

Parent / Student Handbook

2020-2021



gateway
academy

**I am the Gate, whoever enters through Me will be kept safe.
John 10:9**

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FROM PASTOR STEVE



What is Gateway Academy? A vision that was in my heart to create a place that would offer EDUCATION, ENVIRONMENT and EXCELLENCE.

Education that will help our children be challenged and advance in a 21st century evolving world.

Environment that will create Christ-centered surroundings that have zero tolerance for bullying and disrespect, while providing a safe place for parents to have peace of mind.

Excellence that refuses to lower its standards in every way. Teaching our children that excellence is preparation, not perfection, as they grow into their destiny.

Welcome to Gateway Academy.

We're glad you're a part of our Destiny Worship Center family.

Dear Parents,

Welcome! We're excited to have you as part of our Gateway Academy family and to be your partner in educating your precious child. Our entire Gateway is committed to providing your student with a foundation for a meaningful relationship with God and classroom excellences to instill in them a lifelong love of learning. We can't wait to share this upcoming year with you, your child, and the presence of our Savior.



staff

Gateway Academy, an educational ministry of Destiny Worship Center, is built upon the cornerstone of a Biblical perspective from which students learn to view the world and their role in it. We believe strongly that each child has a God given destiny on their life – one not only of academic excellence but of impact and influence for the Kingdom of God. To this end, our purpose is to create a safe, loving and disciplined environment where your child is able to learn, play and develop lasting relationships. No responsibility as a parent is as important as that of teaching your child to grow in wisdom and in knowledge as they walk towards the plans God has for them. Our experienced faculty is dedicated to working diligently to provide our children with the best in instructional strategies, cutting edge technology integration, and an enriching and challenging learning curricula all centered around God's Word and the glory of his son, Jesus Christ.

Thank you for entrusting us with educating and nurturing your children. We pray that your experience here with us this year will be marked with love and encouragement and will enrich both your child's life and your family's life in wonderful ways.

For His Glory,

A handwritten signature in cursive script that reads "Sondra Dutram". The ink is black and the signature is fluid and legible.

Sondra Dutram, Principal

GATEWAY RESERVES THE RIGHT TO REVISE, MODIFY OR CHANGE ANY POLICY OR PROCEDURE HEREIN WHEN, IN THE SCHOOL'S SOLE DISCRETION, IT IS IN THE BEST INTEREST OF THE SCHOOL.

ADMINISTRATION STAFF

Below is a list of administration staff and their areas of oversight should you need assistance throughout our school year. All extensions below can be reached by calling 850-654-9095.

Jerry Chambers	Head of School	chambers@destinygatewayacademy.com	
Sondra Dutram	Principal	dutram@destinygatewayacademy.com	
Jay Bouck	Assistant Principal	bouck@destinygatewayacademy.com	
Haley Smith	Academic Assistant	smith@destinygatewayacademy.com	
Kacey Chambers	Chief Operating Officer	kchambers@destinygatewayacademy.com	
Britney Theriot	Admissions & Advancement Assistant	theriot@destinygatewayacademy.com	
Tiffany Vaggalis	Finance Assistant	tiffanyvaggalis@destinygatewayacademy.com	
Stephanie Boykins	Welcome Desk Assistant	boykins@destinygatewayacademy.com	Phone ext. 201

OUR VISION

Environment that is Christ-Centered

Education that is Challenging

Excellence that is Resolute

OUR MISSION

As an education outreach ministry of Destiny Worship Center, it is the deepest desire of Gateway Academy to instill the love of Jesus Christ in the hearts of our children. Our desire is to partner with families in building Christian character and academic excellence in our students, so they may impact their world for our Savior, Jesus Christ.

OUR BELIEFS

1. We believe all children can learn.
2. We believe in the worth and dignity of every child.
3. We believe positive self-esteem is critical to academic success.
4. We believe that successful programs produce high achievement.
5. We believe that the home, the church, the school and the community are all critical influences in preparing students to excel in society.
6. We believe in the necessity of teaching our children through the inspired, infallible, authoritative Word of God about the virgin birth, sinless life, resurrection and deity of our Lord and Savior Jesus Christ.
7. We believe learning is not isolated but integrated across the curriculum.
8. We believe effective teachers prepare for and facilitate creative learning.
9. We believe developmentally appropriate activities create successful learning for every child.
10. We believe that respect is essential to success, whether it be to the student, teacher, parent, or personal property.
11. We believe teachers, parents and children working together promote student success.

This statement of faith does not exhaust the extent of our beliefs, especially our Christian beliefs and values. Gateway Academy unashamedly believes, teaches, and practices a literal interpretation of the Word of God on all topics. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the final source of all that we believe. **For purposes of Gateway Academy's faith, doctrine, practice, policy, and discipline, our founding and lead pastor, Steve Vaggalis, is Gateway's final interpretive authority on the Bible's meaning and application.**

STATEMENT OF FAITH

HOLY BIBLE | The sole basis for our beliefs is the Bible, which is uniquely God-inspired, without error, and the final authority on all matters on which it speaks. As the Bible teaches, there is one God, eternally existing in three persons - Father, Son, and Holy Spirit - each possessing all the attributes of deity.

SIN AND SALVATION | God created humans to have fellowship with Him, but they defied God by sinfully going their own way. As a result, we need God's saving grace to end our alienation from Him. Salvation comes only through God's grace - not human effort - and must be received personally by repentance and faith.

CHRIST'S REDEMPTIVE WORK | Jesus Christ, the second Person of the Trinity, lived a sinless life on earth and voluntarily paid for our sin by dying on the cross as our substitute. This accomplished salvation for all who receive grace by trusting in Him alone. He rose from the dead and is the only mediator between God and us. He baptizes believers in the Holy Spirit. He will return to earth to consummate history.

THE HOLY SPIRIT | The Holy Spirit draws people to Christ and indwells the believer to live an overcoming and victorious Christian life. We believe in and depend on the power of the Holy Spirit to meet our need, in every arena of life. We believe in the present day gifts of the Holy Spirit that empower Christians to live the life God intends for them.

CORE VALUES

Gateway Academy is committed to training up children in the way they should go (Proverbs 22:6). We value:

- Discipleship Training
- Academic Excellence
- Leadership Development

SCHOOL-WIDE EXPECTED STUDENT OUTCOMES

Students at Gateway Academy are expected to...

- grow in their relationship with Jesus Christ, become disciples of our Lord, and advance the Kingdom of God...
- be academically equipped to fulfill their God-given destiny...
- use their unique talents, spiritual gifts and academic abilities to influence society in a positive manner.

SCHOOL AFFILIATION & ACCREDITATION

An Association of Christian Schools International (ACSI) designation demonstrates the extreme importance that participating schools place on excellence in education and student spiritual development. Gateway Academy, in an effort to honor God through our continual enhancement of the professional and personal spiritual development of our staff and to remain on the cutting edge of our curriculum accomplishments, is proud to be an affiliated member of ACSI.



STATEMENT OF POLICY

The policies and guidelines that follow have been put in place to help our school reach our vision, mission and expected outcome goals stated above. However, should the need arise for changes, amendments or corrections, Gateway Academy retains the right to alter these rules and policies at any time, with or without prior notice. It is also understood that the student expectations herein span twenty-four hours a day, not just the time spent at school.

On rare occasions exceptions to a policy may be made when circumstances warrant in the view of the administration. An exception made for one on any policy is not an exception for any other on that policy or any other policy. All decision made by the administration regarding policies are final.

ADMISSION PHILOSOPHY, POLICIES AND PROCEDURES

Gateway Academy admits students of any race, color, national and ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin or disability in administration of its admission policies, educational policies, scholarships, athletic or other school-administered programs. **Gateway Academy reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he/she could not be best served by our school program.**

We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objective, and standards of education and whose children meet our enrollment standards. Our purpose is to serve families whose desire is not simply a private education, but a distinctively Christian education for their children.

Note: All applicants in our PreK-3 & PreK-4 classrooms, **must be toilet trained prior to the start of school.** Students who have not developmentally reached this stage prior to beginning school will forfeit their approved spot in Gateway Academy and forfeit any previously paid registration, textbook, or matriculation fees.

Annual registration for each school year begins in February for the following fall term. **Placement is based on the age your child will be on September 1st of our fall term.** Every child must register each year. Registration will first be offered to currently enrolled Gateway Academy families. It will then be opened up to our Destiny Worship Center congregation and the community. For an enrollment packet to be considered for admission, the following must be submitted:

- Completed enrollment form downloaded from our school website www.thegatewayacademy.com/enrollment
- Parent Questionnaire form downloaded from our school website
- Submission of applicable **non-refundable** enrollment, curriculum, matriculation and monthly tuition fees
- Confidential Teacher Evaluations Form (new rising K-8th grade students only)
- Original Health Examination Form [#DH 3040 – blue form] and Immunization Record [Part A-1, B, or C, #DH 680 – yellow form], **signed by your physician on file prior to August 1.**

Due to licensing restrictions, no child may attend Gateway Academy without current immunization and health forms on file. If the Health Examination form and/or Immunization Record expires during the year and is not replaced by the parents with an updated physician signed form within the following immediate 2 weeks, Gateway Academy reserves the right to suspend your child from the program until the proper physician signed forms are on file.

Should a student withdraw for any reason and return at a later date, the \$150 non-refundable enrollment fee will again be due at the time of re-enrolling. **Any student who has an unpaid balance is not eligible for re-enrollment of any upcoming year until all accounts are up-to-date.**

ENROLLMENT

All enrollment fees are non-refundable and due prior to students being admitted to Gateway Academy. **Student spaces cannot be reserved or held for any reason prior to the enrollment fee being paid and processed.**

Although annual enrollment fees are re-assessed and set by the Gateway Academy Board prior to the enrollment process opening for the upcoming school year, below is our current fee schedule made effective January 2020.

