



School Handbook

2020-2021

A Ministry of **Desert Gateway Baptist Church** 

The logo for Desert Gateway Baptist Church is a stylized, black and white graphic consisting of several geometric shapes that form a cross-like structure with a central vertical element and a horizontal element at the top.

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I. History

Early in 1991, my wife, Melanie, and I began praying for God's will in our lives regarding a growing burden for souls in the southwestern United States. As we prayed, we felt God's leading and direction to plant a New Testament Baptist church in the Phoenix Metro area. We resigned our pastoral position at Waterloo Baptist Temple in Waterloo, Iowa. With the church's blessing and support, we made the move to Arizona in September of 1993.

The Lord blessed our move, and for the next three months we did the necessary planning and preparation for the planting of Desert Gateway Baptist Church.

On the first Sunday of January, 1994, we held our first service in a Gilbert home. That Sunday morning we had 11 people in attendance. Since then, God has richly blessed our efforts and given us a church with godly, Christ-honoring people.

As the church grew, we sensed the need to establish a Christian school that would provide the children of our church with balanced, Christ-centered education. So in the fall of 1999, Gateway Baptist Academy opened its doors to the members of our church.

Gateway Baptist Academy is a ministry of Desert Gateway Baptist Church and holds to the same doctrinal positions as the church.

- Dr. Ron Leversee

II. Purpose

The purpose of Gateway Baptist Academy is to educate and train the whole student: spiritually, intellectually, physically, and socially. Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper leisure time activities are provided. **GBA IS NOT A REFORM SCHOOL.** We focus on transformation, not reformation.

The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect the individual's freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus, he must also have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life.

Therefore, the Bible is not substituted for any academic subject, but it is integrated into the total educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

Gateway Baptist Academy desires to send out into the world young people who will be lights in this night of spiritual darkness (Matthew 5:14-16; Ephesians 6:12). The chief objective of our school is to prepare students for the *possibility* of full-time Christian service. According to Matthew 9:37, "The harvest truly is plenteous, but the laborers are few;" and so our school strives to prepare students to be thrust into the harvest field (John 4:35) and accomplish much to the glory of the Lord. "To the praise and glory of His grace, ..." (Ephesians 1:6)

Purpose:

Spiritual Training: We desire each student to know and obey the will of God.

Social Training: We teach respect of authority, belief in standards, self-discipline, and responsibility.

Academic Training: We offer traditional education within the context of Biblical Truth.

III. Doctrinal Statement

As a ministry of Desert Gateway Baptist Church, Gateway Baptist Academy holds to the church's statement of faith, without apology. A copy is available upon request.

Biblical Grace, Liberty, and Separation

Gateway Baptist Academy fully realizes that the dress guidelines and rules supported by it may be considered quite conservative for our area and the day in which we live. In many respects, our school is not unlike those of yesteryear. In order to understand the need for many of the guidelines listed in this handbook, one would do well to consider the Biblical applications of grace to the Christian.

In Christian circles today, the principle of grace found in the Bible is often misunderstood and, thereby, often violated. Grace, as related to salvation, refers to the unmerited gift of eternal life bestowed upon all who would receive it through the substitutionary death and shedding of blood on the Cross by Jesus Christ for sin. Grace, as spoken of in this current context, refers to a disposition created in a believer by the Holy Spirit. By the Spirit's very name, holy, is the indication of what sort of disposition God would like to promulgate in the believer. 1 Peter 1:14-17 gives an excellent synopsis of the holiness of God as it should be manifested in the believer.

“As obedient children, not fashioning yourselves according to the former lusts in your ignorance: But as he which hath called you holy, so be ye holy in all manner of conversation; Because it is written, Be ye holy; for I am holy. And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear.”

We show our fear (respect) of the Lord by separating from those things which are contrary to God's holiness in all aspects of our lives. In Christ the believer is "... a new creature: old things are passed away; behold, all things are become new." (2 Corinthians 5:17) If a new creature, then the Christian should put off from himself the fleshly pursuits of the old nature. The Bible is straightforward in its discussion of this matter, if but for the sake of others alone. In Ephesians 5:21, Spirit-filled believers are admonished to be "Submitting yourselves one to another in the fear of God." By these words it is clear that our influences on others should take into account the fear of God, which leads us to a separated life.

Some Christians today may take issue with this principle regarding their so-called "liberty" in Christ. But the Bible states, "For, brethren, ye have been called unto liberty; only use not liberty for an occasion to the flesh, but by love serve one another. For all the law is fulfilled in one word, even in this; Thou shalt love thy neighbor as thyself." Again one sees that liberty in Christ is not freedom to do as one pleases, but rather to use that liberty gained through Christ's atoning work on the Cross, as a means of serving our fellow brethren. As a servant, a believer is in no position to cause another to stumble, but rather to meet another's needs.

Thus, here is the motivation for many of the guidelines and rules in this handbook. Standards of modesty and standards of separation from worldly styles and influences provide tools for individual rights of the believer were crucified with his sins on the Cross of Christ. *"For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."* (1 Corinthians 6:20) The only solution to this command is to be holy. By God's grace we have the opportunity to live victoriously in the world, just as Paul did, without being influenced by it (2 Corinthians 1:12).

Believers must realize that evangelism is one of the purposes for living a life of consistent personal separation from sin.
- Dr. Fred Moritz

Gateway Baptist Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of GBA is to work with parents and guardians to train Christian young men and women to develop the mind of Christ and to be salt and light in their communities. GBA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. GBA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, GBA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (See Romans 1:24-32; 1 Corinthians 6:18-20; Matthew 5:28; Hebrews 13:4; Leviticus 18:22; 1 Thessalonians 4:2-8; 1 Corinthians 10:13; Leviticus 20:13; 1 Corinthians 6:9-11; Ephesians 5:3; 1 Corinthians 7:1-40; Galatians 5:19)

IV. Faculty

God has assembled in our school what we believe to be the finest group of educators of any Christian day school in our nation. Many have years of experience in teaching, and new teachers are added to the ministry and trained as needed.

Our faculty members are dedicated members of Desert Gateway Baptist Church who serve in ministries beyond Gateway Baptist Academy. All of them are committed to a regular soul winning schedule every week. All faculty members believe in the sovereignty of the local church and in the doctrinal tenets which make our church Fundamental and definitely Baptist.

V. Philosophy of Education

Our school is a ministry of Desert Gateway Baptist Church and is designed to help families raise up their children for Christian service. Our approach is a complementary one. God has established the family as the principal entity to train children, with the church serving as a second platform of spiritual training and leadership development for the family. The Christian school provides a third source of godly influence. This arrangement is only truly successful if the direction being set by all three is in agreement.

