



Gateway Christian Academy

“A Ministry of Gateway Church”

Certified and Accredited by: ILCS/FLOCS

Bishop Dr. Preston Williams II, Senior Pastor

DISCIPLINE POLICY ELEMENTARY

The philosophy of Gateway Christian Academy regarding discipline is necessary for the welfare of the student as well as the entire school and is based on the partnership of the home, church and school. We believe that the first institution established by God was the home. It is the home where children are taught the difference between good and evil. Our school exists to provide a continuation of Christian education that should first start in the home of our students. Effective classroom discipline is a necessary key ingredient for a good learning environment.

The purpose of discipline at Gateway is not only to achieve this goal but also to help students learn self-discipline and good character traits, become self-directed members in the immediate environment and eventually as future members of a larger society. Discipline, or training up of a child, affords us all the opportunity to provide a safe, wholesome Christian environment. The teacher is responsible to maintain appropriate classroom behavior. Certain behavior is unacceptable and will not be tolerated. Therefore, specific standards are set to see that each child is obedient, respectful and accountable for his/her actions and that Gateway is fair in its enforcement of the rules.

The Word of God tells us that **obedience** to rules and guidelines is essential for intellectual, spiritual and physical growth (Luke 2:51). **Respect** teaches us the value of meaningful relationships (Luke 10:36-37). We are to instill the character of Jesus and hold each child **accountable** for himself/herself to God (Romans 14:12). With the help of the home, church, and school, we are working towards the education of the children of God. We believe that obedience, respect, and accountability are the means by which to instill a righteous attitude in our students for Christ.

Gateway is not a remedial institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed without parental discipline. We are here to work with the home, but not to take the place of parents who have experienced difficulty disciplining their child or fail to take responsibility in fulfilling their roles. Parents who are not willing to discipline their children and co-operate with the school's discipline policies should not seek to enroll them at Gateway.

As partners in the discipline process, it is imperative that home and school maintain the same standards. We expect our students, your children, to adhere to the following General Rules. In addition each teacher is given the liberty of making and enforcing classroom rules in the manner which he/she feels, is in accordance with Christian principles and the school's discipline policy. Gateway expects full cooperation from both student and parent in the discipline of the student.



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Gateway is dedicated to the training of children in a program of study, activity and living that is Bible-based. We believe that “all things should be done decently and in order” and that “there is a time and a place for everything under the sun.” Our students should be taught to accept the responsibility to walk honorably before God and man.

THE FOLLOWING IS A LIST OF UNACCEPTABLE BEHAVIOR AND CONSEQUENCES OF SUCH BEHAVIOR FOR KINDERGARTEN AND ELEMENTARY STUDENTS:

1. Insubordination to a teacher, administrator or staff member (**3 pts.**)
2. Use of profane/obscene language (**3 pts.**). The definition of “profanity” will include, but not be limited to the following: swearing, cursing, obscenity or obscene gestures and the telling of profane jokes. The final determination of the issue of profanity is entirely the decision of the principal/administrative team.
3. Destroying or defacing school property (**2 pts.**)
4. Committing an act that degrades and/or disgraces another person (**3 pts.**)
5. Committing an act that injures another person (**3 pts.**)
6. Inappropriate physical contact with peers (**3 pts.**)
7. Possession of obscene materials (**3 pts.**)
8. Possession of knives, matches, weapons, or any dangerous instruments (**3 pts.**)
9. Possession of prescriptive/non-prescriptive drugs without permission (**3 pts.**)
10. Improper attire (e.g. not wearing uniform) during school hours (**2 pts.**)
11. Possession of another student’s property (**1 pt.**)
12. Any act that goes against the basic moral values of the Bible (**2 pts.**)
13. Leaving the premises without permission (**2 pts.**)
14. Breaking any general rules listed in the handbook or classroom (**1 pt.**)

The following are consequences based on the point system:

- 1-2 pts. Detention
- 3-5 pts. One-day internal suspension
- 6 pts. Two-day external suspension
- 9 pts. One-week external suspension

Points will accumulate for each semester and reviewed by the administration to determine if further action is required.



