
GATEWOOD SCHOOL

2008-2009

Student and Parent Handbook



Inspiring Excellence with Honor

Summer 2008

Dear Parents / Guardians:

The purpose of the Gatewood Student and Parent Handbook is to ensure that each student and his or her family is fully informed of the policies, expectations, and privileges provided to Gatewood students. In doing so, it is our hope that parents, students, and faculty will each have a smooth, successful, enjoyable school year. When questions arise during the school year, please consult your handbook. Of course, there is no way every situation can be addressed. Questions left unanswered by the policies contained within will be left to the discretion of the administration.

If parents have a concern or problem with something or someone at Gatewood Schools, the best way to have the issue resolved is to contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to return to the people who have the most knowledge about the situation. If an issue cannot be resolved at the most basic level (directly with teacher or coach), then the concern may be brought to the attention of the school’s director, then the principal, then the Head of School.

Open communications and continuing dialogue between home and school are necessary in developing trusting relationships that are necessary for optimal education of our students. Please be in touch with the faculty and administration of Gatewood Schools anytime you have a concern about your child or the operations of our school.

Thank you for your continued support and cooperation. I look forward to another enriching and rewarding year at Gatewood!

Sincerely,

Laura K. Thompson
Head of School

Gatewood Schools Administrative Staff

139 Phillips Drive Eatonton, Georgia 31024 (706) 485-8231

Laura Thompson (Frank)
Head of School
119 Westminister Dr.
Eatonton, GA 31024
lthompson4gw@yahoo.com
ext. 11

Buster Douglas (Pam)
Athletic Director
307 Carriage Way
Eatonton, GA 31024
bdouglas4gw@yahoo.com
ext. 16

Libby Haley (Bill)
H.S. Director
128 Windsor Dr.
Eatonton, GA 31024
lhaley4gw@yahoo.com
ext.25

Joe DeLoach (Melody)
Guidance Counselor
451 Oconee Springs Rd.
Eatonton, GA 31024
jdeloach4gw@yahoo.com
ext.31

Carole Thomas (David)
M.S. Director
960 Sparta Hwy.
Eatonton, GA 31024
cthomas4gw@yahoo.com
ext.30

Anne Hudson (Joe)
M.S. Director
204 Carriage Way
Eatonton, GA 31024
annehudson4gw@yahoo.com
ext.30

Dan Strawbridge (Nancy)
MS/HS Principal
30 Wesleyan Way
Oxford, GA 30054
dstrawbridge4gw@yahoo.com
706-485-5066

Jan Dodson (Bill)
Business Manager
539 Lower Harmony Rd.
Eatonton, GA 31024
jdodson4gw@yahoo.com
ext. 22

Lisa Milo (Jim)
Secretary/Registrar
1541 Snug Harbor Dr.
Greensboro, GA 30642
lmilo4gw@yahoo.com
ext. 10

Cristi McElhenney
Admissions Director
305 Crestview Dr.
Eatonton, GA 31024
cmcelhenney4gw@yahoo.com
ext.13

Amy Camp (Chuck)
2nd- 5th Director
P O Box 3682
Eatonton, GA 31024
acamp4gw@yahoo.com

Juliet Ruhl (Bill)
K3-1st Director
170 Collis Rd.
Eatonton, GA 31024
jruhl4gw@yahoo.com
ext.14

Important School Numbers

Main office – (706) 485-8231
Fax – (706) 485-2455
Field house - (706) 485-5066

School Website www.gatewoodschool.com

ROLE OF THE BOARD

Gatewood School is an independent school, owned and operated by Gatewood Schools, Inc., a nonprofit corporation. All governing authority is given to the Board of Directors. The Board is selected from among qualified candidates who are nominated and elected by parents during open house for the upcoming school year. There are seven board members and they are elected for three year terms that expire on a 2-2-3 rotating basis. The Board meets regularly the third Thursday of the month in the school's library.

Board members for the upcoming year are listed on the school's website as well as in the student directory.

The responsibilities for Gatewood's Board of Directors include:

- Meeting the needs of the people that they serve.
 - Setting policies that guide Gatewood Schools.
 - Writing a plan for outlining the long-range goals for Gatewood's growth and development.
 - Ensuring adequate finances and that the money is being spent responsibly.
 - Supporting the Head of School
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TABLE OF CONTENTS

GATEWOOD’S VISION AND BELIEFS	5
GENERAL SCHOOL INFORMATION	6
ACADEMICS	13
ACADEMIC ACHIEVEMENT	17
SUPPORT SERVICES	19
ATTENDANCE POLICIES	20
STUDENT LIFE	22
GENERAL SCHOOL REGULATIONS	26
DRESS CODE	28
OTHER GUIDELINES	31
ENROLLMENT.....	33
APPENDIX	
APPLICATION PROCESS	35
FINANCIAL AID.....	36
BELL SCHEDULE	37
2008 – 2009 YEARLY CALENDAR.....	38
EXTRA-CURRICULAR ACTIVITIES	39
TOBACCO, ALCOHOL AND DRUG POLICY	40
ATHLETIC PHILOSOPHY AND STUDENT-ATHLETE POLICIES	48
TECHNOLOGY/INTERNET USE POLICY	51

GATEWOOD'S VISION AND BELIEFS

Vision Statement

Inspiring excellence with honor.

Mission Statement

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

Statement of Belief

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

History

In the spring of 1970, a private school was begun on land donated by Mr. Mel Sammons. The first board of directors of Gatewood Schools, Inc. included Mr. Walt Rocker, Mr. Tom Thompson, Mr. Dallas Veal, Mr. Hammond Adams, Dr. Tom Brown, and Head of School, Mr. Melvin Charles. Plans for the new school were drawn up, and the families went to work making their dream for a better school for their children become a reality. The school was built in ninety days and paid for in cash. The school opened in September of 1970. Gatewood has continued to provide a quality education for the children of Eatonton and the surrounding counties. Later additions to the school include a gymnasium/kindergarten building, Sammons Football Field, a science/cafeteria wing, a middle school building, a library/classroom building, baseball and softball fields, a professionally planned playground, and a track. Gatewood faculty, staff, and parents work together to aid the development of the complete child. Each student is encouraged to excel in academics and athletics. Over the years, the Gators have been state and region leaders in football, basketball, cross country, softball, track, baseball, wrestling, golf, tennis, one-act play, debate, and literary events. The success of Gatewood is due to the commitment and hard work of the teachers, coaches, students and their families, and friends.

Non-Discriminatory Policy

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

GENERAL SCHOOL INFORMATION

Accident Insurance

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

Annual Fund

As is the case with many independent schools, Gatewood tuition covers only a percentage of the school's annual operating costs. Gifts to the Annual Fund provide a portion of the remaining percentage needed to sustain the school's commitment to prepare each student for a successful life. The Annual Fund is Gatewood's significant source of non-tuition operational revenue. Gatewood seeks and receives contributions from current parents, alumni, parents of alumni, grandparents, faculty and staff, corporations and friends to meet the Annual Fund goal each year.

Capital Campaign

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

Cell Phones

The use of cell phones by students is strictly prohibited on campus during the school day. Students may use cell phones outside the buildings after 3:15. If a student has a cell phone in his or her possession, it must remain OFF (not silenced) and completely out of sight at all times. If a cell phone makes a noise or is visible, it will be sent to the office. The phone, including the battery, must remain intact. Any information contained on the phone may be viewed by the administration. ONLY the parent may pick up the cell phone from the Administration.