2018-2019 Enrollment Fees

New and Re-enrolling Students	\$150 to be paid within 5 days of notification of acceptance
	\$75 for each additional sibling

WITHDRAWAL

Although we hope that our Gateway students and families will remain with us throughout their high school years, should it become necessary for you to withdraw your child for any reason, **a thirty-day written notice must be given to Gateway Administration.** This time frame enables our staff to notify parents in the waiting pool that may be interested in filling your child's reserved classroom space. It also allows time to appropriately reconcile all accounts, return school issued materials, and honor your student prior to their final day with us.

Gateway Academy reserves the right to dismiss a child from our program at any time when necessary. (See discipline section on [page 18](#) of this handbook for greater details.) **All enrollment, curriculum, tuition and matriculation fees are non-refundable in dismissal situations.**

TUITION / FEE PAYMENTS

Tuition is a yearly fee divided into ten equal monthly payments based on the grade level of the student. Tuition is due on the 3rd day of each month beginning June 3, 2020 and ending May 3, 2021 (with no payment being due during the month of July). Credit is not given for a child's absence or observed holidays.

All tuition and fee payments MUST BE PAID through automatic bank draft (ACH). The only families not required to participate in our ACH program are those who have prepaid all fees and tuition in full prior to the start of each semester. Tuition will be debited on the third of each month. In the event that the third is not a business day, tuition will be drafted on the following business day. All accounts that are not paid by the 3rd of the

month will be considered past due and will be subject to a \$25 late fee. Any returned ACH drafts will be subject to a \$25 return NSF fee. If tuition and late payments for Gateway enrollment are not paid in full by the 15th of the month, without prior arrangements, your child will be submitted to the Gateway Advisory Board for possible dismissal from the program.

Note: Our tuition fee schedule, and the June 3rd tuition deadline referenced above, has been structured to provide Gateway Academy with the necessary resources to prepare for the start of our fall term each school year. Because of this, failure to submit your tuition payment as prescribed in our Tuition, Fees, & Policy Document (available under the Admissions tab on our website (www.thegatewayacademy.com/enrollment/)) will result in the forfeiture of your child’s reserved classroom space for the upcoming school year and permit Gateway’s administration to subsequently admit another student into your child’s slot.

Preschool – 8th Grade	\$595 per monthly payment
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Curriculum fees are non-refundable and are paid annually by all students. For the 2019-2020 school year, curriculum fees are due in full on or before May 15, 2020. These fees are used to purchase consumable student textbooks and necessary classroom manipulatives, maintain non-consumable textbook collections, subscribe to annual technology licensing, cover standardized testing (Terra Nova[®]) fees, and maintain the school’s Accelerated Reader (AR) library collection. All textbooks (except consumable editions) are property of Gateway Academy and must be returned to the classroom teacher at the end of the school year or prior to a student’s withdrawal from Gateway. **Replacement costs for damaged or lost textbooks will be charged to the parent’s account and payment will be required. End-of-year or transfer records may be held until fees for damaged or lost textbooks has been satisfied.**

Preschool (PreK-3/PreK-4)	\$300 due on or before May 15, 2020
Elementary (K-5th)	\$400 due on or before May 15, 2020
Middle (6th-8th)	\$500 due on or before May 15, 2020

Note: Our curriculum fee payment has been strategically placed as coming due on or before May 15th to provide Gateway Academy with the necessary resources to purchase all curriculum materials (textbooks and manipulatives) needed by students and to re-register for all technology licensing. Because of this, failure to submit your tuition payment on or before May 15, 2020 will result in the forfeiture of your child’s reserved classroom space for the upcoming school year and permit Gateway’s administration to subsequently admit another student into your child’s slot.

Matriculation fees are an effort to simplify and streamline ancillary item costs for our families. This annual fee (split into two payments due on or before August 15, 2020 and January 15, 2021) covers Field Day shirt costs, class photos & year book costs, campus safety measures and elective expenses for secondary students occurring throughout the school year. It also helps to offset (and can in some cases completely cover) field trip fees. Should grade levels schedule multiple trips or ones with costly fees (such as our Washington DC, South Florida, Tallahassee trips, etc.), additional fees will still need to be collected. However, a portion of each student’s matriculation fees will be applied to these trips to offset the costs incurred by our families.

Services/items such as uniform costs, catered lunch vendors, and teacher appreciation donations have not been included in these annual matriculation fees.

Preschool (PreK-3/PreK-4)	\$185 per semester due Aug. 15, 2020 & Jan. 15, 2021
Elementary (K-1st)	\$195 per semester due Aug. 15, 2020 & Jan. 15, 2021
Elementary (2nd-3rd)	\$205 per semester due Aug. 15, 2020 & Jan. 15, 2021
Elementary (4th-5th)	\$240 per semester due Aug. 15, 2020 & Jan. 15, 2021
Middle (6th-8th)	\$375 per semester due Aug. 15, 2020 & Jan. 15, 2021

PROCEDURES

SCHOOL DAY SCHEDULE

Preschool – 8th Grade	8:00 am – 2:30 pm
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ELEMENTARY ARRIVAL AND DISMISSAL

Providing a safe, welcoming and secure place for our children is of the utmost importance to us here at Gateway Academy and Destiny Worship Center. Classes begin at 8:00 am and children may be dropped off beginning at 7:50 am through the drop-off lane at the front of our school. **For your child’s safety, our school will be a secure facility during our daytime programming hours.** After normal drop off times, or before normal dismissal times, you will simply need to be buzzed into our facility and sign your child in or out at the welcome desk. We respectfully request that **ALL** late students be escorted into the facility, especially our preschool and elementary ages. If you arrive after car ramp in the morning please accompany your children into our Gateway foyer and sign them in at the welcome desk. **Any late arrival that does not have an accompanying parent signature, will be**

considered unexcused resulting in zeros being assigned for any missed work or assessment pieces (tests, quizzes, participation grades, etc.). Having zeros assigned and averaged into your student's classroom grades could negatively impact their overall GPA and class ranking. Escorting your child into our facility and signing them into Gateway is all that is necessary to avoid this possibility altogether. Parent support in assisting with timely school arrival is very much appreciated. Arriving on time is an important life skill that develops good character habits. Tardiness will be documented on students' report cards.

We value every bit of instructional time we have with our students each day. Teaching and learning doesn't stop until we dismiss at 2:30pm. Learning activities will be planned up until the time of dismissal for all students. Please allow your child to stay for all activities. If your child is late or checked out early, they will miss valuable learning experiences and fellowship opportunities. Individual check-outs that occur during the day, especially those that happen at the end of the school day, interrupt the learning process and impede a teacher's ability to maximize instructional time. Because of this, **early check-outs will be suspended during the last 30 minutes of the day.** Any child that needs to be signed out at the end of the day will need to be collected prior to 2:00pm. Starting at 2:30 pm, our staff will begin delivering children to their parents in our car ramp line. Please make sure that you have your official Gateway Academy car sign clearly visible through your car windshield each afternoon for pick-up. Place it on the dashboard of your car or hang it from the mirror so that it is in plain view for our teachers. Your child will be escorted to your car where you can then assist them, if necessary, with securing their seat belts for safety. **All Gateway students must be picked-up prior to 2:45 pm.**

If your child is insecure with the idea of leaving you at the car ramp, you may certainly escort them to school or meet them in the foyer area for pick-up until he or she is comfortable with our drop off procedure. We do encourage our Gateway families, however, to participate in our center's car ramp as soon as they possibly can. Although you might experience some separation anxieties during the first few days, children quickly gain confidence and experience a sense of independence through going to school on their own.

SECONDARY (6-8-) ARRIVAL AND DISMISSAL

Secondary students should enter the school through the main doors of the school and proceed to their lockers. **Arrival time begins at 7:50am.** Once on campus, students should report directly to their lockers to store their belongings and prepare for their day. **Entering or 'hanging out' in any other area not being overseen by a teacher is strictly prohibited.**

Middle school student lockers will be housed in our secondary language arts and study lounge classrooms. They should report directly to these spaces upon arrival. **All middle school students are to remain in this location until first period begins at 8:00am.** Entering or 'hanging out' in any other area not being overseen by a teacher is strictly prohibited.

If you arrive after 8:00am in the morning please accompany your children into our Gateway foyer and sign them in at the welcome desk. **Any late arrival that does not have an accompanying parent signature, will be considered unexcused resulting in zeros being assigned for any missed work or assessment pieces (tests, quizzes,**

participation grades, etc.). Having zeros assigned and averaged into your student's classroom grades could negatively impact their overall GPA and class ranking. Escorting your child into our facility and signing them into Gateway is all that is necessary to avoid this possibility altogether. Parent support in assisting with timely school arrival is very much appreciated. Arriving on time is an important life skill that develops good character habits. Tardiness will be documented on students' report cards.

Dismissal for all secondary students begins at 2:30pm. Upon teacher release from their last period class, students are free to visit their lockers to prepare for home and independently exit the building through Gateway's main doors. Parents should meet their students in the parking lot of Destiny's satellite building off Poinciana Blvd (Destiny Radio). Meeting in this location will expedite departures for our middle school students allowing them to get to any extra-curricular activities they may be involved without a lengthy wait in our afternoon carpool line. **Although the dismissal of our middle students is completed in mass, students are still expected to maintain safe, respectful behavior while they are on Gateway's or Destiny's campuses.** Their actions WILL serve as role models for our younger students, making their behavior choices extremely important.

