



STUDENT HANDBOOK

2025 - 2026

Grades K thru 12

(850) 730 - 8843

www.gatewaychristianacademypc.org

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GATEWAY CHRISTIAN ACADEMY (GCA)

In addition to being an institution of education, Gateway Christian Academy is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Bible.

1. STATEMENT OF FAITH

1.1 Preamble

We believe all matters of faith and conduct must be evaluated based on biblical scriptures, which is our infallible guide. (II Timothy 3:16-17) Since the Bible does speak to the nature of human beings and their sexuality, it is imperative we correctly understand and articulate what the Bible teaches us on these matters.

We are committed to the home and family as set forth in the biblical scriptures. We believe God has ordained and created marriage to exist between one man and one woman with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands, wives, fathers, mothers and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

1.2 Religious Beliefs

- A. We believe the Bible to be the inspired, the only infallible Word of God.
- B. We believe there is only one God (Deuteronomy 6:4, Isaiah 42:8, John 17:3)
- C. We believe in the deity of our Lord Jesus Christ, in His Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.
- D. We believe that for the salvation of the lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: (1) repentance (2 Peter 3:9), (2) water baptism (in Jesus Name for remission of sin) (Matthew 28:19), and (3) the infilling of the Holy Spirit. (Acts 2:38, John 3:5)
- E. We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life.
- F. We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ.

H. We believe that God created the human person as either male or female in His image and likeness, that a person's sex is not changeable per God's design and that God's design for marriage and the family is the union of one man and one woman from whose union children are brought into the world. A person's life begins at the moment of his or her conception and should be protected until natural death.

2. SCHOOL MISSION & PURPOSE

Gateway Christian Academy's purpose is to offer a Christ-centered program which will effectively instruct the student in a basic Christian heritage, have a personal knowledge of Jesus Christ as Lord and Savior, and help him/her develop the qualities of Christian character and Christian leadership. With a superior academic program providing an emphasis on the core academic subjects, meaningful experiences, and problem-solving skills is what we offer at Gateway Christian Academy. Careful attention is used in curriculum planning, so our academic program satisfies and exceeds the requirements of the Florida Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each year reflect age-appropriate challenges. Our curriculum plan exceeds the standard public-school requirements.

3. OBJECTIVES IN EDUCATION

Since most of a child's day is spent at school, it's important to consider the influence a school has on his or her life. With that being said, the school environment has a great impact on how a child develops. Please take into consideration the information below on how a Christian based school can make a difference in you and your child's life. The goal of Gateway Christian Academy is to educate children about life, and their purpose in it. A Christian education isn't just about having a Bible/religion in addition to normal classes, but an integration of a biblical worldview into every word of study. Consider the example: for most families, church is once a week. As a result, we can unknowingly infer that we only learn about God once a week. With a Christian education, children learn God doesn't only exist on Sunday, but is constantly at work in our world every day. At Gateway Christian Academy we seek to build on what's taught at church and in the home. Building a faith that exist outside of the church and in establishing a spiritual foundation later in life. At Gateway Christian Academy we strive to kindle a desire in students to learn about God and the bible, preparing them to continue a relationship with God after graduation.

- 3.1.** To prepare children spiritually by instilling in a personal responsibility to and an appreciation for the Lord Jesus Christ.
- 3.2.** To prepare children to successfully live in a democratic system; helping them develop a sense of responsibility as a citizen and as a Christian.
- 3.3.** To offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.

- 3.4. To develop moral, ethical, and spiritual senses.
- 3.5. Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- 3.6. Provide opportunities to develop the life skills necessary for making a living.
- 3.7. Offer opportunities to participate in wholesome forms of recreation.

4. BIBLE CURRICULUM

Bible study is recognized at Gateway Christian Academy as a fundamental requirement for all students. It augments the subjects of English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." (Proverbs 1:7) The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of our children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on their grade level while incorporating the Word of God as they progress through their core subjects.

5. ADMISSION PROCEDURE

Getting into Gateway Christian Academy involves a few key steps. First, you need to research Gateway Christian Academy to determine if we align with your educational and personal goals. Then, reach out to the admissions office to obtain information about the application process, deadlines, and requirements. At Gateway Christian Academy, you will need to submit an application, academic records, Pastoral recommendation, and schedule to take a diagnostic test. Gateway Christian Academy does, as do many private schools, require an interview as part of the admissions process. You will need to ensure you meet all deadlines and follow the specific instructions provided below:

- 5.1. Application forms need to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form, unless it is waived by the school administration. Parents and/or guardians must sign the statement of cooperation for the application to even be considered.
- 5.2. An appointment for an interview by the principal with the student and parent and/or guardian may be requested. This interview may include informal questioning of the student and the parents and/or guardians to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents and/or guardians may be productive for the student and the school.

