



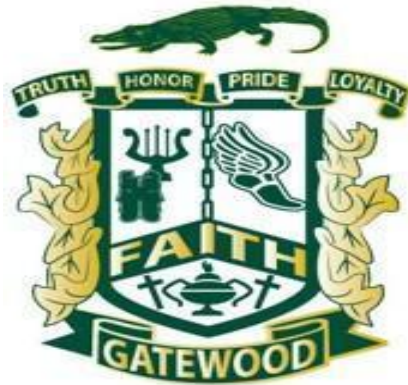
2025-2026

**Student & Parent
Handbook**

GATEWOOD SCHOOLS

Eatonton, Georgia

Academic Excellence



Built on a Christian Foundation

www.gatewoodschool.com

Dear Parents / Guardians:

The purpose of the Gatewood Student and Parent Handbook is to ensure that each student and his or her family is fully informed of the policies, expectations, and privileges provided to Gatewood students. We ask that students and parents review this book and all information carefully to ensure all are aware of requirements and policy, whether it be administrative, behavioral, or simply informative in nature. If you have questions, please consult your handbook first. This book seeks to address all situations, but there will always be many which cannot be anticipated. When this occurs, the Headmaster or Disciplinary Council will address the situation, providing rulings and/or decisions as appropriate.

As circumstances arise that require assistance from the school, it is preferable to have students work with their teachers or coach to rectify a situation. If parents have a concern or issue, please address the situation at the lowest level possible. This will facilitate the quickest resolution. If an issue cannot be resolved at the lowest level (directly with teacher or coach), it may be brought to the attention of the appropriate school's director, then the Assistant Headmaster or Headmaster.

Open communications between home and school is essential in developing trusting relationships that facilitate the education of our students. Thank you for your continued support and cooperation as we prepare for a rewarding year at Gatewood Schools.

Sincerely,

Jeffrey T. Decker

Headmaster

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ROLE OF THE BOARD

Gatewood Schools is an independent school, owned and operated by Gatewood Schools, Inc., a nonprofit corporation. All governing authority resides with the Board of Directors.

The Board of Trustees exists to create plans, to set policies, and to make decisions that will best ensure the viability of the school's mission for future generations.

The Board is not involved with day-to-day operations of the school as its authority exists only when a board meeting is in session and a quorum exists. It lives in the future, concerning itself with those issues that impact the future viability of the school. The Headmaster is the sole employee of the Board and is responsible for running the school and making operational decisions on a day-to-day basis.

By-laws state that there may be from seven to nine board members elected for three-year terms that expire on a 2-2-3 rotating basis. Directors due to rotate off may be retained if they are willing to serve and are selected by the remaining body of directors. In accordance with Southern Association of Colleges and Schools (SACS) recommendations and governing by-laws, board members are selected from qualified candidates who are nominated by members (individuals/families with enrolled children at Gatewood Schools). The Board of Directors is self-sustaining and makes final selections from individuals nominated.

The Board meets regularly the second Monday of each month and follows an agenda set forth by the Headmaster. Board members for the upcoming year are listed on the school's website.

The responsibilities for Gatewood's Board of Directors include:

- Supporting the Headmaster
- Setting policies that guide Gatewood Schools
- Developing a long-range plan that describes the goals for Gatewood's growth and development
- Ensuring adequate finances and the responsible expenditure of capital

GATEWOOD'S MISSION, VALUES, VISION & BELIEFS

Mission Statement

The mission of Gatewood Schools is to educate students in a nurturing, Christian environment while instilling life-long characteristics of faith, truth, honor, loyalty and pride. Gatewood Schools will provide an educational experience that prepares students for post-secondary education and lasting success.

Core Values

Faith, truth, honor, loyalty, and pride

Vision for Students

Be all that God created us to be spiritually, intellectually, physically, and socially

Statement of Belief

We believe students should be taught in a safe, Christian environment in which learning is paramount, critical thinking and creativity are encouraged and preparation is made for future success. Opportunities shall be provided to develop the whole child spiritually, intellectually, physically, and socially in an environment in which mutual respect and responsibility are modeled, encouraged and expected.

History

In the spring of 1970, a private school was begun on land donated by Mr. Mell Sammons. The first Gatewood Schools, Inc. board of directors included Mr. Walt Rocker, Mr. Tom Thompson, Mr. Dallas Veal, Mr. Hammond Adams, Dr. Tom Brown, and Headmaster Mr. Melvin Charles. Plans for the new school were developed, and the families began working to fulfill their dream of an exceptional educational opportunity for their children. The school physical plant was constructed in just ninety days and paid for in cash. The school opened in September 1970 and continues to provide a quality education for the children of Eatonton and the surrounding counties forty-two years later. Subsequent additions to the school include a gymnasium/kindergarten building, Sammons Field, a science laboratory/cafeteria wing, a middle school building, a library/classroom building, baseball and softball fields, a professionally planned playground, a track/soccer complex, and field houses for boys' and girls' athletic teams. In January 2012, the Redeemer Episcopal Academy formally merged with Gatewood Schools. Gatewood operated a campus at Lake Oconee from Jan 2012 to June of 2014, but consolidated operations on the main campus for the 2014-15 school year. Gatewood faculty, staff, and parents continue to work together to enhance the development of the "whole" child. Our curriculum is presented with a Christian emphasis. Each student is encouraged to excel academically, physically, spiritually, and socially. Over the years, the Gators have been state and region leaders in football, basketball, cross country, softball, track, baseball, wrestling, golf, tennis, swimming, cheerleading, one-act play, debate, clay target shooting sports and literary events. Our success of Gatewood is due to the commitment and hard work of the teachers, coaches, students and their families, friends, and our community at large.

Non-Discriminatory Policy

Gatewood Schools firmly supports the principle that the admission of students, the employment of staff, the operations of the program, and the governance of the school be open to all who are qualified, regardless of race, gender, creed, color or national origin.

GENERAL SCHOOL INFORMATION

Accident Insurance

The school provides accident insurance for all students. This is a secondary insurance policy that supplements a family's insurance plan. If you do not receive a form for filing student accident insurance within two weeks after the student's injury at school or in a school sponsored activity, please call the school office.

Annual Fund

As is the case with all independent schools, Gatewood's tuition covers only a percentage of the school's annual operating costs. Gifts to the Annual Fund provide a significant amount of what is required to keep tuition costs down, while maintaining competitive teachers' salaries and maintaining a state-of-the-art classroom for all students. Gatewood seeks and receives contributions from current parents, alumni, parents of alumni, grandparents, faculty and staff, corporations and friends to meet the Annual Fund goal each year. There is no set amount per family. However, the school seeks 100% participation by all, pledging and giving according to their means.

Capital Campaigns

Capital Campaigns are conducted periodically to provide significant funds for growth such as endowment, construction, renovation or extensive capital equipment purchases. Contributions are generally pledged over a three-year period.

Cell Phones, Smart Watches, Headphones or Students' Phones

At Gatewood Schools, we fully understand that we live in the age of technology, and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements it is increasingly difficult to monitor the activities of cell phones and smart devices that enable the student to use text messaging, cameras, and social media platforms during the course of class. While we will continue to allow our students to employ the use of technology to enhance their learning and academic growth, that use must be under the supervision and direction of our faculty. **Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings while on campus unless it is done under the supervision of a teacher. Gatewood prohibits the use of cell phones and smart devices for communication and recreational uses during the entire school day. Students may use cell phones outside the buildings before homeroom period and after 3:00 PM. All students' phones should be left at home, locked in vehicles, or in wall lockers and are not allowed to be carried during the school day.** Violation of this policy results in disciplinary action as described in the Disciplinary Code portion of this handbook. Any information contained on the phone may be viewed by the administration.

Students who have cell phones or smart watches taken away will not be able to get them back until they have completed prescribed discipline. See Discipline Code

Chapel

Students should observe standards of good conduct during chapel. Middle and High School chapel services are held each Tuesday. Preschool and Lower School will conduct weekly devotional/chapel services during each week.