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STANDARDS OF CONDUCT

1. Respect authority and peers.
2. Maintain Christian standards of courtesy, kindness, morality, and integrity.
3. Follow school dress code and code of conduct.
4. Salute and give proper respect to the American flag, the Christian flag and the Bible.
5. Seek wisdom, understanding, and knowledge.
6. Do all for the glory and honor of God.
7. No griping or whining.
8. No biting, hitting or fighting. No inappropriate touching – keep hands, feet, or any other part of body at least six inches away from other students at all times.
9. No student shall intentionally engage in physical contact of any kind with any student unless directed to by a School Official for the purpose of a School recreational activity such as physical education.
10. Students are expected to refrain from talking about or engaging in cheating, swearing, stealing, smoking, drinking alcoholic beverages and using narcotics.
11. All textbooks and notebooks must be kept in decent order. Three sharpened pencils, plus any books or supplies needed for classes on a given day **MUST** be brought to school on that day. Not having textbooks, notebooks, sharpened pencils or needed supplies for class will affect student’s performance.
12. No running or unruly behavior in the hallways, classrooms or cafeteria.
13. No leaving the premises. Students will not be permitted to leave the building for any reason besides dismissal. Any student found leaving the premises without permission will face disciplinary action.
14. No gum chewing is permitted in school or during school trips.
15. No littering. All waste must be disposed of in garbage cans.
16. No loitering. Any student found in the building outside of class without a pass or permission will be brought to the office.
17. No trips without written parental consent, and uniform.
18. Except on designated “Show and Tell” days, students are not permitted to bring to school personal items that have no bearing on, or use in the educational process. Radios, Electronic Games, Walkmans, cell phones, student’s tapes etc. are not permitted. **(This is not limited to listed items)**. Any object that the school feels distracts the learning process or classroom atmosphere will not be permitted. If students bring such items to school, the items will be confiscated and the parent will be responsible for retrieving them. Subsequent violations will result in the parent not being able to retrieve item(s) before the end of the school year.
19. Guns, matches, lighters, knives are not permitted.
20. Good personal hygiene is a must. We expect students to come to school clean and in uniform, and to keep themselves neat in school and on school trips.
21. Marked on, defaced or broken property is to be replaced at offending student’s expense.



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22. No finger rings and other non-essential jewelry or spending money except money for field trips.
23. Boys in Kindergarten and Elementary must wear belts at all times. Belts that are excessively long may not be worn.
24. Hair for students must be clean and neatly groomed. Boys must have their hair off the collar, and covering no more than half of the ear. Extreme haircuts and braided hairstyles are not acceptable or permitted. Girls are not permitted to have any extreme haircuts, hairstyles or hair dyed or weaved-in colors. **The Principal/School Administration reserves the right to determine extreme haircuts and hairstyles, and to take corrective action.**
25. In the event of cool weather, Kindergarten and elementary students must wear the official navy school cardigan. No other color cardigans or jackets are permitted for Kindergarten and elementary students, except in extreme weather conditions. **The Principal/School Administration will determine the appropriateness of specific outerwear in such circumstances.**
26. Boys may not wear any type of earrings or have gold teeth, ear or body piercing jewelry at any time. No visible temporary or permanent tattoos. Girls may wear modest earrings, but may not have gold teeth or any body piercing jewelry. No visible temporary or permanent tattoos.
27. All blouses and shirts must be tucked in.
28. Hats, caps or any other head covering must not be worn during school, except for designated show and tell or other special activities.
29. Girls' skirts must fall at least at the top of the knee.
30. All students must wear the required color socks and shoes.
31. All girls are required to wear navy shorts under their uniform.
32. Shoes should cover and protect the feet and allow for safety in running and playing. All students must wear closed-in shoes or sneakers. No open toe shoes, sandals or cowboy boots of any kind are allowed.
33. Gateway Christian Academy stands in opposition to the drinking of alcohol, use of tobacco products and illegal drugs; pornography, homosexuality and fornication. We also stand in opposition to any other activity considered in Scripture to be worldly.
34. Some infractions in the general rules are subject to the point system.



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DETENTION

The school day begins promptly at 8:00 a.m. for Kindergarten and Elementary students and ends at 2:45 p.m. Any Kindergarten or Elementary student who is late three (3) times, in one week, will receive a detention from the classroom teacher for one (1) hour after or before school. If the tardiness becomes habitual, students will be required to serve a two-hour detention before or after school or extended Saturday detention. Detention will involve manual work around the school or to sit in a classroom and do assignments. The parent will also be required to attend a conference with the teacher or school administration. Habitual tardiness is grounds for expulsion.

DISCIPLINE PLAN

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are:

1. Positive Reinforcements and Merits
2. Loss of Privilege and other classroom consequences
3. Demerits/Points
4. Student-teacher conference
5. Phone call to parent
6. Corrective Action Notice
7. Referral/Detention
8. Parent conference
9. Further disciplinary action, including suspension by the principal/school administration.