- 5.3.** An initial diagnostic exam is required for all students entering Gateway Christian Academy. The results of the diagnostic test will give us a baseline where the student is in their learning.
- 5.4.** Final registration is only complete when we have:
- (1) The child's completed registration forms
 - (2) Health records
 - (3) The registration fee, unless the fee has been waived
 - (4) One month's tuition (N/A if using the Florida Step Up Scholarship Program)
 - (5) Book fees (If not using the Florida Step Up Scholarship Program)
 - (6) Previous school records, or a signed records release form to retrieve records
 - (7) Signed statement of cooperation

*****Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.***

6. GATEWAY CHRISTIAN ACADEMY (GCA)

As a private educational institution, we reserve the privilege of setting and maintaining our own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone whom the administration feels will not be a suitable fit to Gateway Christian Academy, after the interview process. Gateway Christian Academy does not discriminate against one's race, religion or sex when making its determination for admittance. It also has the right to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

7. THE SCHOOL DAY

The school day at Gateway Christian Academy begins at 7:45 a.m. and ends at 2:45 p.m. (K5 thru 12th grade). Students may arrive no earlier than 7:30 a.m. and remain no later than 3:00 p.m. unless previous arrangements have been made with GATEWAY CHRISTIAN ACADEMY for extended school care. For security purposes, after 7:45 a.m., please call the office at 850-730-8843 to be admitted into the building. If your child is going to be absent that day, let the Administration office know as soon as possible, no later than 7:30 a.m.

8. FINANCIAL TRANSACTIONS

All financial transactions will be conducted through the administration office - this includes school fees, event registration, and order forms. The administration office will inform parents and/or guardians when tuition is due, if your child is not on the Florida Step-Up Scholarship Program. The administration office will invoice the Florida Step-Up Scholarship program each quarter for the student's tuition.

9. LUNCH

Each child will need to provide their own packed lunch. Children will have access to a microwave and refrigerator if needed. Packed lunch items should take no more than 3 minutes to heat up. Food for parties, birthdays and other special events must be approved through the office and coordinated at least one day in advance.

10. STANDARDS OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual, educational and developmental growth of its young people. We believe Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). To allow spiritual growth, Gateway Christian Academy has adopted the following standards for students in attendance while they are at school and as a recommendation at home.

Gateway Christian Academy will ask the student to refrain from:

- 10.1.** Swearing, smoking, using indecent language, fighting, gambling, dancing, participating in any occult type activities, the use of intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active).
- 10.2** We do not allow commercial, over-the-counter drugs to be taken at school without the approval of the parent and or guardian, this includes aspirin, Tylenol, Ibuprofen, etc.. Before any medication can be taken on school premises, a "Permission to Assist with Medication Administration" form must be on file in the students personal file located in the office. This form will be signed by the physician. This form can be used for both prescription and non-prescription medication. We adhere to this rule for the safety of our students.
- 10.3.** Students will maintain high standards of courtesy, using manners, kindness, morality, and honesty.
- 10.4.** Students will be dressed appropriately and modestly. Students will only wear issued uniform items, this includes pants, skirts, athletic skirts, shirts and jackets. The student will dress in the correct uniform for PE days, which includes wearing of black athletic tennis shoes on PE days.
- 10.5.** Be kind, courtesy and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Bullying will not be tolerated and may result in suspension and/or expulsion.
- 10.6** Students found to be out of harmony with Gateway Christian Academy ideals of work and life may be requested to withdraw whenever the general welfare demands this.

11. DISCIPLINE

While discipline is basically positive reinforcement and remedial training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules.

Gateway Christian Academy will implement the Demerit System for the 2025-2026 school year. A collection of 3 Demerits will result in a parent notification and a disciplinary action.