Emergency Procedures

Emergency Situations

Parents are encouraged to periodically review with their children the school's procedures and the family's procedures for possible emergencies.

Emergency Numbers

Notification of Medical Emergency and Accidents

Parents and guardians should always leave instructions for being reached in emergency situations. School officials will make every attempt to reach a parent or guardian in the event of an emergency. It is essential that the school office have a contact number on file where one or both parents can be reached. A cell phone number and a relative or nearby neighbor's number is also helpful. If the parent or guardian cannot be reached, Gatewood will notify the person(s) designated on the Personal Record and Medical Information form. This information **MUST** be entered into record via RenWeb's Webforms in the custodial parent section of the Family Portal section of RenWeb.

The Personal Record and Medical Information forms contain authorization and consent for the school, through a qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances. All physical injuries will be examined as soon as possible. In case of an emergency requiring immediate medical care, the school, if unable to notify the parents, is authorized to have the child treated by a qualified physician at the nearest emergency clinic.

In an attempt to continue improvement to our notification systems, we have added texting, emailing, or Robo-calling RenWeb module called Parent Alert. Based upon your preferences in RenWeb, we will send all emergency messages and updates via Parent Alert so that you or your designee is notified expeditiously when required in emergency-related situations.

Emergencies During School

The safety of our students, faculty and staff are of utmost importance. As such, the school will prepare for potential emergencies each month as mandated by the State Commissioner of Insurance by conducting the following drills:

Fire and Tornado Drills

All classes regularly practice exiting through planned fire drill routes. If a student is somewhere in the building other than with a teacher during a fire drill, he/she should leave via the nearest exit and join his class in the assigned area. There are designated safe areas inside the building for each class during a tornado drill. Designated safe areas are posted in each classroom. A buzzer signifies a fire alarm. Three short rings of the school alarm followed by a short pause before being repeated several times signifies a tornado alarm.

Other Emergency Procedures

Other emergency situations may require different actions to ensure safety. These may include evacuation or lockdown actions depending upon the threat to our school. Students will accompany their teacher to the designated areas. All classes will report to the back of the Lower School building to their

designated areas. If the emergency necessitates the dismissal of school, parents may be required to pick up their children on Crestview Drive if the Phillips Drive entrance is not accessible. Parents will be notified via RenWeb Parent Alert when alternate pick-up sites are necessary. School and/or public safety officials will direct parents to the proper location.

Emergency Closing of School

Severe weather, utility problems, health emergencies, or other emergencies may necessitate the closing of the school. In case of inclement weather or other emergencies, the **Headmaster may make the decision to cancel school**. You are advised to check social media, check email, or you will receive a parent alert. **Parents and students are asked not to call the school or school personnel at these times.** When such closings can be foreseen, an announcement will be made as early as possible via Parent Alert text message to those who possess the ability to receive such messages.

General Medication Guidelines

Prescription Medicine

Prescription medicines needed by students during the course of a school day **must be submitted to the high school director or the administrative office for safekeeping**. Under no circumstances will students be allowed to retain prescription or over the counter medication on their person while at school. The student must report to the High School Director (high school students) or office (middle school students and below) for dispensing of medication at appropriate times designated by physicians. When possible, parents are urged to request prescription medications that do not have to be administered during the school day.

- Parents must send a note indicating the exact dosage and time to be given.
- All medications must be labeled with the student's name, physician's name, and medication name.
- Parents who have children who use epinephrine injections to treat life-threatening allergic reactions caused by insect bites, foods, medications, latex, and other causes **MUST** provide an EpiPen exclusively for school use.

Students may never share any medication, including over the counter medication, with another student.

Non-prescription Medications

Tylenol will be given only if authorized by checking the "Authorize Tylenol" under each student's medical information in RenWeb.

Health Physicals and Immunization Records

Students who participate in any after-school activity or sport are required to have a current Gatewood Health Physical and Permission to Participate Form completed and on file before being allowed to participate. Blank forms may be obtained from the Athletic Director, Troy Burner.

Immunization records, Libby Rainey: In compliance with Health Department guidelines, all students enrolled at Gatewood must have a Georgia Certificate of Immunization Form on file in the Main office. Students will not be allowed to enter school without this form.

Students entering 6th grade must have documentation of a second MMR prior to attending the 6th grade, along with Varicella Vaccine or history of **Chicken Pox**.

Health Policy

To decrease the spread of illness among students, any student who is sent home sick, or has become ill at home cannot return to school until:

- He/she has been fever-free for 24 hours
- **Physician has cleared** the student for return to school
- He/she has been on **antibiotics for 24 hours when prescribed** by the physician. This is especially important if the student is being treated for strep throat, conjunctivitis (pink eye), or any other highly contagious illness. Any student showing visible signs of pink eye, including crusting of the eyelids will be sent home until resolved.
- Head lice have been treated and all nits have been removed. Students with nits will be sent home for their removal.
- It is policy that ill **students will be sent home if they have a fever over 99.6, have vomited, or have had diarrhea**. Students will be sent home for persistent nausea or pain unrelieved by over-the-counter medications.

Illness Return Policy – Vomiting, Diarrhea, and Fever

- To protect the health of all children and staff, students who experience vomiting, diarrhea, or fever must remain home the **entire next school day** following the illness.
- In addition, your child may only return to school **after** they have been completely free from vomiting, diarrhea, and fever for **a full 24 hours without medication**.
- They must also be able to eat and drink normally without symptoms returning.
- If a child returns to school before meeting these requirements, parents will be contacted to pick them up.
- We appreciate your support in helping us maintain a healthy school environment.

Parent Expectations

A unique aspect of Gatewood Schools is that the family, not just the student, becomes a part of the school community.

Personal Property

While we hope and expect all students to operate in an honorable and ethical manner, it is advisable that all Gatewood personnel safeguard valuables at all times. Students are discouraged from bringing expensive toys or electronic devices, large sums of money, or headphones to school. If computers, tablets or other approved electronic devices are used during the school day, students are required to secure these items at all times. The school is not responsible for the security of or protection from such items being damaged or lost.

Structure

Gatewood is divided into the Pre-School, Lower School, Middle School, and High School. The Pre-School consists of grades K2 through K4. Lower School is grades kindergarten through fifth. The Middle

School is sixth through eighth grades, and the High School includes ninth through twelfth grades.

The Director of Advancement and Development coordinates Annual and Capital Campaigns and related events. Charitable gifts to Gatewood are received and processed through the school business office. Generally, these tax-deductible gifts consist of cash, securities, tangible personal property, real estate, bequests, and insurance and charitable trust arrangements. In order to assure tax deductibility and proper gift recording and acknowledgement, all gifts should be coordinated with the business manager. All requests for gifts and solicitations by faculty, student and parent groups must be approved by and coordinated with the Headmaster. Gatewood asks all families to participate in the Annual Fund and to support the periodic capital campaigns necessary to facilitate growth, as tuition in and of itself constitutes less than 75% of the operational costs of the school.

Student Injury during the School Day

Students who sustain an injury during the school day are to be seen by the administration and the Athletic Trainer, when possible. The administration will determine the response to the injury. This includes on-site treatments, contacting parent/guardian, and referral to a medical provider or facility if needed. If a student has a life-threatening injury, 911 will be called.

Supervision

After School Care Program:

All of Gatewood's policies and procedures apply to the aftercare program K2- 5th grade. See Gatewood's website for further information.

Regular Before School Drop Off:

In the preschool and lower schools, there will be a teacher on duty in the multi-purpose/ activity rooms beginning at 7:30 am. Students shall not arrive at school before this time and be left unattended outside.