For this reason, it is vital that parents agree with the doctrine and philosophy of Desert Gateway Baptist Church, which are held wholly by Gateway Baptist Academy as well. A child placed in an environment where the family follows a direction different than that of the church and the school, is a child given to much confusion and strife within his own thoughts and actions. It should be understood that our primary goal is to produce and develop Christian young people who have instilled within them Christian character and servant leadership for the work of the Lord. Students are motivated to develop the "mind of Christ" (Philippians 2:5) in their own lives, which is a key reason for the existence of Christian education, an environment that should foster the maturity of Christ-mindedness. This is accomplished through three areas of emphasis.

1. The first and strongest emphasis is the spiritual nature of the child and family. The clear teaching of the Bible is the best foundation for all other learning. The Bible is taught not only as a class, but it permeates each and every subject. We endeavor to introduce each child to Christ and to direct children and families to know the Bible as well as to live it.
2. The second emphasis is on academics. The school uses a traditional Christian curriculum and a practical approach. We will provide a superior academic climate and promote personal academic excellence to prepare each child for Christian leadership.
3. The final emphasis is on proper physical and social development. Our physical education program is continually developing to meet the need of all grades. The school also sponsors musical and seasonal programs by the student body, teaching our students poise and appropriateness.

Philosophy:

Bible-based: The Bible is the authority over all human disciplines.

God-honoring: Men should represent God and His glory to all mankind.

Christ-centered: Christ is the source of all knowledge and wisdom.

Academics:

Academic Excellence: We offer a quality Christian education, striving to train individuals to be articulate, knowledgeable, creative, and discerning.

Loving-Caring Family: We make every effort to employ highly trained, qualified personnel with a desire to serve God through education.

VI. Grading and Graduation Requirements

A report card is issued every nine weeks to indicate to the parents and student the academic achievement for that quarter. All of the report cards must be signed by the parents and returned to school the next day. The chart shown below indicates the percentile equivalents of the letter grades used at Gateway Baptist Academy, as well as the four-point scale equivalents of each letter grade used in computing the overall grade point average (GPA).

Note: Overall GPA is calculated in *TeacherEase.* GPA average of all four quarters determines final GPA. GPA is used for determining all eligibility for Gateway Baptist Academy's honor rolls, athletic and Fine Arts programs.

Grade	Percent	GPA	Grade	Percent	GPA
"A" Honor Roll			Academic Probation		
A+	98-100	4.0	C+	78-80	2.3
A	93-97	3.7	C	73-77	2.0
A-	91-92	3.4	C-	71-72	1.5
"B" Honor Roll			D+	68-70	1.3
B+	88-90	3.3	D-	66-67	1.0
B	83-87	3.0	F	0 - 65	0.0
B-	81-82	2.5			

Definition of Academic Expectations

"A" Honor Roll – students who earn a GPA (grade point average) of 3.4 or higher qualify for the "A" Honor Roll. In addition, no grade in their corresponding report card can be lower than a "C." This helps maintain the integrity of the honor roll.

"B" Honor Roll – students who earn a GPA (grade point average) between 2.5 to 3.39 qualify for the "B" Honor Roll. In addition, no grade in their corresponding report card can be lower than a "C-." This helps maintain the integrity of the honor roll.

Academic Probation - Academic probation is a warning that the student's performance falls below GBA's requirement for "good academic standing". Academic standing is most often measured by GPA (grade point average), but may also be determined by academic progress, or the number of credits completed. A student in academic probation may miss common privileges afforded to GBA students, which may include field trips, group activities, etc.

Academic probation should not be misconstrued as a punishment to the student but rather an opportunity to reverse their academic performance, improve their grades, and learn the basic principles of character building and accountability.

Graduation Requirements for High School Students

According to guidelines set forth, there are certain class requirements for 9th through 12th grades which high school seniors must attain in order to graduate. The minimum number of credits needed in each subject area is listed below according to subject area. In most core courses, each semester completed is equivalent to one-half credit.

A minimum total of 24 credits are required for graduation.

Bible	4	Health	.5
English	4	U.S. History	1
Math	4	World History	1
Science	3	Physical Education.	2
Foreign Language	1	Economics	.5
Government	.5	Speech	.5
Keyboarding	.5	Geography	.5
Electives	1		
Total Credits Needed			24

Gateway Baptist Academy follows a college preparatory plan and exceeds the minimum requirement set forth by the Arizona Department of Education. The required courses above will undoubtedly be a help to any student continuing their education in an institution of higher learning. Elective courses may be in any subject area.

Junior High

To qualify as a junior high student, the child must have completed grades 1-6. The following classes are required for students to graduate from junior high at GBA.

7th Grade		8th Grade	
Bible 7	1	Bible 8	1
English 7	1	English 8	1
Basic Math	1	Pre-Algebra	1
History of the World	1	America: Land I Love	1
Science: Order & Design	1	Science: Earth & Space	1
Physical Education	1	Physical Education	1
Total Credits Needed			12

VII. Entrance Requirements

Kindergarten

Parents enrolling their children into the GBA kindergarten program must pick up a kindergarten readiness brochure which explains the school's kindergarten enrollment policies as well as a questionnaire. A kindergarten readiness evaluation must be scheduled to assess whether a child is ready to enter the GBA kindergarten program. A certified birth certificate must be presented at the time of registration. **Note: Certain exceptions may apply at the discretion of the school administration.**

Entrance Evaluation

Students transferring into GBA from any other school (homeschool included) will be administered an entrance evaluation. The evaluation consists of the final exams administered in the grade previous to which the student is enrolling (e.g. 3rd grade prospective student takes final exams from 2nd grade class, 9th grade prospective student takes the final exams from the 8th grade class, etc.). Though this is not necessarily an evaluation used primarily for grade placement, depending on the result, it could be considered. Unless approved by the administration, all transfer students will be given an entrance evaluation.

Elementary

Students entering into 1st grade must have completed kindergarten. The only exception is if the student scores an 90% of higher on the entrance evaluation. The GBA elementary department consists of students in the 1st-6th grade.

Records

The **Federal Family Educations Rights and Privacy Act of 1974** requires a school to have a written request form from a parent or guardian before records may be released or received from the school (such as when a student transfers to another school or goes to college). Parents also have the right to review the records and challenge the contents thereof.

Note: The law states that our school is not allowed to release the records of a student from a school other than our own. To obtain such records, you may contact the student's previous school.