Several areas of infractions should be noted but are not limited to the list below:

- 11.1.** Disrespect and disobedience to teachers/students, swearing at a staff member is grounds for suspension.
- 11.2.** Disorderly conduct in the classroom, chapel, or on school grounds such as:
 - a.** Disruptive communication or uncalled outburst
 - b.** Interrupting the class
 - c.** Throwing objects indoors
 - d.** Chewing gum
 - e.** Running indoors
 - f.** Cheating of any kind
- 11.3.** Not completing assigned work and/or homework assignments
- 11.4.** Destroying or defacing school property
- 11.5.** Meddling in other student's property or taking personal things without permission
- 11.6.** Fighting, pretend fighting, and/or horseplay
- 11.7.** Leaving the building and/or school grounds without permission

Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures. Discipline procedures are as follows:

- 11.8.** The teacher will issue a warning for the behavior and/or reteach the expectation. The student's name will be recorded in the class discipline log.
- 11.9.** If the behavior continues, the teacher will issue a consequence such as a demerit, lunch detention, restricted recess/break time, writing sentences, loss of privilege, relocate desk, etc.
- 11.10.** A third infraction will result in parent contact from the teacher via phone call, email, or Class Dojo.

11.11. The fourth infraction will be an automatic office referral. The School Administrator will conference with the student and issue further consequences such as detention, suspension, etc.

At teacher discretion, the severity of an indiscretion may warrant direct parent contact, office referral, or disciplinary action.

**** Corporal punishment is not used at Gateway Christian Academy**

12. REGISTRATION FEES

Upon acceptance, registration fees ensure a place in the classroom for each student and are non-refundable. Registration fees are payable with each application yearly. Those students who are on the Florida Step Up Scholarship Program will have their registration fee charged to the students' account, all others are required to pay the registration fee upon acceptance into the school.

13. TUITION

Student's tuition is set up on a ten-month payment plan, this is for your convenience, and the first payment is due on the first day of school. The only exemption is scholarship students. Payments must be made monthly and are due on the fifteenth of each month. A late payment fee of (\$25) will be charged if the payment is received after the twentieth of the month. There is also a service charge (\$30) for returned checks. Post-dated checks will not be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Thirty days before school ends, parents/guardians whose accounts are not current will be notified by letter and no grade cards or other records will be given until the amount owed is paid in full. This does not include Florida Step Up Scholarship recipients.

14. WITHDRAWALS

Withdrawals from Gateway Christian Academy will go through the administration office. Students who are transferring to another school should do so at the end of a grading period. If the student is enrolled for one day of the grading period, the full nine-weeks tuition will be charged. The same policy does apply to the Florida Step Up Scholarship recipients. Report cards and other records will not be issued to a transferring student whose account is not current.

15. SUSPENSION OR DISMISSAL

A student may be suspended or dismissed from Gateway Christian Academy at any time he/she is found out of harmony with the rules and policies of Gateway Christian Academy. In the case of suspension, the opportunity for make-up work will be granted after a conference between the parents/guardians and the student. This step

happens before the student will be allowed to return to class. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

16. PARENT/STUDENT COOPERATION

Gateway Christian Academy expects full cooperation from both the student and the parents and/or guardians in the education of the student. If at any time Gateway Christian Academy believes this cooperation is lacking, the student may be requested to transfer. Our goal is to give the child the best chance at getting an education and in becoming a well-rounded citizen.

17. TEACHER COMMUNICATION

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of Gateway Christian Academy to be of service to both parents and/or guardians and the student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. Please refrain from coming into the classroom to talk about an issue without an appointment. Gateway Christian Academy policy is that teachers do not communicate with parents and/or guardians concerning school issues by social media messaging.

Beginning with the 2025-26 year, Gateway Christian Academy will be utilizing the Class Dojo platform for direct communication between teachers and parents/guardians. In order to maintain work/home boundaries, GCA teachers and staff will only be available to respond to messages during school hours.

18. ABSENCES

In case of absence, the parent and or guardian will need to inform the school administration office immediately upon the decision that the student will not be in attendance, as this helps with keeping track of attendance records. Parents or guardians must call the administration office at 850-730-8843 by 8 a.m. for notification and explanation of the absence. If a notification is not given the student will be marked as an unexcused absence. **When the student returns to school, he/she must bring a doctor's excuse or a note from a parent or guardian informing us of the absence. This note is for our files and will be placed in the students' permanent record.**

Excessive absences may result in dismissal from school. No refunds on tuition are made because of absences. Gateway Christian Academy will accept 10 days absence per year on parent's or guardian's note. After 10 days, the student must have a written doctor's note to be admitted back to class. **After 15 unexcused absences a student may be dismissed from Gateway Christian Academy.**

The following are recognized as excusable absences:

- 18.1.** Sickness of the student whose attendance would endanger his/her health and the health of other students.
- 18.2.** Serious illness of a member of the student's immediate family, which would necessitate absences.
- 18.3.** Death in the family may be excused for a reasonable period of time.
- 18.4.** Pre-approved absence by the principal.