Emergency Situations

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

Emergency Numbers

Notification of Medical Emergency and Accidents

Parents and guardians should always leave instructions for being reached in emergency situations. School officials will make every attempt to reach a parent or guardian in the event of an emergency. It is essential that the school office have a contact number on file where one or both parents can be reached. A cell phone number and a relative or nearby neighbor's number is also helpful. The Personal Record and Medical Information form providing this information must be completed and returned by the third day of school. If the parent or guardian cannot be reached, Gatewood will notify the person(s) designated on the Personal Record and Medical Information form.

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

Emergencies During School

Fire and Tornado Drills

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

Emergency Evacuation Procedures

Due to the climate in our society it is imperative that Gatewood is prepared for evacuation procedures that would ensure the safety of the students and all personnel at the school. An alarm will ring for the students and faculty to evacuate. Students will accompany their teacher to the designated areas. All classes will report to the grassy area across the street from the Lower School building. If the emergency necessitates the dismissal of school, parents will pick up their children on Crestview Drive.

Emergency Closing of School

Severe weather, utility problems, health emergencies, or other emergencies may necessitate the closing of the school. In case of inclement weather or other emergencies, the Head of School may cancel school. You are advised to tune your radio to DOCK 103.9 FM, STAR STATION 1520 AM or 100.7 FM, or TV to WMAZ-TV Channel 13, and WSB-TV Channel 2. Parents and students are asked not call the school or school personnel at these times. When such closings can be foreseen, an announcement will be made as early as possible. A phone message from the school's all-call system will be made to every family's preferred number.

Forms and Other Mailings

Gatewood occasionally will send out a mailing to school families, which contains notices of special events and activities as well as developmental needs. At times these forms are sent home with the students. There are many forms that need signatures and pertinent family information to be filled in by the parents. Please return signed forms in a timely manner.

General Medication Guidelines

Prescription Medicine

Students who need to take prescription medication in the course of the school day must keep the medication with the Administration or homeroom teacher. The student must report to the teacher / Administration for dispensing of medication. When possible, parents are urged to request prescription medications that do not have to be administered during the school day.

- Parents must send a note indicating the exact dosage and time to be given.
- All medications must be labeled with the student's name, physician's name, and name of medication.

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

General Medication Guidelines (continued)

Non-prescription Medications

Tylenol, Motrin (or Advil), and antacids will be given only after permission has been given on the medical information form. This medication will be administered at the discretion of the Administration.

Students who may require medications on an “as needed” basis, such as seasonal allergies, migraine headaches, asthma, or other infrequent symptoms must keep these medications with the administration.

Health Physicals and Immunization Records

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

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

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

Health Policy

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

- He/she has been fever-free for 24 hours
- Physician has cleared the student for return to school
- He/she has been on antibiotics for 24 hours when prescribed by the physician. This is especially important if the student is being treated for strep throat, conjunctivitis (pink eye), or any other highly contagious illness. Any student showing visible signs of pink eye, including crusting of the eyelids will be sent home until resolved.
- He/she has been free of vomiting or diarrhea for 24 hours. The student should be able to tolerate food and drink without recurrence of vomiting/diarrhea.
- Head lice have been treated and all nits have been removed. Students with nits will be sent home for nit removal.
- It is the policy that ill students will be sent home if they have a fever over 99.6, have vomited, or have had diarrhea. Students will be sent home for persistent nausea or pain unrelieved by over-the-counter medications.

Helpful Guidelines

Here are some helpful guidelines to consider in making home-life positive and constructive for success in school.

1. Encourage your child to be enthusiastic about his/her schoolwork.
2. Be sure your child schedules sufficient time for home study. Provide your student a suitable, quiet place to study and help him/her to establish a regular study pattern or schedule.
3. Have family agreements that are enforced regarding the use of telephone, television, computer, and other technology.
4. Be open with the teacher, and let the teacher know he/she has your support. Call or email the school and have the teacher return your call if you have any questions regarding your child, assignments, or clarification of any communication in writing from the school.
5. Be sure your child is in bed each night at a proper hour to ensure sufficient rest.

Internet Use Policy

Gatewood faculty and students must adhere to guidelines in using the Internet for academic and business reasons only. See the appendix for our Technology/Internet use policy.

Messages

Gatewood operates with a very small office staff. Therefore, please avoid requesting to have messages delivered at school when at all possible. In non-emergency situations, immediate delivery of messages cannot be guaranteed. Please do not email the office or a teacher regarding change of plans for your child's after school transportation arrangements. Rather, place a phone call to the office if those plans change. Flowers and gifts will be delivered at the end of the day, except on Valentine's Day when deliveries are not accepted.

Parent Expectations

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

Parent Meetings

Open House This very important meeting is held for all parents prior to the beginning of the school year. This is the time to receive helpful and necessary information from administrators and teachers pertaining to the new school year.

Parent Teacher Organization of Gatewood (PTO) The PTO exists to provide a framework in which parents, teachers, and administration may work together to develop students academically, physically, spiritually and socially. PTO serves as a non-partisan organization that makes a united effort to support the activities of Gatewood students, administration and faculty through parent involvement. PTO also promotes Gatewood through fundraising efforts for the benefit of the entire school. Members include parents or guardians of students enrolled at Gatewood Schools. PTO meetings are posted on the school calendar.

Parent Meetings (continued)

Athletic Booster Club Each parent of student athletes is required to be a member of the Gatewood Booster Club. Dues are \$50.00 per family. Information is available from the Athletic Director. Special memberships are available which include special privileges, including admission to all regular season home athletic contests. Please see a Booster Club representative for more information.

Personal Property

Students are not allowed to bring expensive toys, large sums of money, pagers, MP3 players, electronic games, or headphones to school.

Publications

Gatewood publishes the Gatewood Yearbook, the Gatewood Football Program, and the Gator Tales online e-newsletter. The Gator Tales can also be seen on the Gatewood website. Please go to www.gatewoodschoools.com

This newsletter is emailed to all school families bi-monthly. It contains articles written by the Head of School, Principal, Directors, Coaches, other school personnel, and volunteers from support organizations. It is very informational, highlights the major events as they occur at our school, and it is an effective way Gatewood communicates with parents and families

Sexual Harassment

The administration of Gatewood School will not tolerate sexual harassment, or harassment of any kind, based upon any aspect of a person's personality. If a student feels that he or she is being harassed, or treated in a manner that is disrespectful, the matter should immediately be brought to the attention of a Director or the Head of School.

Structure

Gatewood is divided into the Lower School, the Middle School, and the High School. The Lower School consists of grades K3 through fifth grade. The Middle School is sixth through eighth grades, and the High School includes ninth through twelfth grades.

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

Student Injury during the School Day

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

Supervision

Before School

In the lower school, there will be a teacher on duty in the assembly area beginning at 7:30 a.m. Students shall not arrive at school before this time.

Middle and high school students should report to the lunchroom if they arrive on campus before 7:55 a.m. There will be a teacher on duty in the lunchroom beginning at 7:30 a.m. Students shall not arrive on campus before 7:30 a.m. unless prior arrangements have been made with a teacher or administrator.

After School

All lower school students shall be picked up at 2:45 p.m. in front of the lower school, unless the teacher has been notified that a middle school or high school sibling will supervise the student's pick-up at the gym. Parents may choose to wait until 3:00 p.m. to pick up their lower school children if they have older children. Any lower school student not picked up by 3:05 p.m. must be signed out in the office. It is imperative that students are picked up on time so teachers may meet their after-school obligations to tutoring, meetings, supervision of extracurricular activities, etc.