Health

Children not previously immunized must receive the necessary immunizations within two weeks of admission to school except when the fourth polio immunization is needed. A child cannot attend until the health information form is completed and required immunizations are obtained. (An emergency medical form must be submitted to the school office prior to the first day of school.)

Admission Appointment

All parents of new students must set up an appointment with the school administrator before they can register their children in the school.

Acceptance/Retention

Each student will be accepted into our school based upon the previous academic, spiritual, and social records of the

student provided to GBA, as well as interviews with the student and the parents. **Parents must be faithful, tithing members of Desert Gateway Baptist Church. Parents are required to regularly attend the Sunday school, Sunday morning, Sunday evening, and Wednesday evening services** (unless providentially hindered because of work, illness, etc.). It is vital that parents are fully committed to the doctrinal position and ministry direction of Desert Gateway Baptist Church. New students may be required to take an entrance exam at the discretion of the school administration in order to determine grade level achievement.

Students withdrawn from GBA in the middle of the school year must wait one full school year before returning to GBA. **Parents must meet with GBA administration before re-enrollment will be considered. A withdrawal form must be submitted before transcripts can be released and charges be ceased.** These students will be required to take an entrance exam to determine grade level achievement and will be recognized as new students.

*** Exclusive Clause:** In some cases, the school administration may allow a student, who is not a member of the church, to enroll in our school despite his parents not being active members of Desert Gateway Baptist Church. Though this occurrence may be very minimal, the Senior Pastor, the administrator/principal, and the school board reserve the right to allow a student (who is also a church member) to enroll in our school. Only by a unanimous decision, between the Senior Pastor, the administrator/principal, and the school board can a student, whose parents are not active members of Desert Gateway Baptist Church, be allowed to enroll in our school.

Enrollment/Re-Enrollment Application

Upon meeting with the school administrator to review the GBA handbook and the policies, a registration packet will be given to parents of new students. All returning students can be re-enrolled through Teacherease.

Forms

Before a child can be admitted to GBA, all necessary forms need to be signed by both parents and the student each year. ***Signing these forms indicates an annual agreement with the philosophies, standards, and rules of Gateway Baptist Academy.***

Tuition

GBA is a ministry of Desert Gateway Baptist Church. It is not designed for profit, as noted by its restricted requirements for enrollment. The teachers are dependent upon the prompt payment of tuition from each school family. Tuition may be paid in full or on a monthly basis **beginning on August 1st**. The grace period for overdue tuition ends on the 10th day of the month in which the payment is due, and post-dated checks cannot be accepted. A late fee of \$20.00 is added to any late payment. Since the payment of teacher's salaries is dependent upon the tuition each month, no account can be permitted to be more than 30 days overdue. At this point, parents will be required to meet with the GBA School Board to discuss the account and options available. Parents will be required to show proof that tuition assistance has been requested.

Final exam/Graduation restrictions: All student accounts must be current prior to final exams. If a student's account is not current at that time, the student may not be allowed to take final exams. Students who have not taken final exams will receive an "incomplete" grade for the semester/year. Students who have not completed all course requirements, including taking final exams, will not be eligible to graduate.

Students with a balance on their account at the end of the current school year may not be allowed to register for the following school year.

A \$20.00 fee will be assessed for each returned check. Payments will be applied to student accounts in the following order: first, to outstanding late fee(s); second, to past due invoices; and third, to current invoices.

The tuition for the school year can be divided into ten equal payments. Each payment covers one tenth of the total number of school days. Gateway Baptist Academy's tuition fee covers all school expenses except for activities (field trips, Fine Arts, athletics, various class trips, etc.) and apparel (PE and school logo shirts). For more information, please see the most current schedule of fees.

Additional Fees

With all the programs Gateway Baptist Academy offers (Fine Arts, graduations, etc.), other fees must be assessed to offset the cost. A fee schedule is available through the school office as well as on our school website: www.mygba.org.

VIII. Character Development

Gateway Baptist Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world. Gateway Baptist Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (1 Corinthians 8:9, 12-13, 10:31). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Gateway Baptist Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student— whether at home, school, or elsewhere.

To refrain from participating in worldly activities such as swearing, indecent language, smoking, possession or use of liquor, drugs, or tobacco, gambling, dancing, pornography, premarital or extramarital sex, homosexuality, or other sexual perversions, and involvement in rock and roll music, rap music, or so-called "Christian rock" music.

Maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Gateway Baptist Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Gateway Baptist Academy ideals of work and life or who has been arrested, will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

In order for a student to develop spiritual leadership ability, that student must possess Christian character. Thus, one of our chief goals at Gateway Baptist Academy is to develop Christian character within each student. This will be evidenced largely by a child's outward behavior, whether he be at home, school, or elsewhere. An undisciplined life is a largely unproductive life. Each student will be challenged to accept responsibility for his assignments, and each student will be expected to accomplish his work promptly and efficiently. This prepares him for a life of stewardship and discernment. Students are reminded that "Whatsoever ye do, do all to the glory of God." (1 Corinthians 10:31).

Behavioral Discipline

- Philosophy

Biblical discipline provides lessons for students both for now and for the future. Lessons of discipline include: teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33), teaching God's laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28), and teaching restitution for offenses (Matthew 5:23-24, 18:15). However, we also believe in a balanced approach to discipline— rewarding that which is right and punishing that which is wrong.

Our purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God's Word, obedience to rules is designed to protect a person for God's best in His life, rather than to prepare a person for a life of surrender to the world (Genesis 2:17; Romans 6:13). Standards of discipline will help a student maintain the conviction of his parent's heart.

Our philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at Gateway Baptist Academy is never carried out with the goal of hurting or demoralizing, but rather to protect a student from unprofitable pursuits in life. Our disciplinary system is designed to be administered with equity based not on whom the

student is, but on the basis of what principle, what policy, and to what extent the student has violated the rule(s).

Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve the conflicts, with the ultimate goal of causing others to fear the Lord and to walk in obedience to Him. The procedures of discipline are found in the Rules section.

Rules

These rules apply to all students. Repeat offenses will result in a greater degree of punishment at the discretion of the teacher and school administration. The policies/practices for High School, Jr. High, and elementary are addressed at the end of each section. There are three categories of offenses, each having a different type of progressive discipline: Academic (A), Behavioral (B), and Dress Code (D).

Academic Offenses

1. Failure to return signed parent notices, daily homework documents, tests, or report cards
2. Forging signatures
3. Homework/ Seatwork violation
4. Unprepared for class (i.e. failure to bring books and other needed materials)

Disciplinary Procedures

The academic offenses will affect the student's grade accordingly. All homework and seatwork will be graded by teachers. Because of the volume of work assigned, the graded assignments will be based on the teacher's discretion and will be valued at ten percent of the student's grade.