In the event of inclement weather, parents are free to utilize Gateway afternoon car ramp for student pick-up.

Middle school students who are travelling home with younger grade siblings through Gateway's car ramp system MUST adhere to all elementary dismissal requirements outlined above. Students are to wait in their language arts classroom (middle school) until they see their name appear on the pickup list. The list will be displayed on the screen in each room. Once a student sees his/her name on the list, he/she should proceed to the Gateway lobby and wait in the line to receive instructions from Gateway staff.

PRESCHOOL AND ELEMENTARY ATTENDANCE

The attendance of your child is very important to us. Without regular attendance, they miss out on valuable learning. With this in mind, we ask that students are in attendance each scheduled school day. We realize, however, that due to illness or family emergencies, your child may have to be absent. If your child has to be gone from school, please call the Gateway Academy welcome desk at 850-654-9095 so that your child's teacher can be informed. **Any necessary student make-up work will be given to our Gateway students upon their return to school. For students that must be absent from school for 3 consecutive days, parents can request that their work be provided prior to their return in an effort to keep them on track with their classmates by calling 850-654-9095.**

Florida Statute, Section 1003.21(1)(a), F.S., requires students to be present a minimum of 170 school days for promotion. **Any student who misses more than the number of days allowed by state law could be in jeopardy of not being promoted at year's end unless administration can verify extenuating circumstances that prevented a student from attending.** Therefore, parents should make every effort to document illnesses with a doctor's note from a licensed practitioner. This documentation is critical in getting absences excused. It is Gateway's desire to work with families should unforeseen situations occur, but we are bound by state law to remain in compliance with this statute.

MIDDLE SCHOOL ATTENDANCE

As with our younger students, middle school attendance is extremely important. Regular school attendance is required by law and is necessary for academic achievement. Even excused absences at this high level of learning can create difficulties for concept mastery, semester exam performance, and passing scores for transcript credit on end-of-course exams.

Florida Statute, Section 1003.21(1)(a), F.S., requires students to be present a minimum of 170 school days for promotion. **Any student who misses more than the number of days allowed by state law could be in jeopardy of not being promoted at year's end unless administration can verify extenuating circumstances that prevented a student from attending.** Therefore, parents should make every effort to document illnesses with a doctor's note from a licensed practitioner. This documentation is critical in getting absences excused. It is Gateway's desire to work with families should unforeseen situations occur, but we are bound by state law to remain in compliance with this statute.

CAMPUS RESTRICTIONS

For the safety and welfare of all of our students, Gateway Academy operates a closed campus. NO student may leave campus (Gateway's school grounds and/or Destiny Worship Center's buildings) without valid, written permission of a parent, guardian, or faculty/staff member. ALL preschool and elementary students will be released from Gateway's supervision to a parent authorized adult (see next section for explanation). Middle school students are permitted to leave the campus at the end of the school day, pursuant to the directions of their parents. **Gateway Academy does not assume any responsibility for the whereabouts or safety of students who leave campus after school, whether or not students are doing so with their parent's/guardian's permission.**

AUTHORIZED ADULTS

Gateway Academy will only allow individuals that the parent has authorized in writing on their child's Transportation Form (available under the Returning Student Enrollment Forms tab on our website's Parent Portal at <https://thegatewayacademy.com/destin-parents/> (password: gatewayparent2020) to pick up their child. Please let us know in advance when someone from your list is picking your child up so we can notify the appropriate staff of the change in dismissal for your student. Please also notify those picking up your child that they will need to be prepared to show identification. If your child is to be released to anyone other than a person on your transportation form, please revise your pick-up authorization in person. **Phone calls or emails will not be permitted. We must have authorization in writing.** Safety is our primary concern for your child, and we appreciate your help and support.

DISCIPLINE

Discipline is a necessary component of any healthy and successful life. God's Word says in Proverbs 4:10-13, "My child, listen to me and do as I say, and you will have a long, good life. I will teach you wisdom's ways and lead you to straight paths. If you live a life guided by wisdom, you won't limp or stumble as you run. Carry out my instructions; don't forsake them. Guard them, for they will lead you to a fulfilled life."

The goal of Gateway's discipline policy is to provide an academic learning environment guided by wisdom. We believe parents are our student's first and most important teachers. Parents have the most vital role and primary responsibility for training and disciplining their child. Gateway Academy's role is to reinforce proper behavior and character development taught at home.

Our Gateway staff is committed to teaching and training our students to be good listeners, to follow instruction, and to develop wisdom to make good choices. Our desire is for each student to honor God in their words, thoughts and choices. An integral part of proper discipline is the use of praise to encourage positive behavior. To facilitate this, our teachers will encourage and praise positive behavior and academic choices.

Discipline is also an on-going process. Methods used are determined by the child's understanding and stage of development. Our teachers utilize redirection, positive reinforcement, and Biblical counseling to resolve discipline problems and encourage wise choices from our students. Should a student continue to display poor behavior choices, an office referral may be necessary to discuss corrective action or appropriate consequences. Subsequent visits to the office will result in notification to the parents so that a partnership can begin between school and home for helping your child succeed in managing their behavior choices. **Repeated discipline issues or offenses necessitating a visit to the office are seen as serious infractions and could result in possible detention, suspension (in-school and/or out-of-school), or ultimately dismissal from the program.** Individual major infractions such as physical bodily harm, blatant disregard for school rules, or extreme disrespect and/or dishonor towards others could result in immediate disciplinary actions such as parent conferences, suspensions or program dismissal. Gateway Academy's administration is the final authority on all behavior, enrollment, and program dismissal situations. Tuition is not refunded for disciplinary dismissal. **At no time will a child be subjected to physical or emotional punishment, verbal abuse, humiliation or withholding of activities such as eating, rest or toileting.** Each individual teacher will send home their particular classroom discipline policy no later than the first week of school for parent notification and signature.

Our discipline plan affords students the opportunity to start "fresh" each 9 weeks. However, habitual offences extending from grading period to grading period will be treated as on-going offences and not new situations simply because a new 9 weeks has started.

PROGRAM DISMISSAL

It is our desire to serve all of God’s children here at Gateway Academy. However, there could be times when the needs of a child could surpass the capabilities of our staff or the structure of our facilities. **Should the situation arise where Gateway cannot appropriately meet the special learning needs, physical needs, emotional needs, or discipline needs of a child, we reserve the right to dismiss that child from our program.** Because this is such a difficult decision to make, it will only be made in the best interest of the child or the other children at Gateway Academy.

CAMPUS VISITORS

Parents and family members are always welcome at Gateway Academy. We do require for security purposes, however, that all visitors or volunteers check in at the welcome desk and receive a visitor tag before entering school spaces and/or classrooms. **In an effort to support uninterrupted academic instruction and student learning, classroom visits should be scheduled with your child’s teacher or our Gateway administration prior to occurring.**

CHAPEL

Chapel is a special time of worship and learning about God where students are encouraged to become active participants. Chapel experiences are designed to nurture children’s knowledge and understanding of God, Jesus, the Bible, the Church, themselves, and others as children of God. We believe strongly that each and every child our God has created is unique and special. Genesis 1:27 in the Bible begins God’s love story to us by clearly stating, “So God created man in his own image, in the image of God he created him; male and female he created them.” We work very hard to teach our children to see themselves as dearly loved and as divinely made as they have been.

Chapel lessons for our younger children routinely focus on the fact that they are the only one like them that God has ever made – He knows everything about them, loves them unconditionally and wants them to use their unique gifts and abilities that He has given them to help others come to know about His son, Jesus Christ. Services for our older students are designed to help them see the truths inherent in God’s Word, understand how those truths can be applied to their daily lives and situations, and partner with God to live out His calling on their lives. This age-appropriate weekly time of worship is one of the highlights for our students and staff.

CURRICULUM

Academic excellence, Godly standards, and uncompromised Biblical truths are the cornerstone of Gateway Academy. Our faith-based teaching philosophy is centered in the Biblical view, to train each child cognitively, physically, socially, emotionally and spiritually. Appreciation for Fine Arts and Foreign Language is instilled through individualized class programs in Art, Music, Spanish, Physical Education and Chapel. Our teachers work daily to provide opportunities for individualized instruction, learning motivation and consistent discipline. Although teachers are free to supplement Gateway’s adopted curriculum elements as best fits their teaching style and student needs, the curriculum elements listed below are our main instructional tools.

As a private Christian school, Gateway Academy has the unique opportunity to select the strongest programs for each subject area. We have chosen the **A Beka** curriculum, **Handwriting Without Tears**, **Big Day in PreK**, **Bob Jones & Purposeful Design** for our foundational curriculum in PreK-3, PreK-4 and Kindergarten. Our early year classrooms are designed around the developmental needs of our children. Young children learn best when new information is presented to them in a format that is hands-on and manipulative in nature so they can experience their learning with all of their senses. Our classrooms are structured in a format that engages children in these types of discovery activities for the majority of their day. Our elementary students then transition into **StoryTown & Mosdos Press Literature**, **Accelerated Reader** and **Shurley English** for language arts. The selection of **Purposeful Design Science & Bible** curriculum, **Bob Jones Math**, and **A Beka Social Studies** round out our course material for this age group.