Regular After School Dismissal:

All preschool and lower school students shall be picked up at 2:45 pm in front of their respective school building, unless the teacher has been notified that a middle school or high school sibling will supervise the student's pick-up at the gym. Parents may choose to wait until 3:00 pm to pick up their preschool or lower school children if they have older children. It is imperative that students are picked up on time so teachers may meet their after-school obligations to tutoring, meetings, supervision of extracurricular activities, etc. If not known or recognized as a person authorized to pick-up a child, a photo ID may be requested. Those picking up prekindergarten children will sign a daily roster maintained by their teacher per state requirements.

- Afternoon Pickup- K2- 5th grade at 2:45PM/ MS and HS at 3PM
- Tuesdays will NOW BE dismissed at 3PM

Visitors

Visitors and parents during the school day may not be on campus during the school day except with special administrative permission. Parents are to report to the main office in the new high school building. Visitors and parents are not to go to the classrooms during the school day without receiving a visitor's pass. All grades' parents must sign in at the main office. Parents visiting campus MUST sign-in in the office and wear the name tag provided unless attending a school program in the High School auditorium.

Check-in and Check-out

K2- 5th grade students are to be checked-in and checked-out at the lower school main office

6th-12th grade are to check-in at the new high school office

6th-8th grade students are to be checked-out at the new high school office- parents MUST come in to the office to sign out student

9th-12th grade students are to check-out with Mrs. Moss, the high school director

ACADEMICS

Accreditation

Gatewood Schools is a member of the Georgia Independent School Association (GISA) and Accredited with Quality by three highly reputable accrediting organizations: Georgia Accrediting Commission (GAC), Southern Association of Independent Schools, and Southern Association of Colleges and Schools (SAIS/SACS)(Also known as AdvancED).

Curriculum

Gatewood Schools' curriculum is college preparatory and age appropriate. Teachers will provide a syllabus for each class containing curriculum and pacing guides for the required course.

Faculty

Gatewood seeks to hire and retain a highly qualified faculty. The vast majority of teachers hold advanced graduate degrees and certifications. Teachers' contact information and professional titles are noted on the website and on Family Portal.

Grading System and Procedures

Middle and High School Headmaster's List

Headmaster's List: students have 90 and above in all academic subjects. Awards are given 1st, 2nd, and 3rd nine weeks.

Headmaster's List is determined for each 9-week grading period and published in the local newspaper. The first Chapel following the end of the grading period, students will receive a certificate for achievement.

- The end of the year honor's ceremony will be held during the last chapel of the year. Parents are welcome to attend.

- Awards given at the ceremony:
 - Gold – Highest Honors
 - Silver – 2nd Highest Honors
 - Merit – Teacher’s Choice
 - FMB Scholastic Leaders
 - Presidential Award – Seniors only
 - Headmaster’s Award – Seniors only
 - Junior Marshalls – Juniors only
 - Hugh O’Brian Youth Leadership – Sophomores only
 - GIAA Spelling Bee
 - Yearbook Dedication

The grading procedures for each school are as follows:

High School

Grades run continuously for each semester. The first nine weeks grade is a mid-point grade for the first semester, and the third nine weeks grade is a mid-point grade for the second semester. The final semester grade is calculated by the overall average at the end of the semester counting 80% and the final exam 20%. For year-long term classes, the two final semester grades are averaged to determine a yearly grade, which is posted on the transcript and granted 1.0 Carnegie unit if the grade is 70 or above. If the final grade is below 70, no credit is granted. In semester classes, the final semester grade is posted to the transcript and is granted 0.5 Carnegie unit if the grade is 70 or above in order for credit to be given.

Minimum requirements at the end of each grade level to progress to the next level are:

9th grade - 6units

10thgrade -12 units

11th grade - 18units

12th grade - 24 units to graduate

Middle School

Grades run continuously for each semester. The first nine weeks grade is a mid-point grade for the first semester, and the third nine weeks grade is a mid-point grade for the second semester. The final semester grade is calculated by the overall average at the end of the semester counting 80% and the final exam 20%. For year term classes, the two final semester grades are averaged to determine a yearly grade, which is posted on the transcript. Middle School students failing two or more subjects for the year will be retained at grade level.

For elective classes, grades for each nine-week period or semester period are independent of each other.

Lower School

Grades for each nine weeks are independent of each other. Learning in lower school is a sequential process and passing or retention is determined by sufficient progress or lack of progress in each area. Lower School students failing two or more subjects for the year may be retained at grade level.

Spring Exam Exemption Policy

- All students get 1 FREE exam to exempt.
- Any student at the end of the year with a 90 or higher will be allowed to exempt their final exam.
- Grades are NOT rounded.

Grade Promotion and Retention - New Board Policy

Students in good academic standing will be promoted to the next grade level. Students not in good academic standing or who have diagnosed learning difficulties may be recommended for retention by the student's teacher(s) and/or the school director. Such circumstances would require a review by the members of the Admissions Committee. Upon review, Admissions shall determine whether or not a student should be promoted or retained.

Graduation Requirements

Graduation requirements for Gatewood are as follows:

| Letter | Numerical | Quality Point |
|----------------------|-----------|---------------|
| A | 90-100 | 4.0 |
| B | 80-89 | 3.0 |
| C | 70-79 | 2.0 |
| F | Below 70 | 0.0 |
| S- Satisfactory | | |
| N- Needs Improvement | | |
| U- Unsatisfactory | | |

1. Students must receive 24 Carnegie units.
1. Students must meet attendance and disciplinary requirements.
2. Students must have the 4 core classes EACH year. Students are NOT allowed to double up on core classes without administrative approval.
3. It is a Board of Directors policy that students must be current with tuition payments. Furthermore, a graduation candidate must satisfy all course requirements to participate in graduation. Only those in good financial and academic standing can participate in graduation.

The following graduation requirements for Gatewood meet and exceed the minimum requirements set by the Georgia Board of Regents of the University System for a college preparatory diploma.

- ENGLISH (4units)
- SCIENCE (4units)
- SOCIAL SCIENCE (4units)
- MATH (4units)
- FOREIGN LANGUAGE consecutive of same language (2units)
- HEALTH/PE (1 unit: .5each)
- BIBLE (1 unit)
- ELECTIVES (4+units)

TOTAL REQUIRED UNITS FOR GRADUATION: 24 or More

Gatewood does not allow summer school credit recovery programs or summer school. Students must pass core academic classes during the course of the academic year.

Gatewood partners exclusively with Gordon State College for Dual Enrollment. Students are unable to enroll in Dual Enrollment courses at any other college unless their high school is partnered with that institution. The earliest a student may begin Dual Enrollment is during their junior year. At that time, students may take a maximum of one Dual Enrollment course during the fall semester of junior year. Additional Dual Enrollment courses may be taken during the spring semester of junior year.

Georgia Virtual School is available only for students who have transferred into Gatewood and need specific credits that cannot be accommodated within the current Gatewood schedule.

Report Cards

For grades K5-12, report cards or progress reports are issued each nine weeks. Progress reports (Q1 & Q3) are issued mid-grading period via email or RenWeb email. In addition to the report cards and progress reports, teachers often send notes home, make calls, and schedule conferences to keep parents informed. Pre-school progress reports are sent home each nine weeks noting progress toward mastering age/grade appropriate learning skills.

FACTS Family Portal

Gatewood uses a web-based school management system called FACTS. FACTS enables parents to access their family information via the Family Portal. Parents and family members can access a “snap shot” of academic progress and other important information via the internet by visiting the Gatewood Website (gatewoodschool.com), and clicking on the Link. This is a very useful communication tool and can be accessed from any computer that has internet access. Login for Family Portal can also be achieved directly from FACTS’s website <http://factsmgt.com/> using the Family Login tab for FACTS Family Portal. An abbreviated ParentWeb program is also available in a mobile app Gatewood Schools free for iPhone and Android cell phone or tablet user

ACADEMIC ACHIEVEMENT

Awards/Honors

Dual Enrollment: Gatewood Schools has a Dual Enrollment (DE) agreement with Gordon State College. Students with a minimum 3.2 HOPE GPA may be eligible to take college courses in place of Gatewood core classes beginning their junior year. For students beginning Dual Enrollment in their senior year, a minimum 3.0 HOPE GPA is required. *Please note: the 3.0 HOPE GPA eligibility applies only to students starting DE in their senior year.*

All Dual Enrollment students must apply to and be accepted by Gordon State College. Gatewood currently offers Dual Enrollment courses in Literature and Mathematics on its campus.