Behavioral Offenses

1. Chewing gum
2. Crude and obnoxious behavior
3. Dancing
4. Demonstrating a lack of self-control
5. Direct disobedience
6. Disrespectful address when addressing authority
7. Disturbance/sleeping in chapel
8. Eating during class times and in classrooms or hallways without permission
9. Entering building by means other than an unlocked door
10. Entering the building without permission
11. Expression of negative attitude: negative facial expressions, gestures, slander, throwing up arms, rolling of the eyes, whining, complaining, etc.
12. Fighting
13. In an off-limit area
14. Inappropriate address, response, or questions to a teacher, staff member, student, etc.
15. Listening to, singing, or humming music on school/church property in violation of the student agreement
16. Littering on school/church property
17. Lying
18. Members of the opposite sex may not touch each other in any manner while on church/school property and on church/school activities
19. Note passing
20. Out of seat at any time without teacher permission
21. Physical contact, roughhousing, teasing gestures
22. Playing/ horseplay in the classroom
23. Skipping class/school
24. Possession of any medication
25. Scoring violation (altering an assignment grade or report card)
26. Stealing
27. Talking without permission
28. Throwing objects (i.e. tossing paper across the room into a trash can)
29. Unacceptable language not considering swearing (this includes but is not limited to euphemisms)
30. Unnecessary noise/talking (whistling, tapping, shouting, etc.)
31. Unpatriotic attitude
32. Untidy appearance of desk, book bag, locker, etc.
33. Unauthorized use of the telephone, cell phone and/or electronic devices ***Complete guidelines under Section XI (General Policies and Procedures)**
34. Worldly conversation (including but not limited to movies, video games, reading materials, etc.)

Disciplinary Procedures

Parents may be asked to pick up their children for the remainder of the school day if a student refuses to follow the behavioral guidelines set forth in this handbook. The integrity of the classroom will not be sacrificed because one student fails to meet our behavioral expectations. The behavioral offenses will follow the regular disciplinary process.

Dress Code Offenses

The purpose of the guidelines set down by the administration for the appearance of each student is not to legislate morality (which must come from the heart), but rather to encourage Christian young people to be concerned with the Biblical principle of modesty neglected by many Christians today. Proper dress also encourages and complements a serious approach to academic subjects by each student. Three basic questions should be asked concerning dress?

Is it modest?

Does it call undue attention to itself?

Does it identify with a rebellious element of society that is contrary to God?

The dress standards are outlined for school, field trips, and athletic events.

The goal is to make sure that students come to school properly attired.

- a. All apparel must be in good repair. No tears, slits, or rips are permitted on any apparel, which includes, but is not limited to, dresses, skirts, pants, shirts, blouses, and jackets. Jean skirts are permitted if it abides by the above guidelines.
- b. **Elementary:** shirts or blouses with words smaller than 2 inches in diameter or with designs or pictures printed on them may be worn. Characters and camouflage are not permitted.

Jr. High/High School: shirts or blouses with words larger than 2 inches in diameter or with a single design or picture printed that covers the majority of the shirt may not be worn. Characters and camouflage are not permitted.
- c. A logo on apparel (**not including jackets and outerwear**) must not exceed 2 inches in diameter. **Logos must be school appropriate.**
- d. All shirts and blouses must have sleeves (must have an arm seam at the shoulder).
- e. **Gothic-type dress is not permitted. This includes wearing outfits that consist primarily of black and with the intention to be monochromatic.**
- f. Hats are allowed outside only for P.E. Hats must be appropriate.

Any article of clothing in question should be brought to the school principal prior to being worn. In general, if clothing must be questioned, it should probably not be worn. It would be well to remember the saying, "When in doubt, leave it out."

Exceptions may be made during GBA's Spirit Days.

Please Note: While these standards are conservative, many public schools are now requiring uniforms because of dress problems. Therefore, we encourage our students to look sharp and to maintain a proper attitude. Field trips will require some specific attire, which will be communicated as these events arise.

1. Ladies

- a. Hair must be clean and styled neatly. The eyes should be fully visible at all times. Modest, natural hair highlights are acceptable. Drastic color changes are not acceptable.
- b. Make-up may be worn with discretion by **junior high and high school girls only**. It should

be light and natural looking. **Gothic-looking make-up is not permitted. Dark, thick eyeliner and/or eye shadow is not permitted. Lipstick is not permitted. Clear Lip gloss is allowed.**

- c. Fingernail polish, which is clear or is moderate (not dark) in color, resembling that of natural nail color, may be worn. Designs, patterns, or press-ons are allowed, so long as they are the same on every fingernail and do not violate the guidelines of modesty we have set forth in this handbook.
- d. Clothing must not be snug, form-fitting, or of a clingy material which would draw attention to the shape of the individual. **Dark colors under a light color draw attention and should not be combined. The top layered shirt of a layered look may not be above the waist. All straps and bare shoulders must be covered at all times. Sleeves must cover the shoulder and the underarm.**
- e. If not wearing a dress, the student's top (shirt, blouse, etc.) must be tucked in at all times. If the top does not tuck in, then a full slip or long undershirt must be worn underneath the top and must be tucked in to cover the student's midsection. **No part of the torso may be exposed at any time.**
- f. Skirts and dresses (for classroom wear), shorts, and culottes (for physical education) must touch the floor with the student in the upright kneeling position. The kneecaps should be **easily and fully** covered by the skirt or dress when the student is seated as well. Elementary students are encouraged to wear shorts under dresses or skirts for additional modesty, **but they may not exceed the length of the dress or skirt.** Skirts and dresses with slits may only be worn if the slit is sewed from the bend of knee upward. **Pinning is not permitted. Front slits are never permitted.**
- g. When wearing skirts, a half-slip must be worn at all times unless the skirt is made up of thick material (jean skirts, etc.). **A slip that is built in to a skirt must be close in length to the length of the skirt to provide adequate modesty.**
- h. Clothing must be modest and non-see-through. This includes low or plunging necklines and low-cut backs. Generally, a neckline should be two finger widths from the collarbone edge or higher and no gaps when arms are crossed across the torso. Tops may have only the top button unbuttoned.
- i. Slacks are never to be worn.
- j. Shoes (close-toed, closed heel) with socks or hose should be worn at all times. Leggings under skirts are permissible, as long as the skirt still meets the length requirements.
- k. No open-toed shoes are to be worn.
- l. Earrings exceeding one inch in length or diameter are not allowed. Earrings are permitted on earlobes only.