Students must attend a minimum of 90% of the allotted class time to be counted present (student will receive tardy if he or she is late or leaves early |3 tardies = 1 unexcused absence).

When absences are excusable, the teacher will permit the student to make up any work which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments, if at

all possible, be not made during school hours. If an appointment is necessary during school hours, we must have at least a two-day notice, unless it is an unexpected sickness or issue.

19. TARDY POLICY K5 thru 12th Grade

A student arriving after 7:45 a.m. will be considered tardy and must report to the administration office before they will be admitted to class. Gateway Christian Academy will recognize 4 tardies as excused per year, while three unexcused tardies within any grading period will be assessed as one unexcused absence.

If a student rides to school with someone other than their parents/guardians, they will need to inform the office of this for safety and security purposes. Excessive tardies may result in dismissal from school.

20. ILLNESS GUIDELINES

Childhood Diseases	May Return When
Chicken pox and hand, foot, and mouth	after all lesions are crusted
Diarrhea	when stool is firm
Fevers	when fever free 24 hours (Infants 3 months and under considered to have a fever at 100.5)
Lice	After medicated shampoo and all nits removed
Impetigo	after all lesions are crusted or covered with bandage
Measels	5th Day after rash appears
Molluscum Contagiosum	All lesions are covered either with clothing or watertight bandages. (Students should also not share toys and should keep their hands washed.)
Childhood Diseases	May Return When
Pinkeye	on medication 24 hours and without release of discharge
Pinworm	after two doses of medication
Rashes (unknown origin)	when rash has disappeared
Respiratory syncytial virus	when cough and runny nose has stopped (Usually 5 to 7 days)
Ringworm	after medication for 24 hours/then area covered until gone
Roseola	when rash is gone
Rotavirus	after diarrhea stops
Rubella	fifth day after rash first appears
Scabies	24 hours after treatment and with written permission from doctor
Strep throat	after medication for 24 hours

21. MAKE-UP WORK

The responsibility of initiating make-up work belongs to the student and parent/guardian. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day a test is scheduled, or an assignment is due, the student must take the test and/or turn in the due assignment on the first day he/she returns to school. If this cannot be accomplished the parent/guardian will need to prearrange this with the teacher or the administration office.

22. REPORT CARDS

The purpose of our report card system is to give parents, guardians and students an indication of the progress, or lack of progress being made. Each child's ability, attitude, and application are considered in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student.

Our grading system may not be the same as other schools and should not be used for comparison. We do encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

Grading Scale

98 – 100%	A+	86 – 87%	C+
96 – 97%	A	83 – 85%	C
94 – 95%	A-	80 – 82%	C-
92 – 93%	B+	74 – 79%	D
90 – 91%	B		
88 – 89%	B-		

23. HOMEWORK

Gateway Christian Academy believes homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/ her studies. Therefore, each student is required to complete his/her homework assignments.

Homework is given for the following express purpose:

- 23.1.** For practice. It is given so that the material will be mastered.
- 23.2.** For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- 23.3.** Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

We do request parent' or guardian's full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in a less than acceptable grade. If your child's homework is not completed from the night before, this will result in your child being given a homework demerit. An accumulation of 3 demerits will result in disciplinary action.

Homework is assigned to be completed and must be completed so the student does not fall behind in their goals.

24. CELL PHONE POLICY

- 24.1.** Students will **NOT** be permitted to have cell phones in their possession throughout the school day, unless permission is given to the student for its use.
- 24.2.** Students **MUST** have their cell phones turned off and placed in cell phone storage bin during the school day. All phones will be placed in the storage bin upon arrival to school, failure to comply with this will result in the student given a behavior demerit, 3 demerits will result in a disciplinary action.

*** If a cell phone is not kept in the storage bin, disciplinary action will include but is not limited to confiscation of the phone.