Each partnering college sets its own minimum SAT and ACT test score requirements for admission, which are subject to change annually. While the DE program provides Gatewood with some administrative oversight, all students must fully comply with Gordon State College's academic and administrative policies.

Students enrolled in Dual Enrollment courses will be held to the same academic standards as college students. All DE courses will appear on the student's Gatewood transcript and will be calculated into the final GPA.

To participate in the Dual Enrollment program, all Gatewood tuition and fees must be paid and current.

The HOPE program currently funds up to **30 credit hours** of Dual Enrollment coursework per student. If a student exceeds this 30-hour limit, they will be responsible for any additional tuition or fees.

GPA Weighting:

Gatewood awards an additional **1.0 quality point** for each Dual Enrollment course. For example, English 1101 earns one full quality point added to a student's GPA, allowing their GPA to exceed the standard 4.0 scale.

Hall of Fame - The Gatewood Hall of Fame is one of the highest honors a senior can achieve at Gatewood. Selection by the high school faculty is based upon academic achievement, total school involvement, contributions to school and society, positive attitude, and exemplary conduct. These students exemplify the ideal Gatewood student in that they are trustworthy, respectful, and have a high sense of personal integrity. This is not awarded every year.

Honor Graduates - Honor Graduates are seniors who have a cumulative numerical average of 90 or above in ACADEMIC CLASSES ONLY - grades 9-12. Averages will not be rounded up.

Farmers and Merchants Bank Scholastic Leader - Each year, the FMB Scholastic Leader Award is presented to the student in grades 6-12 with the highest grade-point average. This award not only honors the student's academic achievement but also acknowledges the parents' dedication and investment in their child's education by providing a scholarship for one month's tuition.

Junior Marshals – Two Junior Marshals are selected each year to lead the graduates in the processional and the recessional at graduation. These are students with the highest academic averages within the junior year as determined at the same time as honor graduates are named. Majority of their classes must be in the honors tract. These students are recognized in the graduation program. Their purpose is to assist in the conduct of the graduation ceremony and work under the purview of the Graduation Director. Junior Marshals must have been enrolled AND attended Gatewood Schools for a minimum 3 years of High School.

National Honor Society - To be introduced into the Phoenix Chapter of the National Honor Society, a student may have a cumulative numerical grade average of 90 or better in ACADEMIC CLASSES only. Students may be inducted after the second semester of the sophomore year, or any time thereafter that they meet the induction criteria. Averages will not be rounded up. Requirements are strictly adhered to since this is a highly respected, reputable organization. The Phoenix Chapter By-Laws further explain disciplinary/probationary measures as they apply to members.

President's Award for Educational Excellence – This award is given to students in the **fifth, eighth** and **twelfth grades** who have a 90 academic average and score in the 85th percentile or higher on a nationally-normed test for the elementary, middle, and high school years respectively.

Salutatorian - The salutatorian is the senior with the second highest numerical average in grades 9 - 12. The majority of the Salutatorian's classes must be in the honors tract. The salutatorian must have been enrolled and attended Gatewood Schools for a minimum of the four years of high school.

STAR Student - The STAR student is the senior with the highest SAT score in one sitting (by the November test date of the senior year) and is in the top 10% or top ten (if class is smaller than 40) of his or her class. The star student chooses the STAR teacher.

Valedictorian - The valedictorian is the senior with the highest numerical average in grades 9-12. The majority of the Valedictorian's classes must be in the honors tract. The valedictorian must have attended Gatewood Schools for a minimum of the four years of high school.

Scholarships- Only scholarships that are offered through Gatewood Schools will be recognized and awarded at Gatewood's Baccalaureate in May.

Standardized Testing

Kindergarten through second grade use STAR and Superkids for standardized testing. The ITBS is administered in the spring of each year in third through seventh grades. The Preliminary Scholastic

Aptitude Test (PSAT) is given in the spring for eighth and ninth graders. The Fall PSAT doubles as the National Merit Qualifying Scholarship Test for tenth graders only. Students should create an SAT account in the 10th grade year during week one and register online for the SAT. Register for the SAT at www.collegeboard.com. Taking the SAT or the ACT is a graduation requirement as either test is required for college admissions nationwide and must be taken at least once by each graduating senior.

SUPPORT SERVICES

Academic Support

In addition to classroom and subject area teachers, Gatewood has an academic support team of two full-time teachers on staff for those students who have been screened and possess support plans recommending special assistance.

Conferences

Parents are encouraged to contact the teacher by email to set up an appointment for a conference as needed.

Counseling and Guidance

Gatewood provides a comprehensive guidance program. The counselor is trained to work with students, parents, and teachers. Individual and group counseling is provided throughout the year covering such topics as post secondary school choices, career choices, and personal concerns. The counselor sees students by appointment, referrals from teachers, and in emergency situations.

ATTENDANCE POLICIES

Absences and Tardiness

| | | |
|---------------------------|--|--|
| Absences K2-12 | 10 days per semester- excused or unexcused | Total 20 for the year- excused or unexcused |
| | More than 10- credit for the class will NOT be given | Once a student reaches 20 days absent, he/she is ineligible to be promoted to the next grade level (See #9 below) |
| | Field trips, school activities, college visit (3) do not count towards absences | |
| Tardies- after 8AM | Check- in before 10:30 to be counted present for the day | Check-out at 12:40 to be counted present for the day |

*** The student may appeal to a review committee. When a student has been absent over 5 days in a semester, the FACTS SIS system will automatically generate a notification or reminder of this policy to parents or guardians. No action is required upon receipt of a reminder; it is a friendly reminder for those who are not keeping track of attendance.

School Absence Policy

1. **Parents must send a note to school upon returning after the absence.** The note should explain the reason for the absence. A doctor's excuse is preferred documentation to justify an excused absence when sickness is involved. Students have 3 days to complete any missed work from an **excused absence.**
2. A parent's explanation is not automatically an excuse. Excusing absences is the domain of the school.
3. An excused absence will be granted for personal illness, death of a relative, established religious holiday, emergencies, and for educational purposes or other justifiable reasons as approved by the appropriate school Director or the Headmaster.
4. Planned absences, such as family trips/vacations, require prior clearance from the Headmaster or appropriate school Director. Families may have **four personal excused absent days a year only using two consecutive days at a time.** These type absences, especially if they last more than two days, are not advisable. It is difficult for a child to recover from missing instruction and such absences place an additional burden on the teacher. The request must be submitted at least one week before the absence. If the absence is approved, the student is responsible to make arrangements to make up work with each of his/her teachers. Absences beyond 2 days will be unexcused. Unexcused absences will receive no makeup work.
5. Juniors and Seniors are allowed 3 college visitation days each school year. The request to visit a college must be made to Mrs. Moss, High School Director, one week prior to the visit (The director will notify teachers prior to the student's absence.)
6. For athletic participation, a student must be present by 10:20 a.m., unless a doctor's excuse is provided and approved by the Athletic Director.
7. The student is tardy arriving after the bell rings at 8:00 am. Lower school students are to report to the main office in the lower school and sign-in before reporting to class. Middle and High School students are to report to main office in the new high school before reporting to class.
8. Every fifth tardy will be recorded as an unexcused absence.
9. **Excessive absences: absences in excess of ten (10) will automatically be unexcused. This may adversely affect grades. All graded work due to absences after the allotted 10 will be 50% of the graded assignment/ scored.**
10. **Extenuating circumstances: the school recognizes that unusual circumstances (emergency/medical) may occur which cause extended absence. Such circumstances would be reviewed and approved at the discretion of the Headmaster or Assistant Headmaster.**

GATEWOOD DISCIPLINARY CODE

Honor Code

Gatewood expects its students to maintain high standards of behavior both in and out of school. Gatewood endeavors to instill in its student's healthy habits of mind and body, a clear sense of values, and good moral judgment. Certain behaviors must be exhibited in order to achieve these objectives. Students are expected to be:

TRUSTWORTHY

RESPECTFUL (of faculty, other students, and all personal and school property)

APPROPRIATE (in dress and attitude)

COURTEOUS

KIND (in the classroom and during athletic events and school-related events)

Gatewood believes that honor and integrity are paramount in the educational process. Therefore, all Gatewood students must sign a pledge prior to the start of school each year to adhere to the following code: "I will neither lie, cheat, steal, nor tolerate any of these type acts. I will be academically honest in all of my work and will not tolerate academic dishonesty of others."