2. Men

- a. Hair must be clean and cut so that eyes are visible at all times. Students must meet this requirement within 5 days of notification of violation. Sideburns are to be no longer than the bottom of the ear opening, and hair is to be off the ears and collar.
- b. Hair must be tapered in the back and not "block" or "bowl" cut. **No coloring or highlighting is permitted.**
- c. Mustaches or beards are not permitted. **Students who are shaving are required to keep faces clean-shaven.**
- d. Shoes (closed-toed, closed heel) and socks must be worn at all times.

- e. All shirts must have a collar, and all buttons except the top button must be buttoned. Shirts must be tucked in adequately at all times. **Torsos may not be visible. Students may be requested to wear an undershirt that tucks in if shirt is not adequately covering the torso for certain activities. No gothic style clothing is to be worn. Black shirts with black pants may not be worn.**
- f. **Pants must have a modest rise. No low-rise pants are permitted. The waistline must be above the hip. Pants must be loose-fitting in the hip and thigh. Pants must be the correct size to allow the student optimum mobility.**
- g. Casual dress slacks, corduroy, cargo pants or khaki pants only. Skinny jeans and pants that are tight at the ankle are not permitted.
* Jeans may be worn only on specified days.
- h. Necklaces, bracelets, or earrings are not to be worn. (Unless used for health purposes) Rubber bracelets for charities, missions, and support of various groups are permitted unless it violates the guidelines and policies of Gateway Baptist Academy. No student should have more than one rubber bracelet on at all times.
- i. Ties will be worn on every school chapel day (Mondays: K5-12th grade; Fridays: 5th-12th grade, unless otherwise noted). Ties must be worn with dress shirts that have buttons all the way down the front. Ties must be properly tied or clipped to the neck of the shirt.
- j. On slacks with belt loops, a belt must be worn. **Large belt buckles with pictures, symbols, logos, etc. are not to be worn.** Suspenders do not take the place of a belt on pants with belt loops.

Disciplinary Procedures

Please note that students that severely violate our school dress code may be dismissed from school until they comply with our guidelines. Students may be asked (or helped by our faculty) to modify their attire to fit our dress standards.

If a student repeatedly violates the school dress code (based on the disciplinary process outlines below) he or she is subject to suspension and/or expulsion.

*** SEVERE CLAUSE**

Certain actions will immediately result in going to the principal and then could further result in an in-school suspension or expulsion. Examples: Fighting, inappropriate language, blatant disrespect, property damage...

Further action may include suspension or expulsion from school. If it is deemed necessary, parents may be asked to attend school with their child for a day or otherwise specified amount of time to observe their child's behavior.

The offenses listed below will result in automatic suspension or expulsion from school. This punishment has been predetermined by the administration of Gateway Baptist Academy and Pastor Ron Leversee.

1. Abuse of school property
2. Alcohol use
3. Blasphemy
4. Cheating

NOTE: Cheating on schoolwork is presenting the work of another as one's own. This includes:

- Copying an examination assignment or other work such as review sheets, homework assignments, in-class assignments, etc. that will be assessed.
- Inappropriate collaboration on work to be assessed. Asking for another student's answers instead to doing your own work.
- The use of "cheat sheets" or other forms of facsimile visual prompt.
- Using a sibling or tutor's old tests, quizzes and textbooks.
- Obtaining examinations, term papers, and essays from other sources, including electronic devices, with the intent to deceive and cheat.

- Viewing a video/reading a summary of a book rather than reading a book.
 - Plagiarism is the representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such is required.
 - Plagiarism includes a direct quotation without citing the source.
 - Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
 - Failing to acknowledge or document sources.
5. Direct and defiant disobedience
 6. Drug use
 7. Extreme disrespect
 8. Gambling
 9. Immorality in any form (which includes but is not limited to adultery, fornication, homosexuality, and other like sins)
 10. Involvement in crimes other than minor traffic tickets
 11. Membership in any gang or unacceptable club
 12. Pornography use: gestures, language, or materials related in any way
 13. Possession of knives, firearms, or any other fighting equipment on school/church property or during school/church hours
 14. Speed display or reckless action with an automobile
 15. Striking **or threatening** a teacher
 16. Swearing or Cursing
 17. Tobacco use

Definition of Consequences

Detention

Gateway Baptist Academy has chosen to institute an after-school detention, which shall be served every Friday. Students who are assigned a detention must serve it within the week of the offense in the designated classroom. One-hour detentions are served from 3:05 p.m. to 4:05 p.m. Two-hour detentions are served from 3:05 p.m. to 5:05 p.m. Detention is a quiet time and students are expected to work and remain quiet. Any violation of these expectations can add to the length of the student's detention. The rules for detention will be given to each student at the beginning of each detention period. Failure to serve detentions will result in more severe disciplinary consequences, which can include but is not limited to, in-school suspensions, additional detention time, loss of privileges, etc.

In-School Suspension

Students who repeatedly violate school policies or commit the offenses listed under the severe clause section will be served an in-school suspension, with the day to be determined by the administration.

During the in-school suspension, the student is removed from his classroom and will serve his suspension in a designated area. The administration will determine the length of the suspension, considering the student's attitude, remorsefulness, and willingness to change his mind and direction.

Suspensions severely affect a student's academic performance because he will miss all work during the corresponding days, which includes but is not limited to: quizzes, tests, exams, homework, seatwork, evaluations, project submissions, etc. All work missed will result in a score of zero recorded in the grade book.

To maintain fairness, suspensions will not be adjusted based on classwork, projects due, or evaluations scheduled. The administration will swiftly review and determine the suspension period so that the punishment can be served the following school day.

School Expulsion

It is never this administration's desire to expel a student from Gateway Baptist Academy. However, after much communication, prayer, and effort to restore a student to a state that helps him to grow in Christ, if a student fails to respond, then the student will be expelled to preserve the spiritual atmosphere we seek to provide all GBA students and faculty.

In some extreme cases, expulsion is automatic and based on the offense, some of which are listed under the severe clause section.

Junior High/High School Progressive Discipline Process

Jr. High/Sr. High teachers will document all violations of school policy as they are listed in the GBA Handbook for each student.

Discipline may require an in-school suspension, a parent/teacher conference, suspension from extra-curricular activities, or another action as deemed necessary. The appropriate action is taken based upon a five-point system. Documentation in the form of a Conduct Referral Form (CRF) will be sent to parents, after the third offense, for each recurring offense, which will need to be signed by the parent and returned to the school the following day. These will be kept in the student's file for future reference and are reset every quarter.

1st Offense

To give a simple, clear statement of what rules the student offended and a clear warning of consequences if the behavior continues.