Additionally, student abuse of this policy will result in the student losing the privilege to bring their cell phone to school permanently, or for a period of time determined by an administrator.

- 24.3.** The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.
- 24.4.** The third offense will result in the student being banned from having any cell phone on school campus.
- 24.5.** After the third offense, if the student is caught with a cell phone, it will result in 2 days of suspension.

*** **There is absolute ZERO TOLERANCE on cell phone use. *******

This is a contract regarding my student's possession of a cellular telephone on campus. On the third offense your child will not be able to have any cell phone on campus. If he/she is caught with any cell phone, it will result in two days of suspension.

Furthermore, I understand the school and its employees are in no way responsible for any theft or damage of my child's cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand it will only be returned when I come to school to retrieve it.

25. INCLEMENT WEATHER

In the case of bad weather conditions, we will follow the Bay County School delayed reporting and cancellation schedule. If Bay County schools are closed or delayed, Gateway Christian Academy will be closed or delayed also, so please stay in tune with a local news source for information of school closures. Messages will also be sent out via the school text messaging system.

26. SEARCH AND SEIZURE

Gateway Christian Academy reserves the right to search any students backpack, desks, or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school, students or faculty. Confiscated property will only be returned to the parent or an authorized guardian of the student. Weapons of no sort are allowed on the school campus by any student. Pocket-knives, pen knives, tasers, or any other item deemed to be a weapon is not authorized to be on school campus and will be immediately confiscated and the parent or guardian will be notified of the confiscated item.

27. COMPUTER USE

Teachers may from time to time require students to use the internet to conduct research or complete a class project. Computers are available and are issued to each student at the beginning of the school year and are stored at the school when not being used.

Students who have been assigned projects, but who do not have access to the internet at home, should work with their teacher to schedule a time to use the computer to satisfy the research requirements.

28. SCHOOL HYGIENE

28.1 BOYS

All boys will have their hair cut neatly above the ears and the collar. In order to maintain and encourage a professional environment, no radical or dramatic hairstyles, such as dreadlocks, mohawks, or completely shaven heads are permitted. **Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted.** No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry i.e. necklaces and or bracelets are prohibited; makeup, including colored nail polish on fingernails or toenails is not permitted.

All males must wear a **black belt** with their pants. Belt buckles will be plain and a standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. If your child does not have on a belt the parents or guardians will be notified to bring one to them.

28.2 BOYS HYGIENE

Your child needs to keep themselves clean to remain healthy and to feel good about themselves. Good personal hygiene will help boost their self-esteem and confidence.

We all need to keep clean to avoid harmful germs and avoid getting sick. Good personal hygiene also boosts confidence by dealing with problems like bad breath or body odor. Boys will need to ensure their school uniforms are washed and dried and are free of stains.

28.2 GIRLS

Girls will wear skirts that cover the knee (these uniforms are provided by the school) Closed toe shoes are required, and shoes must be **black** in color. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. To maintain and encourage a professional environment, no radical or dramatic hairstyles, such as dreadlocks, mohawks, or completely shaven heads are permitted. The wearing of jewelry, i.e. necklaces, bracelets, and earrings are prohibited; makeup, including foundation, eye shadow, lipstick, colored nail polish on fingernails or toenails is not permitted at the school.

28.3 GENERAL STUDENT HYGIENE

Your child needs to keep themselves clean to remain healthy and to feel good about themselves. Good personal hygiene will help boost their self-esteem and confidence.

We all need to keep clean to avoid harmful germs and avoid getting sick. Good personal hygiene also boosts confidence by dealing with problems like bad breath or body odor. Girls will need to ensure their school uniforms are washed, dried and free of stains.

For Gateway Christian Academy, the basics of good personal hygiene are:

28.3.a. Washing Hands frequently

- When hands look dirty
- Before and after eating or making food
- After touching any body fluids, like blood, urine, or vomit
- After blowing your nose, sneezing or coughing
- After going to the restroom

28.3.b. Covering the mouth/nose when coughing or sneezing

28.3.c. Taking regular baths/showers

- Children and especially teens need regular baths/showers
- Your child should wash their hair daily or every other day
- Ensure your child washes all body parts
- Ensure your child uses deodorant daily or a body spray
- Ensure your child brushes or styles their hair after showers and before school

28.3.d. Brushing and flossing teeth daily

- Ensure child is brushing teeth in the morning before school attendance
- Some form of mouthwash may be used as well after brushing

It is the responsibility of each parent/guardian to ensure your child is dressed appropriately each day for school and to ensure your child has accomplished all the recommended hygiene practices listed above. Good hygiene habits ensure a pleasant environment for everyone involved. We all know kids can be mean spirited sometimes and pick on each other. We would like to avoid making hygiene a topic for kids to pick on another student. Following these good practices will alleviate this.