Definitions:

- Lying – falsifying the truth
- Cheating - giving or receiving unauthorized information on graded material.
- Stealing – taking another person's property without their consent
- Academic Honesty – performing all academic work without plagiarism, cheating, lying, stealing, altering or receiving unauthorized or illegitimate assistance from another.

The Honor Code is an integral part of the school. Students, faculty, and staff members are expected to strictly enforce its provisions. All honor code violations will be referred to the Disciplinary Council.

Disciplinary System for Grades 6-12

The Gatewood Discipline Code for middle and high school is developed with careful consideration for the welfare of the individual student, the school community, and its employees. **The purpose of this code is to foster a safe, Christian environment for all and to ensure a classroom environment that is conducive to learning. Accordingly, the purpose of this code is designed to curb adverse behavior and be able to move forward in a positive manner. Thus, all Gatewood Students are expected to abide by the code of conduct outlined herein and uphold the school's standards of behavior.**

Gatewood's Disciplinary Council consists of the Assistant Headmaster, High School Director, Middle School Director, School Guidance Counselor, Athletic Director, **and staff or faculty appointed by Headmaster.** A minimum of five members must be present for such a hearing. Reports of misconduct or code violations may be reported by any faculty or staff member via the RenWeb Behavior Management System to the Assistant Headmaster. The Assistant Headmaster alone or his designee determines whether demerits or other disciplinary measures are warranted. The accumulation of 15 demerits in a year MAY trigger the need for a formal meeting between parent(s)/guardian(s), students

and the Disciplinary Council. This meeting is designed to alert all concerned that behavior must be adjusted and the potential consequences of not correcting behavior. In rare situations in which a student reaches the 30 demerit mark, the Disciplinary Council will convene to address consequences.

Note: demerits in high school and middle school are cumulative.

Any student with a discipline infraction(s) on or off campus that is Gatewood affiliated, following Gatewood school guidelines and expectations, will be handled by the Disciplinary Committee. A high school or middle school student whose behavior continually warrants hearings before the Disciplinary Council may be evaluated for continuance as a Gatewood Student. Documentation from prior hearings may be used to determine consequences for future misconduct. **The Disciplinary Council may dismiss a student for an infraction that is, or is judged to be, particularly damaging to the individual, members of the school community, or the school's reputation regardless of the individual's accumulation of demerits.**

The list of infractions or consequences is not intended to be exhaustive. Because it is not possible or feasible to anticipate all infractions that may occur, the Disciplinary Council shall have authority to impose penalties for any infraction not specifically listed or stated. Multiple infractions may also carry a stiffer penalty than those listed in this code. Consequences for **adverse behavior are solely at the discretion of the Disciplinary Council and are final.** The Headmaster will oversee the Council to ensure they continuously operate in a fair and equitable manner in accordance with this code.

Major Infractions:

These are among the most serious offenses and may be grounds for dismissal from Gatewood Schools regardless of prior disciplinary record. A hearing before the Disciplinary Council is required in these cases. Severity may prevent there being more than one hearing before the Council. **The Council may choose to dismiss or allow voluntary withdrawal, or at its discretion choose an alternative punishment which may include but not be limited to disciplinary probation.**

Offenses include, but are not limited to:

- Violation of the alcohol policy
- Violation of the drug policy
- Bullying, bullying via electronic devices, harassment, sexual harassment (see Bullying Policy page 35)
- Possession of weapon(s) on campus or at school sponsored events
- Sending, soliciting, or relaying inappropriate or sexually related material to/from another student
- Any terroristic threat made toward a student or staff member
- Sexual misconduct
- Vandalism of personal property or school property

Level 3 Offenses may carry a punishment of 10-15 demerits, Out-of-School Suspension (OSS), or In-School-Suspension (ISS) and may affect extra-curricular activities.

Students serving in ISS will receive a maximum grade of 70 in all graded assignments. Students serving OSS will receive a zero grade in all graded assignments for that day.

These offenses include, but are not limited to:

- Cheating (1st offense = 10 demerits; 2nd offense = 15 additional demerits) Any student caught cheating on classwork or test will receive a grade of zero (0) for that classwork or test. (Note: cheating will impact standing within honor societies in accordance with their by-laws, i.e. - National Honor Society, etc.)
- **Plagiarism - a passage that is taken from the work of one person and reproduced in the work of another without attribution. This includes work generated by artificial intelligence (AI).**
- Fighting - a physical conflict between two or more individuals.
- Disregard for the dignity, rights, and/or safety of fellow students or faculty
- Viewing inappropriate material during school hours
- Theft
- Violation of the Tobacco policy

Level 2 Offenses may carry a punishment of 5-10 demerits

These offenses include, but are not limited to:

- Unauthorized use or possession of cell phone, smart watch, headphones or any other electronic device during school hours (Includes the school's retention of device for a minimum of **48 hours** or \$50 fine with device returned by the end of the day.)
- Misuse of electronic devices or laptop computer during class (video games, Netflix, YouTube, social media, etc.)
- Insubordination or disrespect toward a teacher or substitute teacher
- Skipping class
- Purposely not in the proper scheduled location during school hours
- Repeated or "chronic" violations of Level 1 offenses
- Unacceptable behavior for a Gatewood student
- Profanity

Level 1 Offenses may carry a punishment of 1-5 demerits

These offenses include, but are not limited to:

- Class disruption (repeated disruptions may incur level 2 consequences)
- Excessive tardies
- Chewing gum
- Dress code violations (see "Uniform Dress Code")
- Eating or drinking in classroom (water is approved)
- Tardy to class

Alternative Punishment: Assistant Headmaster has the discretion to impose alternate consequences such as during or after school work detail.

Suspension (ISS or OSS)

Suspension is a consequence of all Level 3 offenses and major infractions, but may also be assigned for multiple infractions of lesser offenses. Any suspension incurs automatic ineligibility from all extracurricular activities on the day or days that ISS or OSS is served. Suspensions will be served the first school day after it is determined the offense occurred.

Students serving in ISS will receive a maximum grade of 70 in all graded assignments. Students serving OSS will receive a zero grade in all graded assignments for that day.

Disciplinary System for Grades K2-5th

Social education is of the greatest value during pre-school. Therefore, many of the skills documented by teachers involve the children's behavior toward others. In most situations, simple reminders and behavior management tools used in the classroom help to curb adverse behavior. However, when behaviors that cause danger to a student or others is repeated numerous times, consequences have been documented for use as a guide for teachers.

The below described disciplinary measures are designed to accommodate a broad list of behaviors not conducive to the learning environment or the climate of our school. The system has been devised to cover any behavioral issues which might occur within the lower grades, but is certainly not all inclusive. Administration will administer consequences for disciplinary issue. Actions to address behaviors not listed will be considered on a case-by-case basis:

Behavior Intervention Steps

Behaviors include but are NOT limited to:

| | | |
|-----------------------------|--------------------|---------------------------------|
| Fighting | Defiant Tantrums | Touching Others Inappropriately |
| Purposefully Hurting Others | Offensive Language | Unruly Outbursts |

Depending on the severity of the incidents, steps may be skipped as deemed necessary by administration and grounds for dismissal may be appropriate.