No supervision is provided for any student after school unless he is involved in scheduled extracurricular activities. Students not involved in supervised activities must be picked up by 3:15.

Telephone

Students are not allowed to use the office phone during the school day to make unnecessary calls. Every attempt should be made to arrive at school with all items that will be needed for the day. All after-school plans should be approved at home before the school day begins. Students must obtain written permission from a teacher to use the school phone. Parents should keep calls to school requesting delivery of messages to a minimum.

Traffic Flow

Mornings

The lane nearest the school building is for dropping off or picking up children only. Do not park in drop-off zones. Keep the line of traffic moving. If your child is not out front, circle around. If you must park to go inside, park across the street or in the parking lot behind the school (facing the baseball field, as the spaces facing the mobile units are reserved for faculty). For safety purposes, students must be picked up along the sidewalks.

Afternoons

Follow the same parking procedures as in the morning. There are staggered dismissal times. K3 through 5th grade are dismissed at 2:45 p.m.; middle and high school are dismissed at 3:00 p.m. Parents may choose to wait until 3:00 p.m. to pick up their children if they have older children. Parents must park in the designated areas, keeping the traffic lane open. If parents park, they must walk across and personally pick up their child.

Volunteers

Parent volunteers are valuable assets to the success of the school program, and we invite the parents to become a part of the volunteer program. If you are interested, be sure to contact the Head of School, Director, or an officer of the PTO, Booster Club, or the Alumni Association. Parent Volunteers should report to the office upon arrival and departure.

Visitors

Visitors may not be on campus during the school day except with special administrative permission. Parents are not to go directly to the classrooms during the school day. Parents visiting campus MUST sign-in in the office and wear the name tag provided. Items for students may be left in the office. Students are not allowed to have lunch guests other than parents or grandparents except with special administrative permission.

ACADEMICS

Accreditation

Gatewood Schools is a member of the Georgia Independent School Association (GISA) and Accredited with Quality by the Georgia Accrediting Commission, Inc. We are currently in the process of seeking dual accreditation from the Southern Association of Independent Schools and Southern Association of Colleges and Schools (SAIS/SACS). Gatewood had its preliminary visit this past spring receiving very positive comments. We are currently completing the self-study portion of the review and will be hosting the visiting committee later this fall.

Classroom Size

Our average class size for high school is fifteen. The average class size for middle school is eighteen. The average class size for lower school is seventeen. The average class size for preschool is seventeen.

Curriculum

Gatewood Schools' curriculum is college preparatory and age appropriate. For a description of each school's curriculum, visit our school website.

Faculty

Gatewood seeks to hire and retain a highly qualified faculty. Teacher's contact information and professional credentials are noted on the website.

Grading System and Procedures

Grading Scale

Letter	Numerical	Quality Points
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
F	Below 70	0.0

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Middle and High School Academic Honor Roll

Highest Academic Honors: 90 and above in all subjects

Academic Honors: 85 and above in all subjects

Highest Academic Honor Roll and Academic Honor Roll are determined for the 1st nine weeks and the 3rd nine weeks by the grade at the end of the nine weeks. Highest Academic Honor Roll and Academic Honor Roll are determined for semester one and semester two by the final semester grade, after exams.

Grading procedures for each school are as follows:

High School

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

Approved summer school or correspondence courses may satisfy up to two Carnegie units for previously failed classes. Upon successful completion of summer school or correspondence courses, a grade of 70 will be posted on the transcript. The grade does NOT replace the failing grade for grade point average.

Minimum requirements for grade classification:

- 9th grade - 0-4 units
- 10th grade - 5 units
- 11th grade - 10 units
- 12th grade - 16 units
- Graduation - 22 units

Middle School

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

Lower School

Grades for each nine weeks are independent of each other. Learning in lower school is a sequential process and passing or retention is determined by sufficient progress or lack of progress in each area. If a student receives a failing grade in Language Arts or Math for the year, it is required that the student completes 35 hours of tutoring during the summer. An unsatisfactory grade in Math or Language Arts will result in required summer work. Lower School students failing two or more subjects for the year will be retained at grade level.

Middle School Final Exam Exemption Policy (Second Semester)

Grades 6-8

In order to exempt, a student must meet the following criteria:

1. Student must have maintained an 85 average in each subject during the second semester.
2. Student must have a 90 average in the class being considered for exemption.
3. Student must have no more than 6 absences during the semester. (To be counted present, a student must attend 4 or more periods during the day.)
4. Student must have no more than 6 tardies during the semester. (A student is tardy if he or she arrives after 8:05 a.m.)
5. Student must not have been sent to the office and received disciplinary action. (Exemption privileges may also be denied by the Disciplinary Committee.)
6. Eligible students who would like to take the final exam to increase their yearly average in a particular subject will be allowed to do so.

High School Final Exam Exemption Policy (2nd semester)

Students may exempt only two semester exams with a semester grade of 90 or above. In order to exempt, a student in grades 9-11 must meet the following criteria:

1. Student must have maintained an 80 average in all classes for the semester.
2. Student must have not more than 6 absences during the semester.
3. Student must have no more than 6 tardies during the semester.
4. Student must not have been sent to the office and received disciplinary action. (Exemption privileges may also be denied by the Disciplinary Committee.)

* Eligible students who would like to take the final exam to increase their yearly average in a particular subject will be allowed to do so.

Final Exam Exemption Policy for Seniors

A senior who has not had more than 6 absences or tardies or any disciplinary problems, as outlined in the above paragraph (#4), may exempt up to three exams if he is not failing a class. Seniors may exempt any two exams with a semester grade of 90 or above. Seniors may exempt one exam with a semester grade of 70 or above.

*Eligible students who would like to take the final exam to increase their yearly average in a particular subject will be allowed to do so.

Graduation Requirements

Graduation requirements for Gatewood are as follows:

1. Students must receive 22 Carnegie units.
2. Students must complete the SAT or ACT prior to graduation.
3. Students must meet attendance requirements.

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

ENGLISH (4 units)

SCIENCE (4 units)

SOCIAL SCIENCE (4 units)

MATH (4 units)

SPANISH (2 units)

HEALTH /PE (1 unit)

ELECTIVES (3 units)

TOTAL REQUIRED UNITS FOR GRADUATION: 22

Report Cards

For Grades 1-12, report cards are issued each nine weeks. Progress reports are issued mid-grading period. In addition to the report cards and the progress reports, teachers often send notes home, make calls, and schedule conferences to keep parents informed.

Pass Program

Gatewood has implemented the PASS (Parental Access Support System) Program. Parents and family members can access a “snap shot” of academic progress and other important information via the internet by visiting the Gatewood Website (<http://gatewoodschool.com>), and clicking on the For Parents PASS link. This is a very useful communication tool and can be accessed from any computer that has internet access. Rest assured that this information is secure and confidential; a student’s name is NEVER shown on the PASS pages. Students are identified by their ID and PIN only. Parents are urged to use this program to track their student’s progress.

ACADEMIC ACHIEVEMENT

Awards/Honors

Hall of Fame - The Gatewood Hall of Fame is one of the highest honors a senior can achieve at Gatewood. The selection by the high school faculty is based on academic achievement, total school involvement, contribution to school and society, positive attitude, and satisfactory conduct. These students exemplify the ideal Gatewood student in that they are trustworthy, respectful, and have a high sense of personal integrity.

Honor Graduates - Honor Graduates are seniors who have a cumulative numerical average of 90 or above in grades 9-12.