Middle school is a time for students to master key subject areas such as reading comprehension, writing and mathematical concepts as they prepare for high school and ultimately college and careers. Gateway utilizes **Shurley English**, **Analytical Grammar**, **Mosdos Press Literature**, the **Institute for Excellence in Writing**, **Houghton Mifflin Harcourt's Big Idea Mathematics** and **ALEKS®** to build this educational foundation. The middle school years are also a time for students to learn about a variety of disciplines in the worlds of science and social studies. Students will explore earth, life, and physical science through **Purposeful Design Science** and social studies through **Pearson's My World, American History, & Civics/Economics** curricula. Gateway middle school classes also focus daily on the study of God's Holy Bible and attend a weekly chapel worship service led by Destiny Worship Center's Youth Pastors.

Because of the importance we place on religious infusion into our curriculum, all students are required to take Bible without exception each year they are enrolled at Gateway Academy.

ACCELERATED READER (GRADES K-5™)

Accelerated Reader® is a computerized, independent reading incentive program designed to motivate, manage and assess literature-based reading. The objective of the program is to improve reading comprehension and develop a lifelong love of reading. Students are assessed and placed at an individualized reading level where they are challenged but not frustrated. As students read books within their reading zone and pass comprehension quizzes on the books they've read, they earn points towards their reading goals. Our teachers are continuously adjusting reading levels to ensure maximum growth for every student and our school celebrates students to achieve their AR point goal each quarter. Although the Accelerated Reader® program will be an integral part of our Gateway classrooms, family participation and support outside of class is strongly encouraged to help your child reach their fullest potential and make the maximum learning gains possible. Parents can easily search to see if particular book titles are part of the Accelerated Reader® library through Renaissance Learning's AR BookFinder website at www.arbookfind.com.

Welcome

Español

Searching for Accelerated Reader books is fun and easy with this free online tool.

Please tell us who you are:

- Student
- Parent
- Teacher
- Librarian

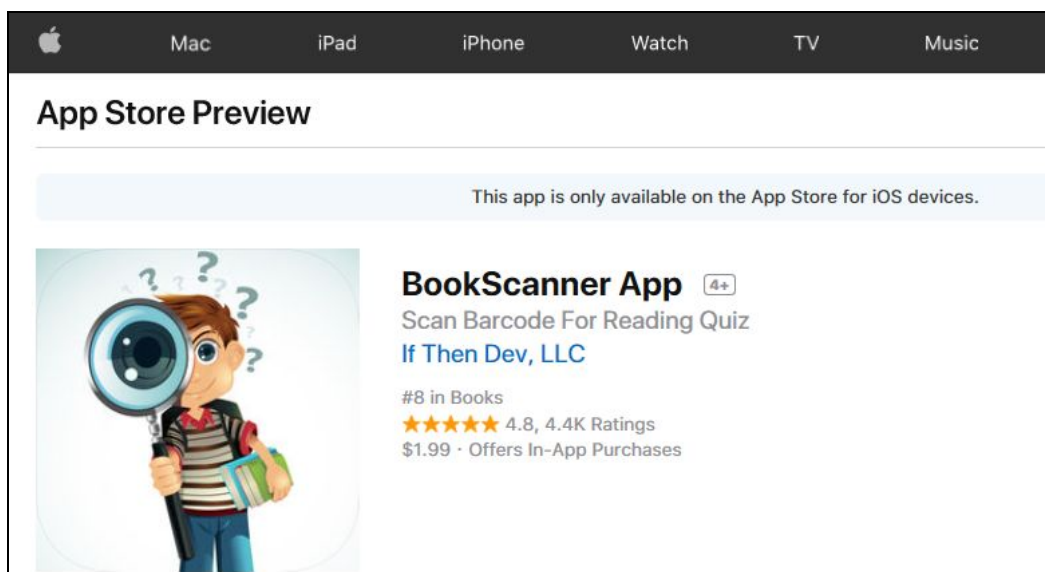
Submit



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Because the AR program is such an important part of our Gateway Academy literature program, especially in our elementary school classrooms, student progress towards their reading goals **will** impact their overall reading grade each nine weeks. Each teacher within the first few weeks of school will communicate to their parents how our AR program and their student's successful progress through the Accelerated Reading® program will affect their reported grades.

To help you in your selection of level appropriate reading material outside of school that coincides with our AR program, we strongly recommend downloading an app called BookScanner®. With the BookScanner App, you can scan barcodes off the back of books to easily find out it's AR reading level and total possible AR points. This app also saves your scanned books in a history list for easy reference later on. It is available free from Apple's App Store at <https://itunes.apple.com/us/app/bookscanner-app/id583672052> and is pictured below.



If you'd like to know more about the specifics of Renaissance Learning's Accelerated Reading® program the following website is an excellent resource for explaining how student reading levels are determined, how point goals are established, how reading material is assigned point values, and how progress is reported through student TOPS reports.

Parent's Guide to Accelerated Reader: Questions & Answers

<http://assumptionjax.org/documents/2014/10/R003985016GG79F2.pdf>

REPORT CARDS / PROGRESS REPORTS

Student progress for Gateway students is reported four times a year following each of our four academic quarters. Our first 3 quarters will be communicated to parents via our online Gradelink® program. Year-end report cards will be handed out to families on the last day of school or mailed to parents in hard-copy form after the conclusion of our 2020-2021 school year to parents whose financial obligations with the school have been fulfilled.

Teachers are responsible for assigning subject, work habits and behavior grades; subgrades and/or student codes; and completing teacher comments for each child each quarter. Completion of these grading requirements typically falls within the week prior to the end of the 9-weeks. However, due to Gateway's End-of-Year programs and the need to print final report cards prior to the last day of the year, grades will be cut-off a few weeks before the end of the year. **NO grades will be able to be pulled past this final 9-weeks grading deadline as any grade changes or additions could cause shifting in class ranking or award selections.**

Because grades and current averages are available to parents and students 24/7 through Gradelink®, progress reports are not issued to elementary and middle school parents. Parents must indicate review of all report cards, with the exception of final report cards, through our Gradelink® program. **Parents and students have 2 weeks from the date that report cards are issued to dispute any grade or attendance issue. After that time all grades and attendance records stand and may not be disputed.**

ELEMENTARY / MIDDLE SCHOOL GRADING POLICY

Assessment is a vital part of learning. It's a time to celebrate the accomplishments of our students, plan for future instruction, and develop strategies to meet individual student needs in their quest to grow and develop into their fullest potential. When teachers inform students of how grades will be determined in a particular subject, they are defining the standards and instructional requirements for that subject as well as setting learning goals for their students to strive towards. Subsequently, the reporting of progress/grades to parents informs them of the degree to which student success in learning has occurred.

Progress for our youngest preschool children is developmentally based and communicated to parents multiple times a year through parent-teacher conferences. Collected portfolio work samples, skill mastery checklists, and teacher observations are the tools our early childhood teachers utilize for showing our parents the growth their child is experiencing. The Kindergarten year is a time of great transition for students as this is the year when they begin to engage in more independent work activities and textbook learning. Because of this, student growth in our Kindergarten classroom is reported to parents through the use of the following grading scale: E = Excellent, G = Good, S = Satisfactory, and NI = Needs Improvement.

To give our students the best possible opportunity to succeed, grades for our 1st-8th grade students are based each reporting period on a variety of learning activities such as those listed below.

Classwork

Work completed in the classroom setting. Classwork can include, but is not limited to:

- Active participation and focused attention in whole and/or small group discussions, presentations, and activities
- Learning participation in group project /activities
- Notebooks/journals
- Written responses to specific constructed questions or learning activities
- Completion of class assignments

Homework

Work completed outside of class to be graded on its completion. Assignments can include, but is not limited to:

- Nightly/weekly reading assignments and reading logs
- Individual text/worksheet assignments for skill practice and concept reviews
- Winter/Spring Break packets

Homework will not be accepted for full credit if it is not neat and orderly. For example...

1. Written in legible handwriting
2. On paper with clean edges, not torn from a notebook
3. completed according to teacher's directions (not in cursive, or in cursive respectively, incomplete sentences, not headed correctly as shown below)

	First and Last Name
	Date
	Subject
	Page # & Assignment
○	

Assessments

Testing pieces of both the traditional (exams and quizzes) and alternative (presentations, projects, portfolios) methods of assessing student learning and concept mastery.

- Exams/unit or chapter
- Tests/quizzes/exit tickets
- Research/unit projects
- Oral presentations/interviews

Accelerated Reader/Literature Reading

Individualized reading practice (completed both at home and at school) demonstrated through completion of book/novel content testing

Teachers will have a sufficient quantity and variety of grades during each grading period to accurately reflect academic achievement. **Individual class percentages will be clearly outlined for students and parents by each classroom teacher at the beginning of each school year.** At no time will a single assignment/assessment grade count for more than 20% of the total average regardless of the grade category above. It is important to note, however, that some major projects may comprise more than one assignment. Calculated averages reported on report cards will not exceed 100%.

Grades at Gateway Academy are earned by students, not given by teachers and will be reported using the following grading scale. Parents are encouraged to talk to their students about their school work and contact teachers first should there be a question regarding grading.

Achievement Code	
A+ = 97-100%	D+ = 67-69%
A = 93-96%	D = 63-66%
A- = 90-92%	D- = 60-62%
B+ = 87-89%	F = 59% & below
B = 83-86%	
B- = 80-82%	E = Excellent
C+ = 77-79%	G = Good
C = 73-76%	S = Satisfactory
C- = 70-72%	NI = Needs Improvement

Skills
(+) = Area of Strength
(✓) = Grade Level Standards Met
(-) = Area for Improvement

Gateway recognizes the achievement of its students at the end of each 9-week grading period. Elementary awards are made on two levels:

Principal’s Honor Roll – Students earning this recognition must have “A’s or E’s” in all core subjects, behavior and work habits. Their student file must also be void of any office referrals for that reporting period.