- **1st offense**
Verbal Warning - Formal Documentation - Parent Signature
- **2nd offense**
Formal Documentation - Parent Signature - Consequence to Child
- **3rd offense**
Formal Documentation - Parent Signature - Consequence to Child - Meeting with teacher(s) and director(s) and any other appropriate administrative members.
- **4th offense**
Formal Documentation - Parent Signature - ISS
- **5th offense**
Formal Documentation - Parent Signature - Suspension

Preschool Biting Policy

Purpose:

The purpose of this policy is to address biting behavior in a way that ensures the safety of all children and provides support for both the child who bites and the child who is bitten. We believe in providing a nurturing, understanding, and proactive environment to help children learn appropriate behaviors.

Policy Guidelines:

1. Immediate Response:

- If a child bites another, the following steps will be taken:
 - The child who was bitten will receive immediate care, including comfort and attention.
 - The child who bit will be removed from the situation to give both children a chance to calm down.
 - The incident will be documented, including the children involved, the circumstances, and the action taken. Parents' signature will be required acknowledging the incident.

2. Follow-up/Safety First:

- **1st Offense-** The incident will be documented for the child that was bitten and the biter. Copies of the reports will be provided to the parents and a signature required acknowledging the incident.
- **2nd Offense-** Parent(s) must pick up the child (biter) immediately, as the child will be suspended from school for the remainder of the day. Parents of both parties will receive reports and a signature of acknowledgement will be required.
- **3rd Offense-** Parent(s) must pick up the child (biter) immediately, as the child will be suspended from school for the remainder of the day and the following school day. Parents will be required to meet with the Preschool Director, teacher and other administration as deemed necessary. Parents of both parties will receive reports and a signature required acknowledgment

Our preschool strives to create a safe, nurturing, and supportive environment for all children. Biting can be a challenging behavior to address, but with cooperation from staff, parents, and children, we can work together to help children develop the social and emotional skills they need to interact positively with their peers.

ALCOHOL, TOBACCO AND DRUG POLICY

The intent of this policy is to discourage young people from making inappropriate choices regarding the illegal use of alcohol, tobacco and drugs in any and all forms. These substances or use of these substances is prohibited on the Gatewood campus, in Gatewood vehicles, or at any school related activities at home or away.

Alcohol Policy

An offense is one where the student involved is:

- Caught in the act of using or consuming alcohol
- Obviously under the influence of alcohol
- Directly possessing or supplying alcohol
- Possessing, using or supplying alcohol proven through circumstantial evidence.

Tobacco Policy

The tobacco policy includes tobacco or nicotine products and paraphernalia in any form including, but not limited to: cigarettes, cigars, smokeless (chewing tobacco) products, e-cigarettes, vapes/Jules, hookah devices or any chewable products.

An offense is one where the student involved is:

- Caught in the act of using tobacco or nicotine products
- In possession of tobacco/nicotine products or paraphernalia, whether on their person, in their car, in their locker or other personal property
- Possessing, using or supplying tobacco/nicotine products or paraphernalia, proven through circumstantial evidence

Drug Policy

An offense is one where the student involved is:

- Caught in the act of using or consuming illegal drugs
- Obviously under the influence of illegal drugs
- In possession of illegal drugs, whether on their person, in their car, in their locker or other personal property.
- Tested positive for drugs during a drug screening

Disciplinary Actions

Violations of the Alcohol or Drug Policies are considered Major Infractions and students that commit such actions must comply with the disciplinary actions implemented by the Disciplinary Council. Violations of the Tobacco Policy are considered Level 3 offenses and are dealt with according to the previously stated punishments.

GENERAL SCHOOL REGULATIONS

Field Trips

Gatewood field trips are a vital part of the educational process. Students are expected to attend all field trips and must follow the school's behavioral policies. Students will wear school uniforms on class trips or field trips. The Headmaster must approve exceptions to required dress when requested by assigned faculty.

Chaperones must be approved by the administration. Parent chaperones bear a great responsibility in the supervision of students on field trips. For this reason, it is not permissible for children other than the students enrolled in the class to attend field trips. Chaperones shall follow the directions of the

teacher. For safety purposes, the fewest number of vehicles shall be used, the same route shall be taken, and drivers shall attempt to stay together. All traffic laws must be strictly observed. Chaperones shall refrain from alcohol and tobacco use throughout the field trip, regardless of the number of days involved.

HIGH SCHOOL classes will NOT be allowed to take field trips during the month of May.

Class Parties

Only classmates may attend their own party. No other students and/or siblings may attend.

School Bus Regulations

The school bus is an extension of Gatewood Schools and all rules of conduct apply. It is absolutely necessary for each and every student to obey the bus driver. When a student does not follow the rules on the bus, the administration has the right to suspend him from riding the bus. It then becomes the obligation of the parent to transport the student to and from school. Busses leave Gatewood at 3PM.

To ensure the safety of students, seats may have to be assigned. The following rules must be observed. If a student fails to abide by the following, parents may have to provide their own transportation.

- Students CAN NOT get up from their seats other than to exit the bus.
- Students CAN NOT push, throw objects, yell, and whistle or make unkind remarks to other students or those outside of the vehicle.
- Students CAN NOT open the emergency door except in case of an accident.
- Students CAN NOT eat or drink on the bus or throw anything from the bus.
- Students CAN NOT place their book bag or personal items in the aisle or in any unauthorized area.
- Students CAN NOT have guests ride the bus with them without authorization.

UNIFORM DRESS CODE

Good habits are established early in life and grow out of an atmosphere of respect for self and for others. These good habits are established and maintained by a consistent application of basic rules of conduct, dress and courtesy that reflect the cooperative effort of home and school.

The uniform dress code applies while students are on campus or participating in school sponsored activities, regardless of location. Dress for athletic practices should be appropriately modest. Exposed midsections are not allowed. Shirts must stay on. The administration and faculty will make all determinations in the appropriateness of apparel and grooming.

1. The dress code applies to students in grades Pre-kindergarten through 12.
1. Clothing should be labeled with the student's name to facilitate the return of lost items.
2. Every Gatewood student will wear the prescribed uniform Monday–Thursday each week.
3. Students must change back into Gatewood’s uniform after any PE, weightlifting, and/or conditioning class.
4. Gatewood spirit wear must be worn during PE, weightlifting and/or conditioning classes.

Gatewood Uniform Standards

Colors of shirts and outerwear are approved shades of green, maize, white, and gray. Seniors have the option of also purchasing black.

Polo Style Shirts

Land's End polo-styled shirts (long or short sleeve) with Gatewood logo may be worn. These must be tucked. *Only seniors may wear black shirts.*

Oxford Style Shirts

Land's End oxford shirts with Gatewood logo may be worn. Regular cut oxfords must be tucked.

Pants/Shorts/Capris/Skirts/Jumpers

Khaki pants, shorts, capris, jumpers and skirts, should be a respectable length deemed appropriate by female staff member. This article of clothing is not to show any undergarments, be rolled up at the waist, or reveal any skin that is inappropriate.