29. GATEWAY CHRISTIAN ACADEMY UNIFORM REQUIREMENTS

Boys

- | | |
|------------------------------------|----------------------------------|
| - Pants (Black) | Provided by the school |
| - Belt (Black) | Provided by the parents/guardian |
| - School Polo (Royal Blue) | Provided by the school 2 each |
| - Dress Shoes (Black) | Provided by the parents/guardian |
| - PE Shirt (Royal Blue) | Provided by the school 1 each |
| - Fleece Jacket | Provided by the school 1 each |
| - Athletic or tennis shoes (Black) | Provided by parents/guardians |

*****Hey dudes are not an authorized shoe for school**

Girls

- Skirt Provided by school 2 each
- School Polo (Royal Blue) Provided by school 2 each
- Dress Shoes (Black) Provided by parents/guardian
- PE Shirt (Royal Blue) Provided by school 1 each
- PE Athletic Skirt (Black) Provided by school 1 each
- Fleece Jacket (Black) Provided by the school 1 each
- Athletic or tennis shoes (Black) Provided by parents/guardians

*****Hey dudes are not an authorized shoe for school**

The dress code will be followed by all student and is required at all designated school functions. This includes orientation, special services, ceremonies, meetings, and programs. Gateway Christian Academy upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code, parents or guardians will be notified, and the parents or guardians are required to bring the appropriate school clothing.

30. GATEWAY CHRISTIAN ACADEMY UNIFORM DRESS CODE GUIDELINES

All clothing items will be clean and neat. Clothing will be free of wrinkles, strings, frayed edges, holes, tears and stains. Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.

- Only Gateway Christian Academy school logo and emblems are allowed on clothing. Gateway Christian Academy school colors are royal blue and black.
- The initial set of school uniforms are provided by Gateway Christian Academy; additional uniforms can be purchased from Gateway Christian Academy at cost.
- All dress shoes will be black in color with closed toe and a closed heel. Athletic shoes need to be black in color and must be worn on PE days. Athletic shoes may be worn by elementary students (Grades K-6) with the standard uniform except on chapel days (Wednesdays).
- If an undershirt is worn during the summer months, it must not protrude past the sleeves of the polo or the PE shirt. The undershirt that is worn must be a V neck or an A Frame undershirt and must either be black or white in color and will not be seen.

If your child is out of compliance with the school dress code, parents or guardians will be notified, and the parents or guardians are required to bring the appropriate school clothing. A demerit for a uniform violation will be issued as well. An accumulation of 3 demerits will result in parent notification and a disciplinary action.

COLD WEATHER GUIDELINES:

- During the winter months, girls may wear leggings under their uniforms for warmth, must be **solid black** in color, no designs or various colors allowed.
- Students may wear a **solid black** long-sleeve shirt under their school shirts during winter months for warmth.
- The **ONLY** outerwear students may wear inside is the school-issued solid black fleece jacket. Winter coats may **NOT** be worn inside.

31. VISITORS

All persons entering the school campus will report to the administration office to obtain a visitor's pass. Visitors are required to sign in and out. The visitor pass must be worn while in the building.

Parents/Guardians will need to write a note of permission for a person to visit their child. If no prior arrangements are made for visitation of a student the visiting person will not be allowed to enter the school until the proper contact is made.

32. TRANSPORTATION

Gateway Christian Academy offers transportation for students within 5 (driving) miles of the school. Transportation is not guaranteed and is based on spot availability. Students must remain seated with their seatbelt fastened while on the bus, maintain an acceptable voice level, and follow all driver instructions. Students who do not follow driver directions or demonstrate unsafe behavior may be issued a bus suspension. Repeated offenses will result in dismissal from school transportation.

If a student will **NOT** be riding the bus on a day, parents must inform the school as soon as possible, no later than 6:00am. **THREE** no call/no shows will result in a five-day suspension from the bus. Subsequent no call/no shows will result in dismissal from school transportation.