General Honor Roll – To earn this recognition student must have “B’s or G’s” or higher in all core subjects including conduct and work habits. Students are allowed no more than one minor behavioral infraction

resulting in an office referral for that reporting period. **A grade of “incomplete” disqualifies a student for honor roll in ANY capacity.**

HOMEWORK GUIDELINES

Homework is a necessary element to a well-rounded education. It develops study skills, reinforces skill mastery through repetition and practice, fosters creativity, and enhances the academic rigor Gateway strives for and our families desire. Homework also strengthens the home/school connection by keeping parent informed on the concepts their children are learning as well as any areas that need increased attention for their child. However, homework, when appropriately focused on in a quiet, conducive work space away from media and activity influences should not completely consume a student’s evening or completely deplete family time. Below are daily homework timelines that Gateway desires to consistently adhere to...

PreK: 15 minutes a night (reading/homework packets)

Kindergarten: 20 minutes a night (reading/ homework packets/ test prep)

1st & 2nd Grade: 30 minutes a night

3rd & 4th Grade: 45 minutes a night (not including periodic project activities)

5th & 6th Grade: 60 minutes a night (not including periodic project activities)

7th-10th Grades: 1 hour 20/ 1 hour 30 minutes a night (not including periodic project activities)

Please remember, these are only guidelines. Homework times may vary depending on the particular concept and/or subject, or the students’ ability. Completion of homework assignments is the sole responsibility of the student, but more often than not requires parental involvement. Parents should check to see that all homework is completed and all books are returned to school the next day. Forgotten books/homework impairs the effectiveness of classroom instruction. If your child seems to be spending an excessive amount of time doing homework, a parent/teacher conference may be in order to explore the possibility of implementing learning accommodations to help.

HELP SESSIONS

Students who are making a grade below “C” in any subject on a progress report may be required to attend after-school help classes according to the teacher’s individual schedule. Help classes are usually scheduled from 2:40-3:30pm, but can vary based on teacher availability and rotational after-school duties.

PROMOTION POLICY

Gateway's goal is to help all students find academic success and become life-long learners. A foundational aspect of that goal is making sure that students master the material in their current grade before moving to the next. Our staff will differentiate instruction, implement accommodations, and provide help as needed, but in order for promotion to occur, students must successfully complete all requirements for their current grade level. **Any student that makes an "F" for a final average in two or more core subjects (ELA, Math, Science, Social studies, etc.) will be required to repeat the grade in which they are currently enrolled.** Students receiving an "F" for a final average in one core subject area will need to complete remediation studies in the subject not mastered over the summer. Any student that makes a "D" average in mathematics or ELA, although not required to complete summer remediation studies, is strongly encouraged to do so. Summer practice will provide much needed reinforcement to help the struggling student prepare for the coming school year.

PreK and Kindergarten promotion is based on a combination of social, emotional, developmental and academic readiness as determined by their academic team (teachers, administrators and parents). **If, in the opinion of administration, the student is not developmentally or academically strong enough to progress, leadership will re-enroll that student in their current grade level for a second year.**

STANDARDIZED ACHIEVEMENT TESTING

Each year in the spring, students in K – 8th grades take the TerraNova3[®] standardized achievement test. This test is a nationally referenced criterion test. Students are assessed in each major subject area and compared to other students across the nation in both public and other ACSI Christian schools. The reports generated by these national standardized tests provide invaluable information for teachers with regards to the individual needs of their students for learning. Teachers should incorporate TerraNova3 class results (strengths and weaknesses) in their yearly curriculum mapping and weekly lesson plans. Gateway Academy does not believe in 'teaching to the test' in any capacity, but we do believe strongly in utilizing every piece of information we have, including test scores, to maximize instruction for our students' learning gains.

SCHOOL RECORDS

Student cumulative records are kept in confidential fire-proof cabinets in the school office. Cumulative records may not be removed from the school office at any time. Only staff members have access to these files. This includes Gateway Administration and the current teacher. Parents may review their child's file in the school office with an administrative staff member present and with the permission of the Principal. When a student transfers to another school, a written request from the school must be received to initiate the transfer of the student's records. Gateway Academy reserves the right to determine what records to transfer. Official transcripts will only be sent in sealed envelopes to schools or other entities as requested by the receiving institution. All outstanding fees and charges must be paid in order for records to be sent.

MEDIA POLICY

Appropriate use of media is necessary in the design of any program to guarantee the developmental appropriateness of the center's programming and to maximize available teaching time for our students. Our school recognizes the value of media such as videos, DVD's, electronic games, and computers. We also have confidence that our teachers will exercise their professional judgment when choosing to use these media venues in their classrooms. The following guidelines are intended to facilitate a responsible use of electronic medium in our school. Our policy for media use in all of our Gateway classrooms adheres to the following parameters.

Electronic media:

- Will only be used to support curriculum objectives
- Will be age appropriate
- Will not be used for reward or entertainment purposes in the classroom
- Will not violate copyright laws in any way
- Will utilize only media that is provided by approved Christian publishers or that is included with approved curriculum
- Will receive approval from Gateway Administration for any media, especially that which was created by secular companies, **PRIOR** to its usage in the classroom

COMPUTER / STUDENT INTERNET ACCEPTABLE USE POLICY

Because technology use is a necessary and valuable learning tool here at Gateway, especially for our older elementary and middle school students, the following student guidelines have been put in place to keep our students safe online:

- Computers and internet are to be used for school business and supervised educational purposes **ONLY**
- Students **will not** post personal information such as photos, their address, phone number, etc. to any site on the web
- Student Gateway email accounts are intended for school and learning activity **ONLY**. No student may use their Gateway gmail to instant message other students, download **ANY** information, or connect to **ANY** video or game site (i.e. YouTube, etc.)
- Students **will not** post information that could cause damage or danger to anyone. This includes but is not limited to written documents, pictures, videos, or sounds. This refers to anything that would intimidate, harm, or invade the privacy of another individual.
- Students **will** respect all copyright laws and cite all sources of information.
- Students **are** to report any inappropriate, harassing or threatening content encountered to the nearest teacher or administration
- Viewing of any material not adhering to the Biblical standards is **strictly prohibited**.
- **Failure to comply** with these guidelines will result in an immediate office referral and notification to parents of the incident.

SOCIAL MEDIA POLICY

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications – such as Facebook, Twitter, blogs and other online discussion forums – both within the Gateway community and beyond. Students who participate in online interactions must remember that their posts reflect not only on them, but their school family and ultimately on our God. Our words have power and we're called as Christians to use them to build up those around us, not tear them down (Ephesians 4:29).

- Social media may not be used to publish disparaging or harassing images or remarks about any member of our Gateway Academy family (other students, faculty & administration members).
- Students who choose to post opinions or editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon our school in any way.

This Social Media Policy applies at any time, day or night, during a student's enrollment at Gateway. There are no limits on the reach of this policy concerning social media activity that involves a Gateway student and/or other members of the Gateway community. Failure to practice wholesome and honoring practices in any online venue, may result in disciplinary action as determined by Gateway's Principal or Secondary Director. All Gateway leadership disciplinary decisions are final with regards to inappropriate online activity.

ELECTRONIC DEVICES / CELL PHONES

No game boys, PSP's, DS's, iPods, any electronic game devices, or music devices are allowed in the classrooms as they do not enhance the curriculum in any way and can distract from academic pursuits through the course of the day. Possession and/or usage of any such item could result in confiscation of the item that would be returned only to the child's parents. Electronic media such as ipads, nooks and kindles that are being used to deliver appropriate and approved reading material are permitted as learning tools in the classroom under the direct supervision of our Gateway staff.

Cell phones are allowed at school, but only if they are turned off and stored in a student's backpack or locker, etc. (not on a student's person or pockets). Apple & Android watches may be worn but may not be used in any fashion other than for telling time. This is to prevent text messaging and online surfing during school hours. No cell phones are to be used by students during class hours. If a student is found with a cell phone on his/her person it will be taken away and given to the Principal/Secondary Director for safe keeping until collected by a parent. If a student is seen using an apple or android watch inappropriately it will be taken away and given to the Principal/Secondary Director for safe keeping until collected by a parent. Gateway Academy is not responsible for lost, stolen or damaged electronic media property.

FIELD TRIP POLICY

Field trips are valuable learning experiences when organized as part of the curriculum. They excite children and show real-life connections for what students are learning in class. **These off-campus learning times are a privilege that must be earned by the student... not an automatic right. Students who do not satisfy the requirements of behavior established by their respective teacher(s) will not be allowed to participate.** Specific instructions for each trip will be sent home, along with a parent permission form, prior to the activity's occurrence. This

information will include such things as destination, transportation arrangements, fees, dress code, attending staff, lunch particulars and time of return. **We hope that all students will attend these excursions, but in the event a student is unable to participate, the student must remain at home or the parents must make other arrangements. Gateway has no contingencies for students not attending field trips.**

Behavioral expectations on field trips are the same as that on campus. It's important for our students to remember that their behavior choices when out in the community directly reflects on Gateway Academy as well as our Savior, Jesus Christ. Our Gateway students are fine boys and girls that when desired can represent both our school and our God with great honor. However, should behavior choices become a problem, or should serious breeches of school conduct be made, students could lose their ability to participate in field trip activities. Supervising staff have the authority to take immediate action depending on the offense or the attitude of the student involved. Action taken may include things like verbal reprimand, loss of privileges, restriction for the duration of the trip, or being sent home immediately at the expense of the parent. This applies to both local as well as out of town, over-night field trips. Depending on the infraction, students can also be subject to administrative discipline upon returning to school.