**** Middle and high school girls - new skirt rule: Skirts must be worn with a length to the end of fingertips. Leggings are no longer required. IF A MIDDLE OR HIGH SCHOOL GIRL SKIRT LENGTH RULE IS NOT MET, STUDENT WILL RECEIVE A DEMERIT, BE SENT HOME IMMEDIATELY. SECOND OFFENSE - STUDENT WILL BE REQUIRED TO WEAR LEGGINGS FOR THE REST OF THE SCHOOL YEAR.**

****Middle and high school boys - new shorts rule: SHORTS LENGTH MUST REACH THE END OF FINGERTIPS. IF SHORT LENGTH RULE IS NOT MET, STUDENT WILL RECEIVE A DEMERIT, BE SENT HOME IMMEDIATELY. SECOND OFFENSE- STUDENT WILL BE REQUIRED TO WEAR PANTS FOR THE REST OF THE SCHOOL YEAR.**

Standard Gatewood Uniform colors only. Clothing deemed to be excessively tight fitting is not authorized for wear at any time. No see-through material, cutouts or writing on the leggings. Cargo shorts are not allowed for males. Male students (grades 3rd and up) are required to wear pants or shorts with belt loops at all times accompanied by a belt.

Shoes

- Boys must wear shoes with closed toes, heel and socks.
- No Crocs allowed.
- Girls must wear shoes with a solid back or a strap on the back.
- Shoes or boots with laces must be fully laced up at all times. Boots may not be worn with shorts. Pant legs must be worn outside of boot NOT tucked in boots.
- Pre-school student must wear shoes that meet the safety requirements as stated above, but should also be easily put on and taken off by the students themselves. Velcro fastened or slip on shoes, are appropriate to meet this requirement. No tie tennis shoes.

Belts

Belts must be worn by all male students 3rd grade and above. **Boys and Girls** are to wear belts with any pants or shorts with belt loops.

Outerwear

Inside any school building, students may wear sweatshirts, jackets or pullovers bearing the school logo and/or name. Students may wear school team outerwear during the school week provided it has been approved by the athletic department prior to the team order. **No Hoodies allowed Monday through Thursday.** No hoods may be worn inside of building. Land's End sweater and sweater vests in green, yellow, or white may be worn. A collared Gatewood shirt with the Gatewood logo must be worn underneath the outerwear.

Dress Code for Spirit Days (Fridays)

Fridays are designated as "spirit days," and students may wear Gatewood spirit wear bearing the name Gatewood or "the Gatewood G". Sleeveless jerseys must be worn with a t-shirt underneath. Denim **blue** jeans may be worn if they have NO holes, NO tears and NO frays or frayed edges. No skin tight pants or "jegging" of any type are authorized at any time.

Any students in weightlifting or strength and conditioning must change back into uniform after class. As a privilege, seniors may wear a sweatshirt bearing the name of any university from which they have received an acceptance letter as outerwear. **This applies only to second semester.**

Dress and Grooming Requirements

Grooming/ hair requirements apply to all Gatewood students (K-2 through 12). Hairstyles and/or color must not draw undue attention to an individual or interfere with the educational process. Examples of inappropriate cuts include Mohawk-style cuts, mullets or designs cut into the hair. Hair colors must be of a natural looking color, to include highlights. Boys' hair must not fall over the top of the ear, below the eyebrow, or over the collar. Students must be clean-shaven, and sideburns may not be longer than the bottom of the earlobe. **Hair styles and or length are the discretion of the school. Administration can request a haircut! The student will have a 3 day grace period after the request of administration. If haircut is not done within 3 day grace period, this will be a level 1 offense. Male students are to be clean-shaven everyday.**

The following are prohibited at Gatewood Schools:

- Earrings on boys
- Hats, caps, bandanas, or sunglasses
- Facial or visible body piercings
- Visible tattoos
- Any clothing or accessory that the administration deems unsuitable

OTHER GUIDELINES

Campus Lunch

Please be advised that lunch deliveries to the school are no longer permitted. Additionally, if your child is absent on a day they have pre-ordered lunch, the meal will not be saved or transferred to another student.

To place, modify, or manage lunch orders, please visit [MyHotLunchbox link].

Campus Searches

Gatewood seeks to provide a safe and drug-free campus for our students. Accordingly, all areas of the campus, vehicles, and personal property are subject to search by the Gatewood administrators at any time. These areas of the campus include, but are not limited to classrooms, offices, locker rooms, student lockers, parking areas, and personally owned vehicles. The administration may authorize law enforcement officials to search any areas on campus as necessary. Periodically to ensure compliance by all at Gatewood Schools, law enforcement will be invited to visit campus with canine units. Administration will follow the law and offer full cooperation should illegal items be found.

Prohibited Area

Certain areas are considered off limits unless supervised by a faculty member: football bleachers, press box, weight rooms, parking lots, locker rooms, faculty lounges, copy rooms, storage rooms, athletic offices, and construction zones. The lower school is off limits to middle and high school students not scheduled for classes there, except for assemblies and by special permission.

- NO dogs, animals, or pets are allowed on campus during anytime of the school day or at any school event.

Lost and Found

All clothing should be clearly marked with the student's name. Found items are placed in the lost and found locker located in the lower school building and in the gym supply closet. Items that are not picked up within a reasonable time may be donated to a charitable organization.

Change of Address

Please notify the school's main office of any change in address, email, or phone numbers during the school year. You can also go to Renweb and update any of your information.

Fund Raising

Under no circumstances will students or parents be allowed to sell items on campus unless the fundraiser is sponsored by the school or a school-related organization and approved by administration.

Other High School Policies - Drivers

Registering Student Car/Parking Privileges

Any student desiring to drive on campus must register his or her car with a valid driver's license, insurance card, and parental permission form with Coach Burner. Students must park in their assigned parking space. Cars must be locked, and no student may enter a vehicle during the school day except with permission. Fast driving on the road approaching the campus will not be tolerated. Any reported

incident of hazardous or reckless driving will result in immediate loss of driving privilege for a specified period of time and parents will be notified. This rule which involves the lives and safety of Gatewood students, neighbors, friends, and small children will be strictly enforced.

Certificate of Attendance

To receive a Georgia Driving Permit or Driver’s License, a student must prove that he is currently enrolled in school. In order to receive this form from Gatewood, the student must file the request at least 7 days prior to going to the Department of Motor Vehicles. **Only the student may request this form from the school office.** The student needs to know the correct spelling of their entire name and their street address (a post office box is not acceptable).

Alcohol and Drug Awareness Certificate

To receive a Georgia Driving Permit, a student must provide a copy of his Alcohol and Drug Awareness Program (ADAP) Certification. This course is part of Gatewood’s 9thGrade Health class. The certificate may be obtained from the course instructor once the student has passed the Alcohol and Drug Awareness exam. If a student has not taken the ADAP course, he or she should consult the Health teacher to make arrangements. Arrangements should be made a minimum of one month prior to the student's appointment with the Department of Motor Vehicles.

Student Class Dues

High school classes collect class dues from each student in order to fund the annual prom each spring. The dues are as follows:

| | |
|-----------------|--------------------------|
| Ninth grade: | \$100.00 |
| Tenth grade: | \$100.00 |
| Eleventh grade: | \$100.00 |
| Twelfth grade: | None, unless need arises |

Juniors and Seniors are not permitted to attend the Junior-Senior Prom unless their class dues have been paid in full by January 1 of the student's Junior year.