Junior Marshals – Junior marshals lead the graduates in the processional and the recessional at graduation. These are students with the highest academic average for the junior year.

Middle School Honor Society - In grades six, seven, and eight, students qualify as members of the Gatewood Middle School Honor Society by achieving an overall average of 90 in the first three grading periods. Membership is evaluated on a yearly basis after the third nine weeks. Students should exemplify desirable qualities of behavior; cooperate and comply with school rules, teachers and administrators; demonstrate high standards of honesty; and show courtesy and respect for others and school property. Students will be evaluated by the Middle School Faculty Council, which shall consist of all current middle school teachers. Their majority vote determines membership.

National Honor Society - To be inducted into the Phoenix Chapter of the National Honor Society, a student must have a cumulative numerical grade average of 90 or better and meet the criteria set forth by the National Honor Society in the areas of leadership, service, and character. Students will be inducted after the first semester of the sophomore year.

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

Salutatorian - The salutatorian is the senior with the second highest numerical average in grades 9 - 12. The majority of classes must be in the honors tract. The salutatorian must have attended Gatewood Schools for two complete years.

Scholastic Leader Awards - Each year this award is given to the student in grades 6 - 12 with the highest numerical average for the first three nine weeks including transfer credits received during the first semester.

Senior Favorites - Senior favorites are chosen by members of the senior class. Categories for senior favorites are: Best All Around, Most Likely to Succeed, Best Personality, Wittiest, Most Dependable, Most Spirited, Most Athletic, and Most Attractive.

Senior Superlatives - The high school faculty votes for senior superlatives using the following criteria: outstanding contributions to several areas of school life, leadership in clubs, athletics, or academics, and good character. Seniors will be asked to submit a resume of their high school careers for consideration for this award. The number of Senior Superlatives may not exceed 1/3 of the senior class.

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

Valedictorian - The valedictorian is the senior with the highest numerical average in grades 9 - 12. The majority of classes must be in the honors tract. The valedictorian must have attended Gatewood Schools for two complete years.

Extracurricular Eligibility / Enrichment Activities

Gatewood offers a wide assortment of extracurricular activities in order to enrich students' school experience. Since social integration is a vital part of a child's education, we encourage all students to participate in any of the athletic, academic or social activities available. In order to compete in interscholastic athletics and literary events, a student must pass a minimum of five subjects the first nine weeks, the first semester, the third nine weeks, and the end of the year. See a list of the activities available on campus in the appendix.

Homework

Homework is considered to be an important part of the curriculum at Gatewood. Homework usually fits into three categories: practice on skills learned in class, preparation for participation in the next day's work, or enrichment and extension learning. It is the responsibility of the student to have his homework ready for each class. Parents will be notified if there are problems in this area.

Summer Reading

Summer reading is required for all students at Gatewood. Specific guidelines are given to each grade level. The student is expected to have his book assignments ready when school begins in August.

Standardized Testing

The Iowa Test of Basic Skills is administered in the spring of each year in first through ninth grade. The Cognitive Abilities Test is administered in the spring to kindergarten, third, fifth, and eighth grade students. The Preliminary Scholastic Aptitude Test (PSAT) is given in the fall to sophomores and juniors. The Armed Services Vocational Aptitude Battery (ASVAB) is given in the fall to seniors. Students should register online for the ACT and / or SAT. Register for the ACT at www.actstudent.org. Register for the SAT at www.collegeboard.com. Taking the SAT or ACT is a graduation requirement.

Textbooks and Supplies

Textbooks and workbooks are provided to the students. Students should develop a sense of responsibility for taking proper care of the books that are issued to them. They are required to use book covers on textbooks throughout the year. In the event that a student loses or damages a book, he is expected to pay for the book. Final grades cannot be issued until textbooks are returned or fines are paid.

SUPPORT SERVICES

Academic Assistance

Students are encouraged to attend the 3:00-3:30 tutorial sessions as needed. This period, Monday through Thursday from 3:00 p.m. to 3:30 p.m. allows time to ask questions, to clarify ideas, to practice or reinforce skills, or to make up work or tests due to absences. It is a time to provide individualized help, although the number of students in attendance on any given day will necessarily affect the amount of individualized attention students can receive. Any student having difficulty scheduling extra help should see the grade level Director or the Principal for assistance.

Academic Support

Gatewood has an academic support teacher on staff for students' special needs. Contact the school for more information.

Conferences

Parents are encouraged to contact the school to set up an appointment for a conference as need arises. Parent -teacher conference days are scheduled at announced times during the year or by appointment.

Counseling and Guidance

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

Email

Email can be a useful tool, but should never be used to replace a face to face conversation for matters of serious concern or controversy. Email may not convey the intended tone and affect and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concern are best left to a personal meeting, which the use of email or a telephone call can facilitate. Email is not an effective method of communication for matters which require attention on the day the message is sent.

Media Center

The media center is available during the school day for student use. Any student failing to return books will be charged the replacement cost of the books. Students will not receive report cards until fines have been cleared. Parents may wish to place a "Birthday Book" in the media center in honor of their child's birthday. Forms are sent home at the beginning of school. The media center usually sponsors two Book Fairs each year. Participation is encouraged.

ATTENDANCE POLICIES

Absences and Tardiness

In order that students receive the full benefit of the educational opportunities offered by Gatewood, no student should be absent more than 20 days from any class (or 10 days from a semester class). When a student reaches the limit, the student is ineligible to receive credit for the class. This injunction applies to absences for any single class and not just for the school day. The cut off number does not include classes missed due to field trips or other school activities, which are not counted as absences. The student may appeal to a review committee.

School Policy

1. Parents must send a note to school the day a child returns after the absence. The note should explain the reason for the absence. When possible, a doctor's excuse is preferred.
2. A parent's explanation is not automatically an excuse. Excusing absences is the domain of the school.
3. An excused absence will be granted for personal illness, death of a relative, established religious holidays, emergencies, and for educational purposes or other justifiable reasons as approved by the Head of School, Principal, or Director.
4. Planned absences, such as family trips, require prior clearance from the Head of School, Principal, or Director. *The request must be submitted at least one week before the absence.* If the absence is approved, the student must see each teacher about making up work.
5. Seniors are allowed three college visitation days. The request to visit a college must be made to the counselor, in writing, one week prior to the visit. (The counselor will notify teachers at least two days prior to the student's absence.) An official from the college must sign appropriate forms, which the student shall give to the counselor upon return. College visitation days should be taken in the first semester. The Head of School, Principal, or Director must approve requests in the third nine weeks. No visits are allowed in the fourth nine weeks.
6. For athletic participation and perfect attendance, a student must be present the entire day, unless a doctor's excuse is provided and the student is present for four periods.
7. The student is tardy if he arrives after 8:05 am. *Lower school and middle school students must sign-in in the office. High school students must sign-in with the high school Director.*
8. The fourth tardy and each subsequent tardy in a quarter will result in a penalty.
9. Unexcused absences or tardies will result in students not being allowed to make up class work, quizzes or tests. Zeroes will be given.
10. Students are expected to be at school on time following any extracurricular activity. Failure to do so will result in a penalty.

Early Dismissal

In the lower school, a written note for early dismissal must be given to the teacher. Parents must pick up their children in the main office and sign them out.

In the middle and high school, a written note for early dismissal must be approved by the Director and given to the homeroom teacher. Middle school students must sign out at the main office. High school students will sign out with the high school Director. Students returning to school must sign in at the place where they signed out.