Upper grade students are welcome to bring their electronic devices on field trips, especially on out of town trips to communicate with their parents while they are gone. However, because students' access to streaming and the web will not be protected and filtered as it is when they are on campus, teachers will strictly enforce the following guidelines during field trips:

- Students will not access **any** social media sites during the trip
- Students will not post pictures to **any aspect** of the web (Facebook, Twitter, Instagram, SnapChat, etc.) Students will be allowed to attach pictures to texts sent directly to parents.
- Students will not stream **any videos** via posting sites such as YouTube, etc.
- Students will not watch or stream **any content or movies** rather higher than a PG rating level.
- No student is allowed to have any electronic device in the possession after lights out each night. Failure to give **ALL devices** (Phones, ipads, computer, tablets, etc.) to Gateway staff prior to this time will result in the loss of ALL device privileges for the remainder of the trip. Should this consequence be necessary, students will be allowed to communicate with their parents with staff supervision nightly if on an overnight trip. Parents may also communicate with their child by contacting one of our Gateway staff leaders.

On overnight trips, students are not to be in the rooms of the opposite sex **at any time**. When on school trips, school staff are authorized to search all student property and student rooms with or without the student present.

ILLNESS

Gateway Academy follows the suggested guidelines for illnesses issued by the Department of Public Health. If your child becomes ill at school and requires isolation from other students while we contact you, your child will be kept at the welcome desk or in our administration offices until they can be picked up.

Please keep your child home when he or she is exhibiting any of the following symptoms:

- Fever, including symptoms of body aches
- Vomiting or diarrhea even associated with medication
- Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, or any infectious or contagious disease
- Severe cases of the common cold, sore throat, croup
- Parasites such as head lice and ring worm
- Any unexplained rash such as Fifth's Disease
- Pink eye or other eye infections (All eye infections are contagious. The child must be on medication for 24 hours before returning to school).
- Cloudy or green runny nose or persistent cough

Your child should be able to return to school with a doctor's note 24 hours after antibiotic treatment has begun (for a bacterial infection) or 24 hours after the child's temperature has returned to normal or 24 hours after vomiting ceases (in the case of a viral infection).

In the case of an infectious rash such as chicken pox, consult your physician as to when your child may return to school. Please call the school when children have a communicable disease, such as chicken pox, so that other parents can be notified. **If your child has to be absent from school due to illness, call the welcome desk at 850-654-9095 so that your child's teacher can be informed.** Please notify the school if your child has experienced or is experiencing any type of traumatic, emotional or stressful experience (serious family illness or death, parent deployment, etc.) as this will help our staff to better minister to your family during this time.

MEDICATION

Due to our state license limitations, we cannot administer medication to a child. Therefore, please do not send medication to school with your child. Medication includes, but is not limited to, prescription medications, over the counter medicines, lotions, sunscreen, cough drops, etc. Parents may administer medicine to students in the office if necessary during school hours. The exception to this rule would be in the case of a life-threatening situation such as an allergic reaction requiring an EpiPen. All such life preserving medications must be submitted with a physician's letter documenting the need and must be labeled clearly with the child's name. All children who require this level of medication must also have on file a completed Anaphylaxis Action Plan (See Appendix A).

ACCIDENT/INJURIES/INCIDENTS

If your child sustains a minor injury at school, our staff will treat the wound and encouraged them to return to class. In case of a more severe injury, appropriate first aid measures will be taken and a student injury report will be completed so that the parent can be notified when their child is picked up from school that afternoon. **Major medical problems will be handled by calling 911.**

In the event that an incident of any significance occurs at school (social or medical), a written report will be filled out. This report will contain specifics about what occurred and what actions were taken. It will be completed by a staff member. Parents will be asked to sign this Accident & Incident Report Form. This form is kept on file with your child's records.

ALLERGIES

In response to the increasing rates of allergies among children, Gateway is asking all our families to help us make our school a peanut/tree nut free environment. Because allergic reactions can come on rapidly and be life-threatening, we need everyone's cooperation in preventing an incident. The following gives more detail as to how we can work together to keep our kids healthy and safe.

If your child has allergies:

- Make sure to document the particular allergies that your child has on their enrollment form
- Let the teacher know immediately
- Please share a list of safe and unsafe foods (including specific brands if applicable) with your child's teacher so that information can be given to the rest of the class
- If needed make sure to provide our center with a completed Anaphylaxis Action Plan form (See Appendix A) and an epi-pen for your child.
- If you are not comfortable with lunch/snack arrangements, talk to the teacher
- We encourage you to help us to educate the teachers and other parents on reading labels and identifying risks

If a student in your child's class has a food allergy (peanuts, tree nuts or other):

- We will require you to send in a lunch/snack without peanut butter to help avoid any unintentional contamination. We understand that children can be picky eaters, but must require that this request be adhered to for the safety of all our Gateway children.
- Check the labels of snacks before you bring them in. Check the ingredients and look for warning or safety notices (usually near the ingredients) such as "Contains nuts" or "Processed in a facility that processes nuts."
- Be aware that many organic brands that are usually considered healthy options for children may be processed in smaller facilities that also process nuts.

EMERGENCY PROCEDURES

The safety and security of our Gateway students is one of our highest priorities. Our Crisis Management Plan covers numerous possible emergencies and how they are to be handled. Emergency procedure drills (such as fire,

tornado, and intruder) are held throughout the school year as required by law to acquaint your child and our staff with these emergency procedures and to ensure the safety of our children while they are on campus. All emergency procedures will be completed under the direction and guidance of our School Resource Officer and will follow his/her recommendations for maximum safety of our students and staff. Copies of our plan are available in the school office for your review.

In the event of extreme severe weather during school hours, students will be taken to designated safety areas. All staff members are actively engaged in seeing to the safety of all students in these conditions. Therefore, we ask parents to refrain from calling the school office during such conditions. If the need for evacuation occurs, parents will be notified when and where to pick up their students. Gateway's Head of School and Board of Trustees will ultimately make decisions regarding school closures, those decisions are made after careful study of information and recommendations of local school districts and our Destiny Worship Center leadership. Any unscheduled school closure will be communicated to our Gateway families through the most effective means possible (i.e., email, text, teacher/parent contact, etc.).

ADDITIONAL INFORMATION

MESSAGES

Strong communication between our staff and our families is encouraged here at Gateway. You are welcome to leave messages for our staff through our welcome desk attendant at 850-654-9095. For the safety of the children and the flow of the classrooms, parents are requested not to call the teacher out of the classroom or try to conference with them during morning drop-off or during car ramp at the end of the day. If the need to speak to someone is urgent, please call the Gateway offices so that our school administration can assist you.

COMMUNICATION

In order to facilitate better communication and understanding in our Gateway family we observe the following Biblical procedures from Matthew 18:1.

1. Speak first to the teacher / person most directly involved.
2. If after consulting together, a mutual agreement or reconciliation is not found, the matter should be brought to our Gateway principal.
3. If the matter is still unresolved, it will be brought to our Head of School.

CHAIN OF COMMAND FOR THE FLOW OF COMMUNICATION AT GATEWAY

TEACHER

Any concern should first be communicated directly to the teacher.

GATEWAY ACADEMIC LEADERSHIP

If resolution is not found with the teacher, you may bring the concern to our Gateway Principal or Assistant Principal.

GATEWAY HEAD OF SCHOOL

If resolution is not found with the principal, you may bring the concern to our Head of School.

BULLYING / HARRASSMENT

Gateway Academy is committed to maintaining a learning and working environment free of bullying, harassment, and intimidation at all times. Therefore, bullying, harassment, and/or intimidation of or by any student, parent, administrator, faculty member, staff member, volunteer or guest is strictly prohibited.

In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to both a parent/guardian and either Gateway's Principal or Assistant Principal immediately. This notification will allow for an investigation to be completed and any appropriate corrective/remedial/disciplinary action to be taken as needed. Retaliation against students who report suspected bullying, harassment, or intimidation will not be tolerated. Firm disciplinary action will be taken should any member of our school community retaliate against students who report suspected bullying, harassment, or intimidation to school leadership.

LUNCH PREPARATION

Gateway Academy is licensed by the Department of Health with a "Limited Food-Use Permit." This permit enables Gateway to serve catered lunches and small portion snacks. Parents may choose to send a packed lunch from home each day with their student (these lunches cannot be cooled or heated at school) or participate in our vendor lunch program. Although our lunch vendors are negotiated twice a year, our fall providers and the cost associated with each one are below.

2020-2021 Vendor Lunch Providers

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
Panera Bread	Subway	Chick-fil-A	Culver's	Red Brick Pizza OR Subway

For families wishing to participate in our catered lunch program, enrollment forms, selection options and payment information will be made available at the beginning of the year and prior to the start of 2nd semester. **There are no refunds if your child is sick, absent, or does not eat their lunch.** Lunch orders must be paid in full for the semester. There are no weekly or monthly rates. If you wish to take advantage of these catering services please make checks payable to Gateway Academy.

Due to student food allergies, **Gateway Academy is a peanut and tree nut free environment.** No peanut or tree nut products are permitted (See Allergies section above). Please contact your student's teacher before bringing in snacks/treats for special celebrations. **Please also refrain from packing carbonated beverages and drinks with red dye in your child's lunchbox,** as they will stain the flooring and your child's clothing.

Please see **Special Occasion** section (located on page 47 of this handbook) for details on lunchtime parent involvement.