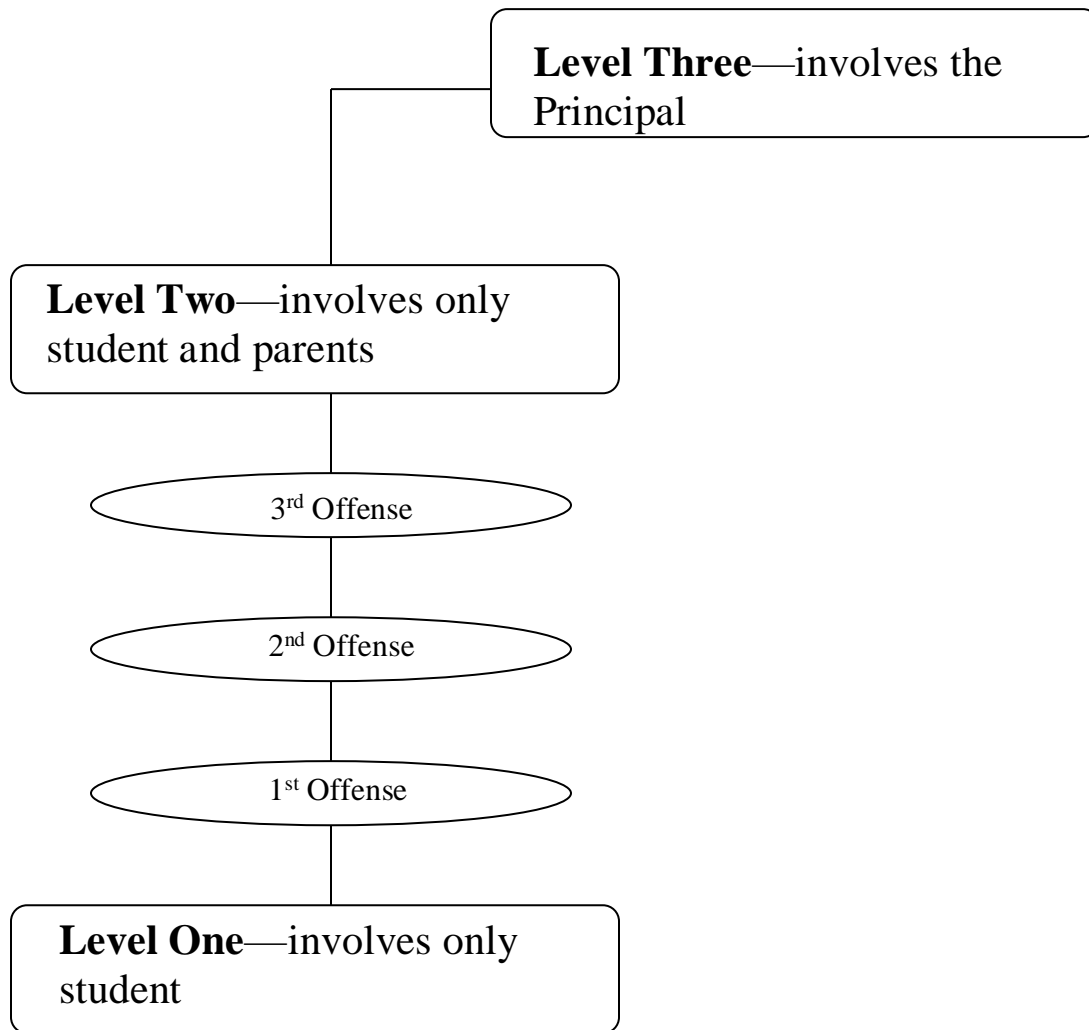
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Discipline Process for Unacceptable Behavior



Level One—Involve only the student (1-2 pts assigned after 2nd offense)

- *First offense.* When the student breaks the rule the first time, give him or her the benefit of the doubt and assume that the student has *rule amnesia*. He or she just *forgot* the rule.
 1. TELL the student the rule in a moderate, firm, controlled tone of voice.
 2. Ask the student to repeat the rule to you and then redo the behavior correctly.
- *Second offense.* If the student breaks the rule again, take firmer action.
 1. ASK the student to repeat the rule. “What is the rule about hitting others?”
 2. Have the student repeat the behavior correctly.



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– *Third offense.* If the student breaks the rule again, move immediately to the consequences.

1. Go straight to the CONSEQUENCE.
2. Make sure the consequence is related to the misconduct.

Level Two—Involve both student and parent (3-5 pts assigned)

- Call the parents.
- Meet with the parents.
- Establish a daily communication plan so you are working together.

Level Three—Involve the Principal (6-9 pts assigned)

- The student meets with the Principal.
- The student, parents, and teacher meet with the Principal.
- The Principal dispenses punishment or consequences, such as internal or external suspension.

In case of serious or recurring problems, parent may be required to pick up the child immediately. If the behavior or conduct of the student indicates an uncooperative spirit and there is no change within a designated time, the parent will be asked to have the student evaluated by a psychologist/counselor or permanently withdraw the student from the school.

Parent will be called to pick up any student who touches another student inappropriately hits a teacher or threatens to harm himself/herself or others, pending disciplinary action.

When the school feels that the student/parent cooperation is lacking, the parent may be requested to withdraw the student or the student may be expelled. Attendance at Gateway Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Gateway Christian Academy. An actual expulsion takes place after all the other listed attempts have failed. Notwithstanding, the school reserves the right to seek immediate expulsion if in its sole discretion the extenuating circumstances warrant such action.

Your signature serves to verify that you have received, read and agree to abide by this discipline policy and the policies, rules and guidelines outlined in the Gateway Christian Academy Parent and Student Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



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