Make-up Work

Students who are absent are expected to make up their work in a reasonable amount of time. If the student was present for all classroom presentations prior to the test, and is only absent the day of the test, the test should be taken the day the student returns. The Director and teachers will determine the time-line for make-up work, quizzes, and tests based on the length of absence, the reason for the absence, and the unique circumstances that may be presented.

Parent Notification of Absences

Parents will be notified in writing when their student has exceeded five absences or tardies for the semester or ten absences or tardies for the year.

STUDENT LIFE

GENERAL CONDUCT/SCHOOL BEHAVIORAL CODE OF CONDUCT

Athletics

Gatewood takes pride in its athletic teams and programs that encourage student participation, support, and total physical effort on the fields of play. For the Athletic Policy, see the appendix.

Honor Code

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

TRUSTWORTHY

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

APPROPRIATE (in dress and attitude)

COURTEOUS

KIND (in the classroom and during athletic events)

Gatewood believes that honor and integrity are paramount in the educational process. Therefore, all Gatewood students must sign a pledge to adhere to the following code:

“I will neither lie, cheat, steal, nor tolerate any of these acts. I will be academically honest in all of my work and will not tolerate academic dishonesty of others.”

Definitions:

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

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

Disciplinary Point System for Grades 6-12

It is the belief of the Disciplinary Council that the great majority of Gatewood students meet the above-mentioned expectations on a regular basis. Those students will be recognized and rewarded for their exemplary behavior.

When a student chooses not to comply with the Gatewood code of conduct, various consequences will result. In order to maintain consistency throughout the Middle School and High School, a point system is in place.

Points are recorded by each nine-week grading period and will be assigned as follows:

Class I violations – assigned one point:

- Actions with disregard to common manners or social graces
- Chewing gum
- Classroom disruptions / Failing to bring materials and supplies to class
- Dress code violations
- Eating or drinking (other than water) in classrooms
- Out of class without a pass
- Report card, progress report, or other papers sent home not signed on time
- Tardiness to class
- Fourth (and subsequent) tardiness to school

Class II violations- assigned three points:

- Cell phone (making noise or in plain view) Phone will be sent to office and parent must pick up.
- Disrespect to peers
- Failure to serve assigned Wednesday or Saturday detention
- Insubordination or disrespect to teachers
- Misbehavior with a substitute teacher in charge
- Poor attitude
- Public display of affection
- Profanity
- Skipping class

Class III Behaviors (must be referred to the Administration) –minimum of seven points-(may also result in more serious consequences including suspension or expulsion)

- Cheating
- Cyber bullying
- Dishonesty
- Disrespect for the dignity, rights, safety and well being of others
- Serious disruption of the school day
- Fighting
- Gambling
- Hazing
- Reckless driving
- Sexual harassment or misconduct
- Theft
- Truancy of any nature
- Vandalism
- Weapons

Time spent on the school bus, field trips, and all school-sponsored activities is considered school time. Therefore, points may be accumulated during those times.

Consequences for accumulation of points:

(Points are accumulated by the quarter)

- 3 points = 1 day lunch detention
- 4 points = 2 days lunch detention
- 5 points = 3 days lunch detention
- 6 points = 5 days lunch detention and letter home
- 7 points = 7 a.m. Wednesday work detail and letter home
- 8 points = 7 a.m. Wednesday work detail and letter home
- 9 points = Saturday School (8 am – noon), loss of privileges, & letter home
- 10 points = Saturday School (8 am – noon), loss of privileges, & letter home
- 11 points = Appearance with parents before the Disciplinary Council

*Privileges such as, but not limited to, wearing spirit wear on Fridays, early release, early dismissal for lunch, classes and half days, field trips, final exam exemption, or driving on campus may be suspended or revoked.

*Appearance before the Disciplinary Council may result in:

- Behavioral Probation
- Counseling outside school
- Suspension
- Expulsion (in recurring or extremely serious cases)

The Disciplinary Council consists of the Head of School, Principal, Directors of the High School and Middle School, the School Counselor, an Athletic Department representative, and four teachers (two from middle school and two from high school) appointed by the Head of School. The student may choose an additional faculty member, as well. A minimum of five members of the Disciplinary Council must be present at each meeting.

It is not possible to anticipate, nor is it feasible to list all the infractions of discipline that may occur. The administration reserves the right and has implied authority to impose penalties for violations of policies stated herein as well as for other behavior not prescribed in the handbook. Only the Head of School or Principal or his/her designee may administer corporal punishment.

Suspension

In-School Suspension (ISS) may be utilized as deemed appropriate by the administration.

Students in ISS are expected to do all classwork and homework. If the work is a graded assignment, the maximum grade given shall be a 70. The student is responsible for getting notes and other information given in class from another student. Teachers are not expected to spend time during study hall or after school to help a student make up work missed due to ISS.

The Administration (or designee thereof) shall administer tests and quizzes scheduled for the day the student is in ISS during the regular class period in which the student would normally take the test or quiz. The maximum grade that can be given on a test or quiz taken during ISS is 70.

Students who have served ISS will **not** be granted extra days to study before taking a test or quiz upon their return to class. (i.e., a student is in ISS on Monday and Tuesday and a test is given on Wednesday; the student must take the test on Wednesday.) It is the responsibility of the student to know what happened in each class while he was in ISS.

A student-athlete who is assigned to ISS will miss his next scheduled extracurricular activity for each activity in which he is currently involved. ("Current" means that organized practices have begun for the season or literary event.)

Expulsion

Expulsion is dismissal from Gatewood Schools. It is reserved for conduct that the school considers an extreme violation of acceptable behavior. The following incidents will be considered by the administration of the school as meriting expulsion.

1. Possession of weapons, explosives, firecrackers, or other dangerous and potentially destructive items.
2. Destruction to property of students, faculty, and staff. (The student involved in destruction must make restitution and is responsible for all repairs.)
3. Harassment (Any students who engages in harassing behavior toward another student or staff member at anytime, whether on campus or not, will be subject to immediate expulsion.)
4. Actions or behavior by students or parents that the administration deems unacceptable may result in student expulsion.
5. See Tobacco, Alcohol and Drug Policy Section in the appendix for violations that may lead to expulsion.

REPEATED VIOLATIONS OF ANY SCHOOL RULE MAY RESULT IN EXPULSION FROM GATEWOOD SCHOOL.

Tobacco, Alcohol and Drug Policy

Student use of alcohol or illegal drugs is not acceptable at any time. Gatewood's policy is a 24-hour-a-day, seven-day-a-week, 365-day-a-year policy, including all vacations during the school year and the summer months. Violation of the rules will always result in swift action from the school. The ideal of our education includes the development of the whole person - mind, body and spirit - but the use of alcohol and illegal drugs can endanger the realization of one's potential for learning and for life.

Gatewood has developed a series of actions for the school, the student, and his/her family to take when a student has possessed, used, or distributed alcohol or illegal drugs. The purpose of the series of actions is to send a powerful message that the use of illegal substances is not tolerated at any level. Secondly, but certainly equally important, the policy and the disciplinary and guidance actions are intended to generate a school climate that will engage the broad school community in comprehensive and thoughtful efforts to stop the use of alcohol and illegal drugs by adolescents and to potentially save lives from life-threatening or life-alternating use of these substances. See the appendix for the detailed drug and alcohol policy.