STUDENT LOCKERS / SEARCH POLICY

Each student in grades 6-8 will be issued a locker for storing school materials during the day. **Students are strongly encouraged NOT to keep personal items (i.e. cell phones, headphones, technology) in their school lockers.** Our lockers do not lock and are not secure; therefore, should lockers be used for such items, Gateway is not responsible in the event of its disappearance. Students are expected to keep all of their materials either in their locker or carry it with them. No material, except a student's backpack, is to be left outside the student's locker. The assigned lockers will be jointly accessible to the student and school officials, and may be subject to search at the discretion of school administration.

On certain occasions the administration may deem it necessary to search a student's locker, book bag, or other personal property. The following procedures will apply to such searches:

Locker: The locker is the property of the school and may be searched at any time by school administration without the consent or presence of the student.

Book Bag or Personal Property: A student's book bag or other personal property may be searched if a school administrator has reason to believe that the student has violated any school policy. Any such search will be conducted with the student and at least two staff members. If the student does not

consent to the search, administration will contact a parent or guardian of the student to apprise them of the situation and suspicions.

CLOTHING

Gateway Academy encourages students to express their originality and identity by the way they use their gifts and talents to serve the Lord and others rather than by the way they dress. As a Christian school, Gateway has established a dress code policy based on our understanding of the Biblical principles concerning propriety of dress and conduct. We desire for Gateway students to reflect “Christ likeness” in all their daily activities, including dress, and have established these guidelines toward that end. The purpose of the Dress Code is to clarify a standard of appearance which will encourage our students to bring glory to God (1 Corinthians 10:31) in an atmosphere free from distraction. The foundational principles of the Dress Code are as follows:

1. Students should dress modestly with an appropriate distinction between the boys and the girls. (1 Timothy 2:9; Galatians 5:19)
2. Student appearance should enhance a Christian testimony of a life adhering to Biblical principles, including appropriateness, modesty and humility, rather than worldly standards generated by anti-Biblical philosophies. (Ephesians 4:17-19, 5:17-21; Colossians 2:8, 3:17, 23; 1 Timothy 2:9-10, 4:12; Titus 2:6-8)
3. Appropriateness, cleanliness and neatness of appearance is related to health, general social acceptance, good habit building and the principle of deference to authority. (Romans 13:1-2; 1 Corinthians 11:16; Ephesians 5:21)

Team Wear Provider Information

Land's End® is the ONLY provider of Gateway Academy Team Wear. Access to Gateway’s approved Miramar Beach Land’s End items can be made by going online to www.landsend.com/school. Our Gateway preferred school number is 900133265 and our logo number is 0944623K. Both are required for ordering. All items shown on the above referenced web pages are approved pieces for Gateway student wear. Families can also call 1-800-469-2222 and reference our school by using the above school and logo numbers.

Although Land’s End® Preferred School program is the ONLY approved vendor for purchasing team wear items, Gateway Academy remains the final authority on compliance with the Dress Code. Please direct any questions to the Principal, not the Land’s End customer service department. Ask before you buy as ***the Principal is the FINAL AUTHORITY on Dress Code interpretation and compliance.***



Dress Code Specifics

- Basic team wear consists of a white, navy or burgundy shirt, embroidered with the Gateway Academy logo and basic khaki, navy, or denim pants, shorts, skirts or capris (for girls). Middle school approved dress code colors

also include light pink and gray for girls and light blue and gray for boys. **Only shirts and jumpers purchased through the Land's End® Preferred School program are acceptable.** We request that Land's End pants, skirts, and shorts be selected for your students. However, families are free to purchase identical basic uniform-line pants, skirts, and shorts for their students from other stores or providers.

- Skirts and jumpers from the Land's End selection are acceptable in khaki, navy or plaid (Land's End color Burgundy & Gray Plaid). **Jumpers should be embroidered with the Gateway Academy logo and be worn with collared shirts underneath.** Shorts, built in or worn underneath, are encouraged when wearing skirts and jumpers.
- Clothing requirements may be waived or required by the Principal for special occasions or circumstances. **For off-campus activities or special field trips, students are required to wear a burgundy polo-style shirt, with the Gateway Academy logo, long or short sleeved (depending on weather) with khaki pants or a skirt (no shorts or capris). For these events, shirts must be tucked in and belts must be worn (if the pants or skirts are designed for a belt).** Belts must be brown or black, leather or simulated leather, with a plain buckle and no studs, spikes, emblems or other embellishments.
- **T-shirts will be permitted on Fridays ONLY.** Monday through Thursday students are required to wear collared shirts. Gateway t-shirts are currently available as logoed t-shirt tops through our Land's End Team Wear provider or through the school office as screen-printed navy t-shirts twice a year.
- We encourage lightweight jackets, sweaters, cardigans, and sweatshirts to be purchased through the Land's End Preferred School program embroidered with the Gateway Academy logo, but it is not mandatory that these items be. They must, however, all follow suit with our Gateway colors to be worn within our school building during school hours (navy, white, burgundy, and khaki for elementary with the additional pink, light blue and grey colors for middle school). They must also be free of any large company or brand logos. Items worn under these jackets, sweaters, etc., must adhere to Team Wear guidelines. Monday – Thursday that requires a collared, logoed shirt. Gateway screen printed t-shirts are permissible on Fridays. **Items including any other colors do not fit within the boundaries of our Gateway colors and are not allowed.**
- Caps, hats, hoods or other head coverings, gloves, scarves, headphones and sunglasses may not be worn inside the building. Although sweatshirts with hoods are allowed, their 'hoodies' are not allowed to be worn on campus AT ANY TIME. Heavy outerwear, worn only outside, is exempt from Dress Code logo compliance.
- All pants, shorts and skirts must be worn at the waistline. Baggy pants will not be permitted. Pant hems or cuffs must be neat and slits must be hemmed. Pants or skirts that are torn, stained, badly faded, slit or rolled at the bottom may not be worn. Bottoms that include embellishments, color patterns, or stitchery designs are also not allowed.
- Shirts may be worn tucked in or un-tucked, unless the shirt is oversized, in which case it must be tucked in. **If a shirt is worn tucked in, a belt must be worn if the pants or skirts are designed for a belt.** Shirts that are in poor condition (stretched out, holes, faded, etc.) may not be worn.
- Shorts and skirts, while standing with hands at one's side, should fall below the fingertips but should not be shorter than mid-thigh or below the knees. Mini-skirts or short-shorts are inappropriate and will not be allowed.
- **Shoes with backs or tennis shoes/sneakers are required.** White socks are preferred and must be worn with tennis shoes/sneakers. If sock colors are not white, they must not be extreme in color or patterning. **Tights or leggings that are solid white, navy or khaki in color (or gray for middle school girls) are approved to be worn under Team Wear skirts, dresses, or jumpers.** Sandals must have a heel strap. Flip-flops, jellies, clogs, roller shoes (heelies), high-heeled shoes, and boots of any kind are not permitted. For student's safety, tennis shoes

with socks must be worn or brought for use during P.E. classes. Students will not be allowed to participate in P.E. activities, negatively affecting their quarterly grades, if proper footwear (tennis shoes and socks) are not worn during daily P.E. classes.

- ***Middle school students are required to wear a Gateway navy t-shirt and navy Land's End gym shorts for P.E. classes. Substitutions for Land's End gym shorts is not permissible.*** Student P.E. grades will be adversely affected each time a student does not dress out in appropriate P.E. approved clothing for class.
- Girls are not permitted to wear excessive, attention getting make-up or colored fingernail polish. Excessive jewelry is not allowed. Girls may wear excessive earring piercings and earrings must be stud-type only. Boys may not wear earrings of any kind. Piercings are not allowed on any other part of the body. Body markings or tattoos, temporary or permanent, are not permitted. Jewelry, accessories and shoes should complement and not distract from the uniform.
- For girls, an attractive, conservative hairstyle is to be worn (spiked hair and punk styles are not acceptable, for example). Color should be in the natural range.
- ***For boys, hair should be neat in appearance and in a masculine style. Hair should not obscure the eyebrows or hang below the collar and must not cover any part of the ear.*** Extremes in hairstyle that call attention to the haircut (such as shaved head, shaving above the ears, cutting designs in the hair, bleaching or dyeing) are not permitted. (1 Corinthians 11:14)
- In the case of boys needing haircuts, they will be given three (3) days (including the day of the violation) to get a complying haircut. In the case of a legitimate misunderstanding or other extenuating circumstance, the Principal may excuse the student from any penalty, but the violation must still be corrected.

All clothing should be labeled with the student's name. Gateway Academy cannot be responsible for non-labeled, lost clothing items. Lost and Found items will be collected in the Gateway Academy office. At the end of each grading period, or earlier if necessary, all unclaimed items will be thrown away or donated to charity.

For our youngest PreK-3 and PreK-4 classes, we also require that your child has a full change of team wear clothes to be kept at school to be used in the case of accidents at school. These back-up items should be appropriate with the seasons.

Missionary Days

As part of our ministry to encourage mission-minded students, we offer an opportunity for students to wear their own clothes on a periodic basis. In exchange for a minimal gift (monetary or specific donated item) to the Gateway Academy Missionary Fund, students may wear non-dress code clothing on the designated days. Guidelines for appropriate sizing, length, and shoes must still be observed. No tank tops or dresses, shirts or dresses with spaghetti straps, halter-tops, tube tops, crop tops or midriff-showing tops will be permitted. Clothing with words, slogans or logos should reflect the Christian values set forth in the foundational principles above. The Principal will establish and communicate the dates for these Missionary Days.