2nd Offense

Documentation will be made on TeacherEase in the behavior log for parents to read and/or a phone call are methods used to make parents aware of repeat violations of school practices and rules.

3rd Offense

A CRF is issued to notify parents of a 3rd violation of the same rule/policy. The 3rd offence will also be documented on TeacherEase and the student will be sent to the principal's office.

4th Offense

A CRF is issued to notify parents of a 4th violation of the same rule/policy. School suspension and/or detention will be determined after student and parents meet with the principal.

5th Offense

A CRF is issued to notify parents of a 5th violation of the same rule/policy.

In addition, at the administration's discretion, one of the following may occur:

- Parent may be called and asked to take student home for remainder of the day, resulting in student inability to complete any remaining lessons, tests/quizzes, etc.
- Parent may be called and asked to attend a meeting regarding their child.
- Parent may be required to attend school with their child for a specified period of time to observe their child's behavior.
- Student may be given an in-school suspension, allowing them to work on teacher/administration-chosen work for a period of time; resulting in student inability to receive lessons, tests/quizzes, etc. for that time period.
- The student will be suspended from participating in any extra-curricular activities (i.e. sports teams, Fine Arts, intramurals, etc.)
- Student may be expelled from school for a period of time as designated by the administration.

Elementary Progressive Discipline Process

Elementary teachers will document all violations of school policy as they are listed in the GBA Handbook for each student.

1. The **first violation** of a rule will result in a verbal warning to the student. Documentation in TeacherEase in the behavior log is accessible by parents.

2. The **second violation** of the same rule will result in a classroom behavior management form of discipline. (For K-2 this is usually a visual chart or incentive game that requires a student to move a piece when they violate a rule.) Documentation in TeacherEase in the behavior log is accessible by parents.

3. If a **third behavior violation** of the same rule occurs within 5 consecutive school days, the result will be a CRF and discipline as determined by the teacher and/or administration. The student will also go to the principal's office. Further violations of the same policy will result in a CRF and progressive discipline as determined by the teacher and/or administration.

IX. Activities & Events

Chapel

Chapel is held twice a week (Mondays and Fridays) for students in the 5th thru twelfth grade, at which time special speakers and music are presented. Kindergarten thru 4th grade students will have chapel once a week (Mondays). Our pastor and staff are fully involved in the chapel program.

Social

In kindergarten through fifth grade, there may be classroom observance of special occasions, such as birthdays and holidays and in the sixth through twelfth grades, there may be parties from time to time that have been approved by the administration. Parents celebrating their student's special occasion must always check-in at the school office. Since schedules can change, please provide your child's teacher with as much information as soon as possible. Occasional field trips may be scheduled throughout the year. Parents will be notified 2 weeks in advance of such a trip. Parents are encouraged and welcomed to participate in school organized field trips, unless otherwise noted.

Programs

Students are expected to participate in school programs, and they are expected to learn their parts and to be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. **All Gateway Baptist Academy students are required to attend each school program, whether or not they have a special part in it.** Costumes may be required. The teacher will work with the parents concerning provision for the costumes. **All students are required to be present at all programs unless the absence is approved by the administration.**

Graduation

There will be a formal graduation for students successfully completing Kindergarten, 8th and 12th grade at the end of each school year. This is a dignified occasion in which the clothing worn by the graduates from each class must be appropriate according to the dress guidelines. **All students must attend all graduation and award ceremonies.**

Fine Arts

Students in grades 4 through 12 are encouraged to participate in the annual Fine Arts competition during the second semester. The areas of competition are as follows:

- * Bible
- * Music (Instrumental/Vocal)
- * Chess
- * Crafts
- * Science Fair
- * Culinary Arts
- * Academic Testing
- * Speech
- * Art
- * Digital Photography
- * Graphic Design
- * Culinary Arts

In order to participate, **competitors must have achieved at least an overall 2.0 GPA for the first semester class grades. Third quarter grades at the time of competition must also show at least an overall 2.0 GPA.**

In order to help students prepare for Fine Arts, we will begin to develop the talents within each student during the fine arts hour beginning in September. Tryouts may be required in order to meet participant limit guidelines in specified categories within each area. Chapel attire is required for all participants at the time of competition. **Suit or sport coats are required for young men in preaching competitions.**

Physical Education

Students from 5th through 10th grade are required to take Physical Education (P.E.) classes. Eleventh and twelfth graders may take P.E. classes, but it is not required, unless they have not yet completed their physical education credits. Elementary (K5-4th grade) students will also have P.E. classes once a week on Fridays while 5th-10th grade students will have P.E. class twice a week on Tuesdays and Thursdays.

Every student participating in P.E. classes must have the following:

- a. P.E. uniform
 - * GBA P.E. T-shirt. These shirts will be available through the school office.
 - * Black or Blue shorts. Shorts should be long enough (below the knee when sitting, standing, and squatting) and loose enough (not showing what is under the pair of shorts; it should not restrict any motion the student must perform)
- b. Compression shorts– worn underneath the regular shorts; helps support student's midsection and is a good tool for modesty
- c. Sports physical exam– turned in by the first day of P.E. The student must have a physical every year the student participates in P.E.

Though the grade for this class does not affect the student's overall average, it is still a class that will appear on the student's transcript and it is a mandatory subject for all students. Students who miss class due to health reasons must have a doctor's note or parental permission. The student is still responsible for all course work missed during his/her absence.

Life Skills Development

This program is for all students who seek to graduate high school from Gateway Baptist Academy. Lessons are scheduled for all junior and senior high students throughout the year, which will help in preparing them for the responsibilities of adulthood. Throughout 7th-12th grade, students will learn and perform various tasks with the goal of completing their "Life Skills Sheet" by the time they graduate from high school. Our goal is to make sure that every Gateway Baptist Academy graduate is equipped for the basic challenges that face young adults.

If you would like to help in this program, please contact the school administrator soon.

X. Campus Regulations

School Hours & Campus Procedures

Monday-Friday: 8:15 a.m.-3:00 p.m.

Half-days: 8:15 a.m.-12:15 p.m.

Late Start: 9:15 a.m.-3:00 p.m.

- * Students will not be allowed on campus any earlier than 30 minutes before school (7:45 a.m.), unless accompanied by a staff member.
- * Students arriving before 8:00 a.m. are to be dropped off at the **courtyard area sidewalk** of the Fireside Building. They will go into the Fireside room where a teacher will then dismiss them to their homeroom teacher at 8:00 a.m.
- * Students arriving after 8:00 a.m. can be dropped off at the courtyard area sidewalk but please be careful as you drive back around since students are now moving about the campus.
- * Students arriving late (after 8:15 a.m.) need to sign in at the school office before going to homeroom/class.