GENERAL SCHOOL REGULATIONS

Field Trips

Gatewood field trips are a vital part of the educational system because of the learning process that is involved. Students are expected to attend all field trips and must follow the school's behavioral policies. To be excused from a field trip, the parents must call the director prior to the field trip. Excuses will be given only after personal contact with the director. Unexcused absences from a field trip will result in a penalty.

Khaki pants and the white Gatewood logo shirt are considered proper field trip attire. The Principal or Head of School must approve exceptions to required dress.

Each student must have a field trip permission slip completed, signed by the parent, and placed on file with the homeroom teacher. The homeroom teacher must ensure that all students have turned in a signed permission slip before departure.

All regulations for student behavior apply while on field trips.

Chaperones must be approved by the administration. Parent chaperones bear a great responsibility in the supervision of students on field trips. For this reason, it is not permissible for children other than the students enrolled in the class to attend field trips. Chaperones shall follow the directions of the teacher. For safety purposes, the fewest number of vehicles shall be used, the same route shall be taken, and drivers shall attempt to stay together. All traffic laws must be strictly observed. Chaperones shall refrain from alcohol and tobacco use.

Lunches

A catered lunch is available for all students. Menus for the lower school are sent home once per month. Menus are posted in the Middle School and High School and on the school's website. Students who wish to order the catered lunch must purchase a lunch ticket and order lunch during homeroom for that day. Students may also bring their lunch. Milk and other drinks may be purchased in the lunchroom. Food vending machines in the lunchroom may be used by middle school and high school students **ONLY** at break, lunch and after school. Lower school students may not use the food vending machines.

Parties/Social Activities

Parties are only held in the lower school. Parties are limited to Christmas, Easter, and end-of-school. The teacher may plan other activities as they relate to special projects, programs, or learning activities. Parents will be assigned the responsibility for one party during the year. Several parents will share the event. Planning should be done in consultation with the teachers. All classes in the grade level will plan together and have their party together. Those parents responsible for that party should incur all expenses for the party. Class parties should be simple and not present a financial burden for any family. If the members of the class wish to purchase a collective gift for a teacher or coach at the end of the year, parents should request no more than \$5.00 per student.

All social functions involving school organizations must be sponsored by a faculty advisor and approved by the Principal or Head of School in writing prior to making any plans for the function. Students who leave the function are not allowed to return. Students are required to remain in the areas defined by the faculty advisor throughout

the time they are in attendance. All guests of Gatewood students must conform to the school regulations. School conduct rules as stated in the handbook apply to all school functions both on and off the campus.

In the lower school, if a parent would like to provide a birthday treat for the class on their child's special day, this may be brought and served during lunch or during snack time. Please make arrangements in advance to do this with the teacher. We ask that you consider the feelings of all students when planning parties for your children. Invitations to individual birthday parties, dances or other social activities may be issued at school only if all members of the class or all members of one gender in the class are included. Birthday parties may not be held during the school day and gifts should not be exchanged at school. Any special gifts such as flowers and balloons will be held in the office and delivered at the end of the day.

School Bus Regulations

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

To ensure the safety of students, seats may have to be assigned. The following rules must be observed. If a student fails to abide by the following, parents may have to provide their own transportation. Students will NOT:

1. Get up from their seats other than to exit the bus.
2. Push, throw objects, yell, whistle or make unkind remarks to other students or passers-by.
3. Open the emergency door except in case of an accident.
4. Eat or drink on the bus or throw anything from the bus.
5. Place their book bag or personal items in the aisle or in any unauthorized area.
6. Have guests ride the bus with them.

DRESS CODE

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

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

1. The dress code applies to students in grades 1 -12.
2. Clothing should be labeled with the student's name to facilitate the return of lost items.
3. Every Gatewood student is required to have at least one pair of long khaki pants or an appropriate length khaki skirt and a white collared Gatewood logo shirt. This attire must be worn on special designated occasions. Logo shirts may be purchased through the Booster Club.
4. The shirt dress code is amended each Friday and on special announced occasions. "Spirit Friday" shirts are crewneck or collared shirts that bear the Gatewood Gators name. Any T-shirt sold or issued by Gatewood School, Booster Club or any of the school's support organizations, team jersey, or GISA tournament T-shirt with "Gatewood Gators" on it is acceptable, provided the shirt is in good condition. The shirt must be tucked in.

Shirts

MUST:

- Be collared with long or short sleeves
- Be tucked in at all times
- Be modest in nature

MUST NOT:

- Be crew neck
- Have more than two buttons left open
- Have writing or slogans on shirt
- Be used as jacket
- Be transparent, too tight, form fitting, too loose, or too revealing.

OPTIONS:

- Oxford, golf, mock turtleneck or turtleneck
- Knit shirts must have buttons and be full length
- T-shirts and turtlenecks may be worn underneath, but the shirt must remain with only two buttons open
- Small logo allowed on left chest or sleeve

Sweaters, vests, jackets, and sweatshirts

- A required collared shirt must be worn and exposed underneath.
- Only *small* logos or writing on the left chest
- Large Gatewood logos are permitted
- Vests may be opened.
- Tunics (with or without collar) not to exceed hip length.

Pants

MUST:

- Be solid color, regular color, and normal fit.
- Fit at the waist.
- Be worn with a belt if pants have belt loops.

MUST NOT:

- Be hip huggers, low ride pants, or tight fitting
- Be fatigues, cargo, sweatpants, warm-up, camouflage, or overalls

Shorts, Skirts, and Skorts

MUST:

- Be solid color and correct size
- Be worn with belt if clothing has a belt loop

MUST NOT:

- Be shorter than the width of a dollar bill above the knee
- Be athletic shorts, cargo shorts, or tight shorts.

Dresses and Jumpers

- Not to be shorter than the width of a dollar bill above the knee.
- Must be modest and conservative.
- No excessive slits, sundresses, spaghetti straps, or exposed midsections.
- Dresses must have sleeves.
- Jumpers must be worn with a required collared shirts, mock-turtleneck, or turtleneck shirt.

Shoes

- Flip flops and sport sandals are not allowed (Grades 6-12).
- Boys must wear shoes with closed toes (Grades 6-12).
- Lower School students must wear shoes that fully cover the toes and heels for safety reasons on the playground and at P.E.

Grooming

Hairstyles and/or color must not draw undue attention to an individual or interfere with the educational process. Boys' hair must not fall over the top of the ear, below the eyebrow, or over the collar. Students must be clean-shaven, and sideburns may not be longer than the bottom of the ear.

The following are prohibited at Gatewood School:

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

Dress for P.E. and Athletic Teams

1. Students in grades 6-12 must wear modest green or black gym shorts and a Gatewood spirit wear T-shirt. These items are available through the Booster Club. Failure to wear appropriate clothing will result in a reduction of the student's grade. P.E. clothing must be labeled with the student's name.
2. On game days athletic teams must wear khaki pants and a collared shirt with the school logo on the left chest or dress as directed by the coach.

For K-3, K-4, and K-5 students only:

1. Most clothing types are acceptable, including sweat suits, wind suits, and overalls. Shirts must have sleeves and cover the midsection.
2. No sandals or open toe or heeled shoes are allowed.

Punishment for dress code violations

A student in violation of the dress code will be asked to change into appropriate clothing provided by the school. The director will keep the student's personal clothing until the school issued clothing is cleaned and returned. Parents may be called to bring appropriate clothing. Additional penalties will be assigned to repeated offenders.

Dress code violations are assigned disciplinary points for students in grades 6-12.