Dress Code Violations

- Upon witnessing a dress code violation, our classroom teachers will notify the office so that leadership can discern whether parent notification can be made in written form at the end of the day or if parents need to be

contacted so that their child's dress code violation can be remedied by the parent for the remainder of that school day.

- Repeated violations of the dress code will result in an office referral and the parents will be required to bring a change of clothes before the students will be re-admitted to class. Should the situation not be able to be remedied by the parents, the student will be sent home from school.
- Any future violations occurring after a student has been sent home will result in the parent being required to sign a letter acknowledging understanding of Gateway Academy's dress code requirements and of their complete understanding regarding the specific violations that need to be remedied.
- Offenses occurring after a signed parent acknowledgement will, at the principal's discretion, result in their student being suspended or expelled.

Field Trip Offenses: Because students are representatives of Gateway Academy during off-campus outings such as field trips, students not adhering to the specific dress code outlined by Gateway's Administration for that particular trip will not be allowed to participate in that day's off-campus outing. If possible, parents will be called and given the opportunity to bring the required clothing so their student can participate. However, in a situation where this is not possible or where a parent can not be reached, students will remain on campus or be sent home for the day.

Note to Parents/Parent Dress Code

- Gateway Academy encourages you to teach your children to live happily and submissively within the Dress Code guidelines. Criticism, to which any set of rules is susceptible, creates a spirit of unrest in children.
- Explain to your child the function of the Dress Code and the importance of children learning to live within limits. **Please remind your child that parents and the school are partners in this issue.**
- It is your responsibility to see that your child stays within the limits set by Gateway Academy. Students are expected to comply with the Dress Code and parents are expected to monitor that compliance before their children leave home each morning. We desire that enforcement begin and end at home.
- We are not here to be the "Dress Code Police." It is inappropriate for complying students, teachers and administrators to be distracted from the educational process due to a fellow student's failure in his or her commitment to follow the Dress Code. Do not allow your child to operate on the edge – keep hair and clothing well within the limits.
- We do not want to make a major issue over the Dress Code at Gateway Academy and we hope you do not either.

PARENT DRESS CODE: We respectfully request that parents and other guests dress modestly and appropriately when coming to the school or attending school functions. Words, slogans and logos on clothing should reflect the values of a Christian school. We encourage you to consider the foundational principals of the Dress Code when you dress for school events.

LOST AND FOUND

There is a lost and found maintained in the Gateway Administration offices. All clothing should be labeled with the student's name. Gateway Academy cannot be responsible for non-labeled, lost clothing items. Lost and Found

items will be collected in the Gateway Academy office. At the end of each grading period, all unclaimed items will be donated to charity.

PARENT INVOLVEMENT

Parent involvement is essential for student success and we encourage you to discuss with your child the events of his/her day. Teachers will send home class newsletters that will help keep you informed about what your child is learning at school, upcoming special events, and special Destiny Worship Center ministry opportunities. Gateway Administration will also communicate on a regular basis with families of our entire student body. In order to minimize classroom disruptions, we limit parent volunteers within the classroom on an ongoing basis. Parent volunteers are utilized for class parties, field trips, special events, library helpers and art assistants. We understand that you might like to observe classroom operations, but we have found that children lose focus when visitors drop in and out of their classrooms. If you have a concern or would like to visit, please contact our Gateway administration to set up a date and time.

PARENT/TEACHER CONFERENCES

Strong communication between our teaching staff and families is critical to the academic success of our students. Parent/Teacher conferences are important times to learn about your child's academic progress and growth.

Because of the importance of these meetings, please secure childcare and refrain from bringing children or younger siblings to these conferences. Our Pre-3 - Kindergarten classes will have a minimum of two parent/teacher conferences during the school year – one in the fall and one in the spring. Our 2nd – 5th grade classes are scheduled to conduct a concluding parent/teacher conference each spring. Middle School classes (6th – 8th grades) will have one scheduled conference day each spring. Should you wish to request a conference at any time, or feel the need for additional conferences, please contact your child's teacher so that arrangements can be made.

BACK-TO-SCHOOL ORIENTATION

A back-to-school orientation will be held prior to the start of school each year to welcome families and provide an opportunity for children and parents to see their classrooms and meet their teachers. Shortly after the start of school, our classroom teachers will hold Parent Nights for their perspective Gateway families as an opportunity for teachers to share more in-depth information about their individual classroom procedures and needs.

FIELD TRIP ASSISTANCE

Field trips are a powerful way to supplement the classroom curriculum and bring learning to life. They are also a time when students make memories that they will hold with them for a lifetime. Our classroom teachers will organize and schedule field trip events that correspond with their curriculum study units. Each student is required to have a Liability Waiver (available under the Admission tab on our website www.thegatewayacademy.com/returning-students) and a Field Trip Permission Form on file in the office prior to participating in any field trip opportunity. Teachers will send home Field Trip Permission Forms and details prior to each trip that must be completed and returned in order for your child to be included.

These off-campus opportunities will require parent participation and transportation in order for our children to attend. Sufficient chaperones will be solicited to supervise the groups. If the school is unable to secure enough qualified chaperones, the trip will be cancelled. Parents who wish to serve as chaperones should notify their child's teacher of their availability. Parents who are volunteering to drive will be required to provide our Gateway offices with a copy of their driver's license and current insurance card. Those parents driving should also refrain from using in-vehicle DVD/VCR players to "entertain" the children during the trip. Our families have wide variations in personal standards/boundaries and we want to be careful not to be an offense to anyone regarding entertainment content. These same guidelines should be used in regard to the radio or CD's being played. **Please arrange childcare for siblings if you wish to attend a class field trip.**

In order to participate in a field trip, a student must demonstrate that he/she has the discipline to obey rules and regulations that are necessary to have a safe and successful trip. Students are required to abide by all special occasion dress code requirements while representing Gateway Academy on a field trip.

For off-campus activities or special field trips, students are required to wear a burgundy polo-style shirt, with the Gateway Academy logo, long or short sleeved (depending on weather) with khaki pants or a skirt (no shorts or capris). For these events, shirts must be tucked in and belts must be worn (if the pants or skirts are designed for a belt). Belts must be brown or black, leather or simulated leather, with a plain buckle and no studs, spikes, emblems or other embellishments.

Failure to comply with these requirements could result in the child not being allowed to participate in the field trip opportunity. Gateway Administration reserves the right to keep a child from going on a field trip or to send a student home from a field trip if the student's behavior is inappropriate.

SPECIAL OCCASIONS

We look forward to special occasions and holidays throughout the school year. We will celebrate your child's special day on the school day closest to your child's actual birthday. If you would like to send a special treat or favor to share with the class, please inform the teacher of your plans. Also, please be aware that some of the children in your child's class may have allergies. (Please refer to the Allergies section on page 31 of this handbook

for more details on snack requirements.) You can check with your child’s teacher prior to bringing food to the school. All special occasion snacks will be shared during your child’s scheduled lunch time in the Fellowship Hall. Parents may distribute party invitations through your child’s teacher **ONLY** if all students in the class or if all same gender students in the class are invited. If each student is not invited, invitations should be mailed or personally delivered.

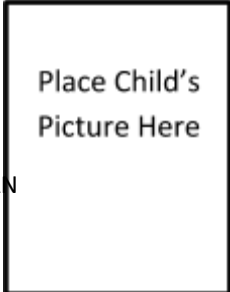
Our parents are also invited to join their child for lunch at any time throughout the year. **Because space is limited in our lunchroom, we respectfully ask that you call and notify the welcome desk of your intention to sit with your child at lunch.** This prior notification will allow our Gateway staff to ensure that we set-up enough parent tables to accommodate our families that will be joining us. Our families are also welcome to eat with their student at Destiny Worship Center’s Fireside Café located in the gathering area outside of our Sanctuary Auditorium. Simply sign your child out at the Gateway welcome desk to visit our Fireside Café with your child and sign them back in when your lunch is finished.



APPENDIX A • ANAPHYLAXIS ACTION PLAN

Anaphylaxis Action Plan

Student’s Name _____ D.O.B. _____



Teacher _____ Allergic To: _____

Asthmatic Yes No **** Higher risk for severe reaction**

◆ STEP 1: TREATMENT ◆

Symptoms:

(**Bold indicates potentially life-threatening**)

- If a food allergen has been ingested, but *no symptoms*:
- Mouth – Itching, tingling, or swelling of lips, tongue, mouth
- Skin – Hives, itchy rash, swelling of the face or extremities
- Gut – Nausea, abdominal cramps, vomiting, diarrhea
- **Throat – Tightening of throat, hoarseness, hacking cough**
- **Lung – Shortness of breath, repetitive coughing, wheezing**
- **Heart – Thready pulse, low blood pressure, fainting, pale, blueness**
- **Other** _____
- If reaction is progressing (several of the above areas affected)

Give Checked Medication

(To be determined by physician authorizing treatment)

- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine
- EpiPen Antihistamine

Dosage:

Epinephrine: inject intramuscularly (circle one) EpiPen EpiPen Jr. (see original packaging container for instructions)

Antihistamine: give _____

(medication/dose/route)

Other: give _____

(medication/dose/route)

◆ STEP 2: EMERGENCY CALLS ◆

1. Call 911. State that an allergic reaction has been treated and additional epinephrine may be needed.
2. Dr. _____ at phone number _____.
3. Emergency Contacts:

Name/Relationship		Phone Number(s)	
a. _____	1. _____	2. _____	_____
b. _____	1. _____	2. _____	_____
c. _____	1. _____	2. _____	_____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____