Gateway Baptist Academy is a CLOSED CAMPUS. Students are expected to remain on school grounds all day. During the lunch hour, students should not invite friends to come and visit them. No outsiders should be on the premises during the school day (**this includes parents without prior appointments**) unless they have prior business approved by the administration through the school office and all visitors must sign in at the school office. This includes but is not limited to siblings, relatives, friends visiting from out of town, GBA alumni, etc.

Students are not allowed to leave their designated area (classroom, lunch area, etc.) without permission from their teacher. Parents are asked not to place their student in a difficult position by asking them to do something that violates the teacher's expectations.

During school hours (8 a.m. until 3:15 p.m.), only students, faculty, and church staff members are allowed to be in the classrooms and student locker areas.

Exceptions can only be made by the school administrator. Please wait at the school office to pick up your child. Your child will be brought to you.

Any student who walks or rides a bike home from school must have written permission signed by a parent or guardian and on file in the school office.

Parents will fill out a form regarding which people are responsible to pick their child from school. If a student is to be picked up by someone other than those who are listed on this legal document, a note of explanation or a phone authorization must be turned into the office in advance. Verification must be obtained to guarantee the individual's identity. **Teachers have no authority to release a child to anyone other than the parent/guardian.**

Student Drivers

Students driving to school must have a copy of their driver's license and insurance card on file in the office. A student driver is not permitted to go to his car during the school day without the consent of the administration. **No student will be allowed to transport other students to and from school property unless approved by both the parents and administration.** The school administration reserves the right to revoke any driving privileges given to students.

Attendance & Absences

Regular attendance is essential to successful class work. All absences are either excused or unexcused.

According to Arizona State Law, any student enrolled in grades 1-8 who accumulates more than 20 absences (excused or unexcused) during the school year, is subject to retention the succeeding year.

A student in grades 9-12 with more than 10 absences (excused or unexcused) per semester will be subject to an academic review and to the possibility of losing credit for all classes in that timeframe.

Excused Absences:

For *any* excused absence: a note to the school office – azarate@mygba.org (written or emailed) is required in advance of absence (appointments, bereavement, family days) or after an illness or appointment. A phone call or email (calls not answered will go to the voicemail and onto the above email) is required before 8:15 am if a student will not be in school, in order for the absence to be documented as “excused”. Refer to guidelines for “Unexcused Absences” when the guidelines are not followed.

Illness – if a student will not be at school due to illness, the parent/guardian must notify the school office by phone/voice mail or email by 8:15 am the day of the initial absence and every subsequent day of absence. A note by the parent/guardian is required when the student returns to school for recordkeeping purposes, explaining the reason for the absence.

Death in the family – if a student needs to miss school due to a death in the family (immediate family and grandparents), the parent/guardian is required to notify the school office as soon as is reasonably possible. A note by the parent/guardian is required when the student returns to school for recordkeeping purposes, explaining the reason for the absence.

Medical/Dental appointment – if a student needs to leave school early for an appointment, the parent/guardian is required to provide a note to the office the morning of the appointment, indicating the time they need the student dismissed from school and the reason for dismissal. If a student will be late for school due to an appointment, the parent/guardian is required to provide a note to the office the prior day, indicating the reason for the appointment, and an approximate time of expected arrival.

Family Day – One day **each semester** may be used for a family to have time together, as the ministry is committed to the spiritual longevity of the entire family.

Important: A written request must be provided to the administration at least 24 hours in advance of the scheduled family day. This request will be reviewed by the administration and teachers and the family will be notified of approval or decline. Approval will be contingent on events/academics that need to take precedence (exams, SATs, programs, etc.) ***It is advised that the GBA school and class calendar be checked prior to scheduling a Family Day.*** Family Days do not affect the attendance record. A Family Day will not be authorized during schedule exam weeks.

If a parent comes to school and takes their children home without prior and/or present notification, that absence will be considered unexcused.

Make up work for excused absences: Tests and other previously assigned projects (science projects, research papers, book reports, etc.) scheduled/due the first day a student is absent will be made up/handed in the first day the student returns to school. Failure to turn in the work will result in a loss of a letter grade for each day it is not turned in. All other work missed during an excused absence may be made up within the same number of days the student was absent. The teacher is not obligated to re-teach lessons missed by the student. Parents may call the school office to request the teacher provide the homework in advance or daily for the student to work on at home. The teacher can provide a report of work missed. **Jr. High/High School:** It is the student’s responsibility to schedule with teachers to make up the tests/quizzes and turn in the work. Depending on the schedule, this make up work may take place before or after school.

Unexcused Absences:

Unexcused absences include days taken for travel or vacation that extend beyond a Family Day. In addition, absences without appropriate notification will also be counted as unexcused absences.

School work for unexcused absences: The teacher/administration determines whether a student may make up work missed for an unexcused absence. Lessons are not required to be re-taught. If it is determined that a student may make up the work, the teacher can provide the work, but there are no extra days given to make up the work. All tests/quizzes missed will be taken the day the student returns to class, unless otherwise noted by the teacher.

Tardies

A student is considered tardy when he/she is not prepared for the day, as defined by the teacher, by 8:15 a.m. A tardy can be excused or unexcused. The administration will make the determination.

If a student has accumulated nine tardies for any reason (excused or unexcused) during the quarter, the student will receive a one-day suspension which will appear on their permanent record.

Junior High and High School Tardy Guidelines

Because JH/HS students have multiple classes, they must be punctual to each one, unless excused by a teacher or administration. Students must be ready for their class, on time, or a class tardy will be assessed. For every ten class tardies, an unexcused tardy will be applied to their GBA attendance record. If a student accumulates thirty class tardies, he will lose his locker privileges for one week. Fifty class tardies will result in a student losing his locker privileges for the remainder of the quarter. These expectations will be reassessed for each quarter to give the students a fresh start.

XI. General Policies & Procedures

Reading Materials

Gateway Baptist Academy believes that Philippians 4:8 is our primary guide in selecting reading material. God commands His children to have pure minds, and to think about things that are true, honest pure, lovely, and of good report. If our students are to learn to shun the harmful, anti-Christian philosophies of our day and prefer good, wholesome thoughts and deeds, then we must teach them to develop the proper discernment of their reading material according to the truths of the Scripture. In Proverbs 23:7 we read, "For as he thinketh in his heart, so is he."

Our reading and literature curriculum here at GBA helps build Christian character, a Biblical world-view, spiritual discernment and an appreciation for well-written literature within our students. Each classroom will have a small selection of approved reading. Enthusiasm and interest will ensure that students will continue to read throughout their lives and we believe we need to help by providing them with quality reading that will promote intellectual, emotional and spiritual growth.

