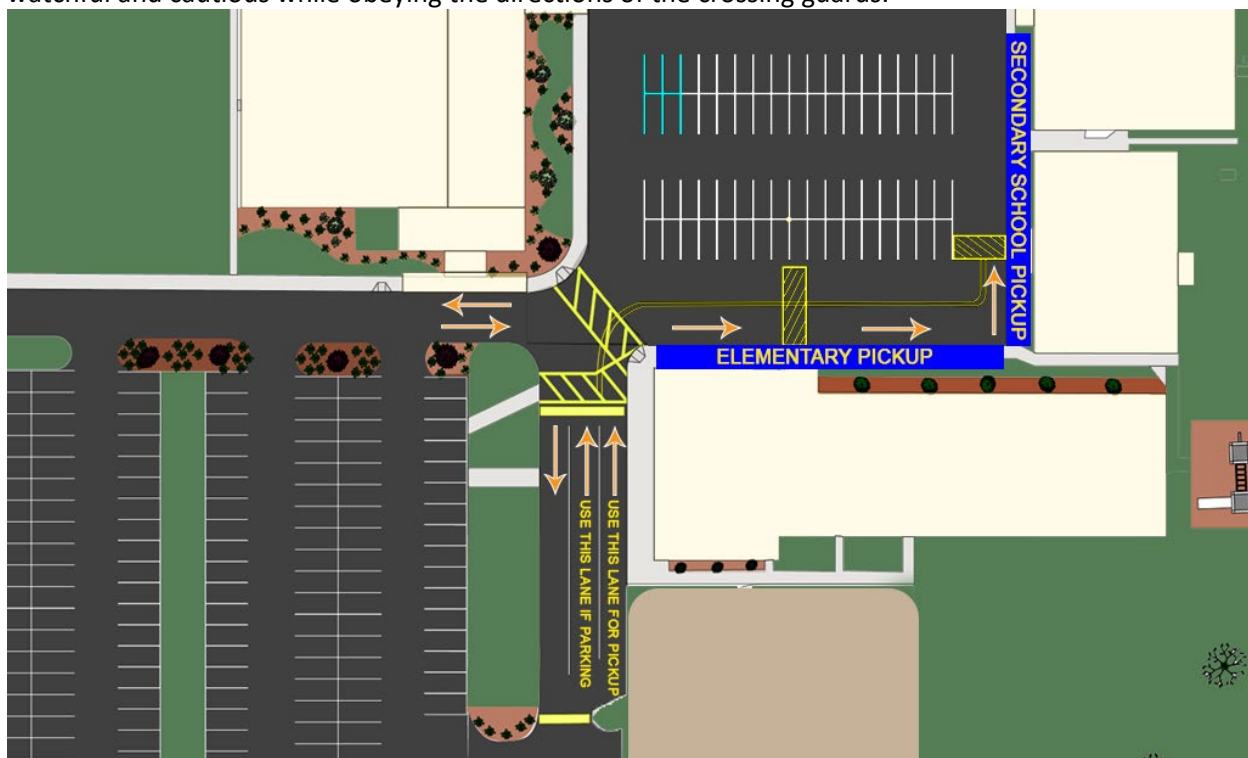
### Afternoon Pick-Up

All motorists and pedestrians should heed the instructions of the crossing guard. Cars in the pick-up lane should not cross the double yellow lines unless directed to do so by the crossing guard. Please stay in the pick-up lane until you pass the high school crosswalk.

Parents arriving before pick-up time are encouraged to park in the main parking lot to wait for their children rather than stop in the pickup lane. You may re-enter the pickup lane at any time.

### Be Safe

Please be mindful that there are numerous children leaving the school at the same time. Remain watchful and cautious while obeying the directions of the crossing guards.



## ◆ Administrative Discretion

The intent of this handbook is to give general overall guidelines for students and parents. Sometimes new situations will occur or circumstances may arise that are not specifically covered in this handbook. The governing board and administration reserve the right to exercise their discretion in responding to these new situations.

## VIII. Contact Information

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Location/Mailing Address

Gateway Christian Academy  
5473 Virginia Beach Blvd.  
Virginia Beach Blvd. 23462

Phone (757) 499-6551  
Fax (757) 519-9824  
Email [pwerner@gatewaycrusaders.com](mailto:pwerner@gatewaycrusaders.com)  
Website [www.GatewayCrusaders.com](http://www.GatewayCrusaders.com)  
RenWeb [www.renweb.com](http://www.renweb.com)

## IX. Administration and Leadership

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Gateway FWB Church Pastor ..... Brent Patrick  
GCA Head of School ..... Jeff Postlewaite  
GCA Steering Committee ..... Arnie Bulaski III  
Sue Goodfellow  
Greg Holestin  
Craig Pace  
Bridgette Vaughn



# Appendix

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## ◆ Chronological List of Recent Updates to this Handbook

### 2017-2018

- ◆ Office Information (pg. 13)
  - Lost and found policy clarified

### 2018-2019

- ◆ GCA's Foundations added (pg. 8)
- ◆ Parking, Pick Up and Drop Off Traffic Pattern (pg. 16)
  - New pattern explained and illustrated

### 2019-2020

- ◆ Attendance and Tardy Policies clarified (pg. 6)

### 2020-2021

- ◆ Alternative pants options added (pg. 10)
- ◆ Outerwear options expanded (pg. 11)
- ◆ Lunch Program updated to include MySchoolAccount (pg. 13)
- ◆ Field Trips- fees added to FACTS account (pg. 13)
- ◆ Afternoon Pickup- wording clarified to reflect best practices (pg. 14)

### 2021-2022

- ◆ Admissions Processes clarified (pg. 12)
- ◆ Administrative Discretion Clarified (pg. 15)



# Gateway

CHRISTIAN ACADEMY

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