EXTRACURRICULAR ACTIVITIES

Students may be involved in the following extracurricular activities while at Gatewood.

| Academic & Athletic Activities | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Anchor Club | | | | | | | | | | * | * | * | * |
| Annual Staff (Selected) | | | | | | | | | | | | * | * |
| Baseball | | | | | | | * | * | * | * | * | * | * |
| Basketball | | | | | | | * | * | * | * | * | * | * |
| Cheerleading | * | * | * | * | * | * | * | * | * | * | * | * | * |

| | | | | | | | | | | | | | |
|----------------------------------|--|---|---|---|---|---|---|---|---|---|---|---|---|
| Cheerleading (Competition) | | | | | | | | | | * | * | * | * |
| Cross Country | | | | | | | * | * | * | * | * | * | * |
| Fellowship of Christian Athletes | | | | | | | * | * | * | * | * | * | * |
| Football | | | | * | * | * | * | * | * | * | * | * | * |
| Golf | | | | | | | | | * | * | * | * | * |
| Literary/ One Act | | | | | | | | | * | * | * | * | * |
| National Honor Society | | | | | | | | | | | | * | * |
| Gatewood Players Club | | * | * | * | * | * | * | * | * | * | * | * | * |
| Shotgun Shooting Sports | | | | | | | * | * | * | * | * | * | * |
| Soccer | | | | | | | * | * | * | * | * | * | * |
| Softball (Girls) | | | | | | | * | * | * | * | * | * | * |
| Swimming | | | | | | | * | * | * | * | * | * | * |
| Tennis | | | | | | | | | * | * | * | * | * |
| Track | | | | | | | * | * | * | * | * | * | * |
| Wrestling (Boys) | | | | | | | * | * | * | * | * | * | * |
| Volleyball | | | | | | | | | * | * | * | * | * |

STUDENT-ATHLETE PHILOSOPHY AND POLICY

Gatewood takes pride in its athletic teams and programs, which encourage student participation, support, and total physical effort on the fields of play. However, Gatewood does not place athletics ahead of academics. All activities within an athletic program should exemplify Gatewood's commitment to excellence and also reflect the school's and athletic department's policies procedures and philosophies.

Physical Examinations

Athletes must have a current physical examination form on file, which is signed by a physician, stating that the athlete has been examined and has been physically approved for athletic participation. These physicals are only valid for one calendar year from the date of signature.

Eligibility

To compete in athletics and literary events, a student must pass a minimum of five subjects each semester to retain eligibility. Also, students may not fail more than one academic class per quarter. Any student failing more than one academic class will be ineligible for the following quarter, the only exception is the fourth quarter. Students who pass 5 classes including all core classes for the year are eligible to compete beginning the fall of the following year. Those who fail to meet this GIAA requirement are ineligible for the first semester of the following school year.

Daily Participation

For daily athletic participation in practice or a game, a student must be present by 10:20am, unless approved by the Athletic Director.

Parent Concerns

All parent concerns should be addressed first, to the Head Coach, and finally to the Athletic Director, Troy Burner. Parents are asked not to confront the coach directly after a game or practice, but to set up a meeting with the coach when emotions for both parties might not be as high.

TECHNOLOGY/INTERNET USE POLICY

Introduction

Gatewood Schools provides its users with Internet access and electronic communications services as required for the performance and fulfillment of educational responsibilities.

Users must understand that this access is for the purpose of increased productivity and not for non-academic activities. Users must also understand that any connection to the Internet offers an opportunity for unauthorized users to view or access their information. Therefore, it is important that all connections be secure, controlled, and monitored.

To this end, users at Gatewood should have no expectation of privacy while using school- owned or school-leased equipment. Information passing through or stored on school equipment can and will be monitored. Users should also understand that Gatewood maintains the right to monitor and review Internet use.

Permitted Use

The Internet connection and e-mail system of Gatewood is primarily for school and business use. Users may use Gatewood's internet services for academic assignments or school related business only. Personal e-mail shall not be read or sent at school.

Prohibited Use

Students shall never use the computer at a teacher's desk without permission and direct supervision from the teacher. Users shall not use Gatewood's internet or e-mail services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Messages of a political or racial nature.
- Gambling.
- Sports, entertainment, and job information and/or sites.

- Personal financial gain.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from Gatewood's machines.
- Material protected under copy right laws.
- Sending business-sensitive information by e-mail or over the Internet.

Middle and Lower Schools Students

Unless specifically directed by a teacher or the director of a specific school level, electronic devices may not be brought to school to be used during the school day. This policy includes iPads, tablets, laptops, electronic readers (Nooks, Kindle, etc.) and other similar items. This policy in no way prevents use of technology to promote learning when appropriate, but does ensure that all such instruction and learning is conducted under the supervision of a teacher or qualified facilitator.

Responsibilities

Gatewood's users are responsible for:

- Honoring acceptable use policies of networks accessed through Gatewood's Internet and e-mail services.
 - Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
 - Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of Gatewood's network resources.
- Not overloading networks with excessive data.

STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT

You will be able to sign this electronically

We, the undersigned, have read Gatewood's Student Handbook and understand the policy, rules and procedures for the coming school year.

As the student, I understand the Honor Code and pledge to adhere to the following code:
"I will neither lie, cheat, steal, nor tolerate any of these acts. I will be academically honest in all of my work and will not tolerate academic dishonesty of others."

| | | |
|---------|-------|------|
| Student | Grade | Date |
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| Student | Grade | Date |
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| Student | Grade | Date |
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| Student | Grade | Date |
|---------|-------|------|

In addition to the above statement, **we the parents, pledge to support and uphold the Honor Code and agree to follow the Statements of Support on the backside of this form (page 34).**

| | |
|-----------------|------|
| Parent/Guardian | Date |
|-----------------|------|

| | |
|-----------------|------|
| Parent/Guardian | Date |
|-----------------|------|

Parents' and Guardians' Statements of Support

1. We will fully cooperate in the educational activities of Gatewood Schools by doing our best to make Christian-based education effective in the lives of our children.
2. We will not use social media for defamation purposes of school, employees, staff and/or students. Failure to adhere to the social media policy may result in dismissal/ removal from school.
3. We support the spiritually based activities required by the school to include weekly chapel, Bible classes, and other related activities.
4. We pledge to fulfill our financial obligations to Gatewood Schools on or before the due date each month. If we are ever unable to do so, we will immediately notify the business office to make arrangements for delinquent payments.
5. Upon withdrawal of any student from Gatewood Schools, it is understood that there is no future guarantee that the returning student is obligated to be re-enrolled at Gatewood.
6. We provide the school with discretion regarding discipline of our children in accordance with the “dress code” and “discipline” policies set forth in this handbook.
7. We understand that the school reserves the right to place our children into the appropriate grade level, designate teacher(s), or subject levels to ensure their ability to learn and perform at the highest levels possible.
8. We support the school’s right to dismiss any student when either their parents/guardians, or the student fails to cooperate and behave in accordance with policies of the school.
9. We commit ourselves to volunteer for duties and responsibilities in support of Gatewood Schools as opportunities arise and God provides us the time, strength, and resources to do so.
10. We will be faithful to attend all Gatewood Schools parent functions, as best we can. These include open houses, parent-teacher organizational meetings, parent-teacher conferences, informational nights, etc..
11. We will regularly and earnestly pray for Gatewood Schools.
12. If we become dissatisfied with Gatewood Schools in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism verbally or through social media (Matt 18:15-17; 5:23-24)

GATEWOOD ANTI-BULLYING POLICY

You will be able to sign this electronically

All Gatewood students are expected to treat others with respect. Gatewood expressly prohibits bullying, bullying via electronic devices, harassment, intimidation, or any other conduct that is judged to make any student or staff member feel victimized, powerless, or marginalized.

Gatewood enforces an anti-bullying policy to ensure opportunities for student success. Gatewood is committed to creating an environment of learning that is free from harassment, pestering, or other behaviors that negatively impact student achievement or well-being.

It should be understood that “bullying” can come in different forms. It should also be understood that “bullying” is defined as deliberate, hurtful behavior that is repeated over a period of time. Therefore, any Gatewood student who is the subject of bullying should report the behavior to a teacher, coach counselor, or administrator. In turn, the administration will conduct an investigation to determine if, in fact, the student has been the target of bullying. If a student is believed to be targeting another student, then he/she will be issued a formal warning that the behavior must stop immediately. If the behavior persists, then the person or persons involved will be in violation of Gatewood’s Bullying Policy.

Students in violation of Gatewood’s Anti-Bullying Policy will be subject to appropriate disciplinary actions stated in the school’s disciplinary code. The consequences will require a hearing before the Disciplinary Council and possible dismissal from Gatewood Schools.

I (print name) _____ have read and understand the Gatewood School Bullying Policy.

Signature _____ Date _____