OTHER GUIDELINES

Campus Searches

Gatewood seeks to provide a safe and drug-free campus for our students. Accordingly, all areas of the campus, vehicles, and personal property are subject to search by the Gatewood administrators at any time. These areas of the campus include, but are not limited to, classrooms, offices, locker rooms, student lockers, and parking areas.

Prohibited Area

Certain areas are considered off limits unless supervised by a faculty member: football bleachers, press box, weight room, parking lots, locker rooms, faculty lounges, copy rooms, storage rooms, athletic offices, and construction zones. The lower school is off limits to middle and high school students not scheduled for classes there, except for assemblies and by special permission. Students may not loiter in the parking lot before or after school. Students must have a pass from a teacher to go to the parking lot during the school day.

Lost and Found

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

Change of Address

Please notify the school of any change in address, email, or phone numbers during the school year.

Fund Raising

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

OTHER HIGH SCHOOL POLICIES

Registering Student Car/Parking Privileges

Any student desiring to drive on campus must register his car with a valid driver's license, insurance card, and parental permission form with the Director of the High School. Students must park in the assigned parking space. Cars must be locked, and no student may enter a vehicle during the school day except with permission. Fast driving on the road approaching the campus will not be tolerated. Student drivers who are reported in any incident of hazardous or reckless driving will not receive a warning. They will immediately lose their driving privilege for a specified period of time and parents will be notified. This rule, which involves the lives and safety of Gatewood students, neighbors, friends, and small children, will be strictly enforced.

Certificate of Attendance

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

Alcohol and Drug Awareness Certificate

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

Student Class Dues

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

Ninth grade:	\$50.00
Tenth grade:	\$75.00
Eleventh grade:	\$100.00
Twelfth grade:	None, unless need arises

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

ENROLLMENT

Admission

Admission to Gatewood begins with the application process. Please see the Appendix for details.

Financial Obligations

All fees, fines, and financial obligations must be cleared before a student can receive his report card and course credit at the end of the school year or before student records or transcripts can be issued.

Financial Aid

Financial aid is available to qualifying Gatewood families. For information on filing and the process, please see Appendix.

Re-Enrollment

Gatewood Schools requires families to re-enroll each year to plan for the upcoming school year. Re-enrollment packets are mailed out in January each year. Re-enrollment contracts are due February 15th. All contracts received after February 15th must be accompanied by a \$50.00 application fee per student in order to be processed. Students who fail to re-enroll by the February 15th deadline will forfeit their space for the upcoming school year. After February 15th, all vacancies will be offered to qualified applicants.

Withdrawal Process

If a student withdraws from Gatewood Schools, his or her parents must inform the school by writing to the Head of School. Once the written documentation is received, the Head of School will inform the business office. If all tuition and fees due the school are up-to-date and/or paid the business office will alert the registrar to begin the withdrawal process. All textbooks, library books, school property and athletic/practice uniforms must be returned before records are released. Parents and students will be asked to complete an exit questionnaire. When a student either voluntarily or involuntarily leaves school, he or she may reapply for admission in the future. No withdrawn or dismissed student will automatically be re-enrolled.

Appendix

APPLICATION PROCESS

1. To begin the admissions process, the applicant submits the following information:
 - Completed application
 - \$50.00 non-refundable application fee
 - Copy of the applicant's birth certificate, social security card, immunization record and eye, ear and dental exam*
 - Signed Release of Records
2. Once an application has been received, the Admissions Director will set up an entrance exam for students applying to kindergarten through grade 12. Entrance exams are set up at the convenience of the applicant and administered at Gatewood.
3. The Admissions Director will fax the signed Release of Records to the appropriate institutions. Applicants must submit the Confidential Teacher Recommendation Forms to the appropriate instructors.
4. The Head of School will review the applicant's file when all of the following has been received in the Admissions Office:
 - a. Complete and up-to-date permanent record
 - b. Graded entrance exam
 - c. Copies of the applicant's birth certificate, social security card, immunization record and eye, ear and dental exam*
 - d. Completed Teacher Recommendation Forms
5. If there is availability in the desired class, and the applicant is a qualified candidate for Gatewood Schools, based on the complete applicant file, the Admissions Office will extend a contract to the applicant. If there is no availability in the desired class, but the applicant is a qualified candidate for Gatewood Schools, based on the complete applicant file, the Admissions Office will notify the applicant of his placement in an applicant pool.
6. If a contract has been extended to the applicant, it must be signed and returned with a full enrollment fee of \$750 or a partial enrollment fee of \$400. Once this has been completed, the applicant will be enrolled.

* Eye, ear and dental exam records are required only for applicants seeking admission into kindergarten through grade 12.

FINANCIAL AID

To access a family's need for financial assistance, Gatewood Schools utilizes an independent agency called the School and Student Service for Financial Aid (SSS), which is overseen by the National Association of Independent Schools (NAIS). SSS provides member schools with an objective methodology for calculating a family's ability to contribute to educational expenses. SSS does not make an award, but using the information provided by parents, suggests appropriate guidelines for the school to award based on a family's particular situation and the school's resources.

Upon acceptance to Gatewood Schools, the process for filing for financial assistance is as follows:

- Complete the online application at www.nais.org/financial/sss. Our school code is 3363. SSS charges a filing fee of \$22.00. If you prefer to submit a hard copy rather than filing online, Financial Assistance forms are available in the Main Office.
- Send a copy of the most recent W-2 and Form 1040 tax returns to the Business Office.
- Awards will be made in a strictly confidential manner after all forms have been filed with SSS and the process as described above has been completed. Awards can be made only to those students who have applied to Gatewood, been accepted, and returned a signed contract and enrollment fee.
- The Financial Aid Committee reviews all requests for assistance and makes awards from available funding sources in an equitable manner, consistent with the mission and philosophy of Gatewood Schools. The Financial Aid Committee meets in May and again in September.
- New requests must be submitted annually as awards are made for only one year.

For a clear introduction to the financial aid process, we suggest you download a copy of the free NAIS Family Guide to Financial Aid, which is available in both English and Spanish at the following website:

http://www.nais.org/files/PDFs/Family_Guide_Revised-2006.pdf

To access the online Financial Aid application, please go to the following site:

<https://sss.ets.org/>

BELL SCHEDULE

<u>Lower School</u>	<u>K3-1st grade lunch</u>	<u>2nd -5th grades lunch</u>
8:05-2:45 Daily	10:50-11:20 (no bell)	11:25-11:55 (no bell)

Middle School

7:55	Release from early arrival
8:05 - 8:15	Homeroom
8:20 - 9:10	1 st period
9:15 - 10:05	2 nd period
10:05 - 10:17	Break
10:20 - 11:10	3 rd period
11:15 - 12:05	4 th period
12:05 - 12:35	Lunch (no bell)
12:40 - 1:30	5 th period (no bell)
1:35 - 2:25	6 th period
2:30 - 3:00	7 th period
3:00 - 3:30	Tutorial

High School

7:55	Release from early arrival
8:05 - 8:15	Homeroom
8:20 - 9:10	1 st period
9:15 - 10:05	2 nd period
10:05 - 10:17	Break
10:20 - 11:10	3 rd period
11:15 - 12:05	4 th period
12:10 - 1:00	5 th period
1:00 - 1:30	Lunch
1:35 - 2:25	6 th period
2:30 - 3:00	7 th period
3:00 - 3:30	Tutorial