GBA has an approved reading list that encourages students (and adults) to develop their love for reading as they also enhance their reading skills by selecting and reading helpful, wholesome, challenging, and enjoyable books.

Electronic Devices

The use of cell phones or other electronic communication devices is strictly prohibited during the school day (8:00a.m. – 3:00 p.m. including lunch and study hall hours). These items must be **turned off** and stored in the student's locker during school hours. It is not permissible to use such devices for any purpose, i.e., texting, contacting parents, accessing email, web browsing, as a calculator, or listening to music. The phone can be retrieved from the locker and turned back on after being dismissed from school. Cell phones used during school hours will be surrendered to and confiscated by the principal. Parents then must retrieve the phone from the principal at their earliest convenience. In the interest of preserving both academic integrity and an uninterrupted instructional environment, any necessary student communication should be made through the GBA school office.

Magazines, newspapers, comic books, radios, MP3 players, and electronic games (even those accessed through electronic devices such as phones, tablets, etc.) are not allowed on school/church property during school hours without prior permission from the administration. (Note: exceptions are magazines/newspapers explicitly to be used for school related assignments.)

Medications

Students are not allowed to keep medication on their persons or in their lockers. If medication needs to be given during school hours, it will be done through the school office. Please send a note which indicates the frequency and dosage needed. **All prescription medications must be in a pharmacy container, with the directions for administering.**

Misc.

Smoking is not allowed at any time on church or school property by anyone.

Parents are to dress according to the school dress code when they are participating in a school activity in order for the students to not perceive a double-standard in existence.

A parent can communicate with a teacher concerning their student about any academic concern any day after school (3:15 p.m.). Between 7:30 a.m.-8:00 a.m. teachers are involved in staff devotion and preparations for the school day. Between 8:00 a.m. – 8:15 a.m., teachers are with their students in the classroom preparing them for the school day. Please leave any urgent needs or message with the school office and the teacher will contact you as soon as possible.

A student may communicate with a teacher concerning schoolwork during school hours or after school until 3:30 p.m. and only on church/school property.

Lockers will be assigned to students in grades 5-12. These lockers are property of GBA and the student is responsible to take care of and keep clean the locker assigned to them. Lockers and backpacks are subject to unannounced checks. These checks will be conducted by two faculty members at all times.

The safekeeping of books is the responsibility of the student to whom the book is given. Damage or losses will need to be replaced.

Students are not permitted to buy and sell personal items on GBA property (i.e. baseball cards, crafts, etc.).

Students are not allowed to eat in classrooms during instructional times, study halls, or seat work periods. Certain exceptions will be made based on student health, doctor's recommendation, and administrative approval.

The school enforces a **NO DATING POLICY**. Gateway Baptist Academy and Desert Gateway Baptist Church will not accommodate, encourage, and foster a relationship between a male and female student beyond friendship. Please do not expect special treatment for students who feel an attraction one for another.

Parent Notes & Questions

Contact Information

GBA Office 480-424-2370

GBA Administrator 480-201-0319
Juan Zarate

Financial Questions 480-857-0455
Dan Jackson

Frequently Asked Questions

When can I communicate with my child's teacher?

We strive to keep an open line of communication between the parent and teachers because this is foundational to your student's success. However, we all have different schedules and considerations, which sometimes makes "connecting" with each other a challenge. The best way to communicate with a teacher, if it's an urgent matter is via email, phone call, or conference after school. During the school day, teachers are busy ministering to your child, as well as other children in the classroom.

If you would like to set up a conference with the teacher, please call the school office to schedule the meeting.

Because we are all church members, let's do our best to focus on worshipping the Lord during church times. "Talking shop" when we're supposed to be in a church service can quickly move us away from our intended goal, both personally and for our children, which is to develop in each of us the mind of Christ.

I have a question about TeacherEase, the school's management program. Who do I ask?

The best person to ask about this is our school administrator. The principal and teachers have a working knowledge of how to operate this system to give you quick access to daily work and grades. However, they do not have administrative privileges that can help troubleshoot some issues. So, if you have a question, please call the school administrator or email him at jzarate@mydgb.org.

Who do I ask to obtain school records such as transcripts, report cards, reference letters, etc.?

Please make all requests, in writing (via email or note), and submit it to the school office. If an institution is asking for records, they usually have forms that can be used to pass on to our school. If no forms are available, please indicate in writing the purpose of the request, the contact information to whom the records must be sent, when the requesting institution requires the records, and any other pertinent information we may need.

My student is a senior in high school. Do they take the SAT/ACT through GBA that is often required by colleges?

No. They must register and schedule these college readiness tests on their own. For the SAT, you can go to collegeboard.org. For the ACT, you can go to act.org. These tests are only available on specific dates so please be sure to schedule these as soon as possible. Most educators highly recommend that 11th grade students take one of these tests during the spring of their junior year and again sometime during their senior year to obtain the best results.

Can I donate equipment or supplies to the school?

Yes! Because we want to be good stewards of God's blessings, please check with the school office first before bringing in donations. We don't want to have an excess of materials or hoard items that can be of use to someone else.

Are there volunteer opportunities for me at the school?

Yes. Please meet with the GBA administrator to discuss opportunities for you to volunteer at Gateway Baptist Academy.

Does the school take financial or material donations from outside companies and corporations?

Yes. Because we are a ministry of Desert Gateway Baptist Church, we are considered a non-profit organization. Depending on the donation and our need level at the time, we can accept gifts from outside companies and corporations. Please let the GBA administrator know of any such opportunities that can help improve our school.

Does GBA offer scholarships for financially struggling families?

No. But we have many state tuition organizations (STO) that we work closely with that can provide up to 100% of your child's tuition. It will take effort on your part to fill out all the necessary applications (many of which are available online and can be completed within a few minutes) and talk to AZ state taxpayers about donating their AZ state tax liabilities, up to a certain amount, to the STO's. Upon donating, they can recommend your child to receive funds to pay for their GBA tuition. Please see our business manager for more information.

Who do I talk to about some discrepancies on my latest invoice/statement?

Please call our business office and ask for Dan Jackson at 480-857-0455.

How do I pay for GBA tuition, fees, etc?

Please stop by the business office on 2175 S. Gilbert Rd. Gilbert, AZ 85295 to make payments. Some fees (field trips, activities, etc.) can be paid online. You can also place your payments in the DGBC offering but please make sure you use a yellow GBA envelope and clearly designate what the payment is for (i.e. August tuition, book fees, field trip, etc.).