2008 – 2009 YEARLY CALENDAR

August 5	Teachers begin preplanning
August 7	Open House
August 12	First Day of School
September 1	Labor Day Holiday
October 10	End of First Nine Weeks (43 days)- Dismiss at noon
October 15	Report Cards
October 17	Parent Teacher Conference Day –Dismiss at noon
November 24-28	Thanksgiving Holidays
December 17, 18, 19	Semester Exams—Dismiss at noon on 18th and 19th
December 19	End of First Semester / 2nd nine weeks (45 days)
December 19-January 2	Christmas Holidays
January 5	Teacher Workday (Student Holiday)
January 6	Second Semester Begins
January 9	Report Cards
January 19	Winter Holiday
February 16	Winter Holidays
March 13	End of Third Nine Weeks (47 days) Noon Dismissal
March 18	Report Cards
March 30-April 3	ITBS, ITED, and CogAT tests administered
April 3	Prom (Dismiss at noon)
April 6-10	Spring Break
May 17	Graduation at Rock Eagle (5:00)
May 21	Kindergarten Graduation
May 20, 21, 22	Semester Exams – Dismiss at noon on 21 and 22
May 22	Last Day of School /End of 4th nine weeks (45 days)
May 25	Memorial Day
May 26, 27	Post Planning

EXTRA-CURRICULAR ACTIVITIES

Students may be involved in the following extra-curricular activities while at Gatewood.

Academic & Athletic Activities	K	1	2	3	4	5	6	7	8	9	10	11	12
Academic Bowl							*	*	*	*	*	*	*
Anchor Club										*	*	*	*
Annual Staff												*	*
Band							*	*	*	*	*	*	*
Baseball							*	*	*	*	*	*	*
Basketball							*	*	*	*	*	*	*
Boy Scouts	*	*	*	*	*	*	*	*	*	*	*	*	*
Cheerleading				*	*	*	*	*	*	*	*	*	*
Chorus							*	*	*	*	*	*	*
Cross Country							*	*	*	*	*	*	*
Fellowship of Christian Athletes							*	*	*	*	*	*	*
Football				*	*	*	*	*	*	*	*	*	*
Gators Gotta Run	*	*	*	*	*	*							
Girl Scouts	*	*	*	*	*	*	*	*	*	*	*	*	*
Golf									*	*	*	*	*
Literary									*	*	*	*	*
National Honor Society							*	*	*	*	*	*	*
One-Act Play									*	*	*	*	*
Soccer (girls only)							*	*	*	*	*	*	*
Softball							*	*	*	*	*	*	*
Spanish Club							*	*	*	*	*	*	*
Student Government Association							*	*	*	*	*	*	*
Swimming							*	*	*	*	*	*	*
Tennis									*	*	*	*	*
Track							*	*	*	*	*	*	*

TOBACCO, ALCOHOL AND DRUG POLICY

Tobacco Policy

Purpose

The intent of this policy is to discourage young people from making inappropriate choices regarding the illegal use of tobacco in any form. An offense is one where the student uses or possesses any form of tobacco.

Disciplinary Actions

Students that commit such actions have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

- First offense: Ten (10) hours of community service (not school-related). Community service must be approved by Administration.
- Second offense: Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Third offense: Thirty (30) hours of community service (not school-related). Community service must be approved by Administration. Student will be suspended from 25% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Fourth offense: The student will be expelled from Gatewood.

Alcohol Policy

Purpose

The intent of this policy is to discourage young people from making inappropriate choices regarding the illegal use of alcohol. An offense is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal alcohol
- Obviously under the influence of alcohol
- Direct or circumstantial evidence of using, possessing, or supplying alcohol.

Disciplinary Actions

Students that commit such actions have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

First offense:

- One Year Probation
- In-School Suspension for one (1) day
- Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Student must prepare a research paper relating to the effects of alcohol. This work is not to be done at school and the paper and presentation are due within 10 days of offense. The paper is to be submitted to the Head of School, who will determine the suitability of the paper.
- Ten school days suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 25% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Student's on-campus driving and parking privileges will be suspended for ten (10) consecutive school days beginning with the next school day.

Second offense (drug- or alcohol-related) during probationary period:

The student will be expelled from Gatewood School

Second offense (after probationary period):

- In-School Suspension for two (2) days
- Forty (40) hours of community service (not school-related). Community service must be approved by Administration.
- Student must receive an assessment at a licensed Alcohol Treatment Center and must adhere to the recommended counseling and treatment prescribed by the Center. This assessment must be within 30 days of offense and treatment must start immediately. This assessment and treatment is at the parents'/guardian's expense.
- Three (3) months suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 50% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Students on-campus driving and parking privileges will be suspended for twenty (20) consecutive school days beginning with the next school day.

Third offense:

The student will be expelled from Gatewood School.

Drug Policy

Drug Screening Purpose

The purpose of the drug screening program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the well being of all students. Specific goals of the program are as follows.

- To reassure students, parents and community that the health, safety and academic progress of each of its students is the primary goal of Gatewood School.
- To develop a drug-free educational environment and produce students who can serve as role models to influence peers to lead healthy and responsible lives.
- To prevent drug use and abuse by students of Gatewood School.
- To identify any student who may be using or abusing drugs and to determine the identity of the drug or drugs.
- To educate any student who may be using or abusing drugs as to the possible physical and psychological effects drug use may have, and its possible adverse effects on the team and its members.
- To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.
- To provide reasonable safeguards to help insure that every student in Gatewood Schools is mentally and physically competent to participate in school activities.
- To remove the stigma of drug use and abuse from those students who do not use or abuse drugs.

Use

For the purposes of this policy, student refers to any student in grades 8-12. The intent of this policy is to discourage young people from making inappropriate choices regarding the use of illicit drugs. The policy is also designed to reward those students who choose NOT to participate in drug use by allowing them to validate their commitment to a drug free lifestyle. A further positive outcome for the program is to identify those students who, having made a poor choice, need help in understanding the dangers of using/abusing illegal substances and who need help in divesting themselves of a potentially serious problem. An offense as referenced in the **Disciplinary Actions** section is one where the student involved exhibits:

Clear evidence of use:

- Being caught in the act of using or consuming the illegal drugs
- Obviously under the influence of drug use
- Drugs or drug paraphernalia found on their person, in their car, or in their possession
- Direct or circumstantial evidence of possessing, using or supplying drugs.

Anonymity

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

Procedure

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results of the tests to Gatewood's Administration.

Screening

Gatewood School uses a urine analysis method for drug testing. All students covered under this policy will be screened for drug usage as follows:

Annual Screening: All students will be screened for drug at least once per year. (At the beginning of each school year.)

Random Screening: Any student enrolled at Gatewood School is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year. There is no cost to the parent for the random testing. (Twenty-five (25) percent of the student body will be randomly tested per school year.) The students will be randomly selected for subsequent screening by numerical sampling conducted by the drug testing facility.

Transfer Students: Students in grades 8-12 who transfer to Gatewood during the school year shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission will not be granted until the screening has taken place and results are obtained showing the absence of drug usage.

Disciplinary Actions

Students that commit such actions as defined under the Drug Use Section and/or tested “positive” on a drug screening test have the choice to remain at Gatewood School under the following conditions or they may withdraw from Gatewood School:

First offense:

- One Year probation
- Counseling at the parents’/guardian’s expense
- Quarterly drug testing for one (1) year beginning within ninety (90) days of the offense. All costs associated with assessment, treatment and follow-up testing shall be borne by the student, the student’s parents or guardians.
- In-School Suspension for 1 day
- Twenty (20) hours of community service (not school-related). Community service must be approved by Administration.
- Student must prepare a research paper relating to the effects of the illegal drug. This work is not to be done at school and the paper and presentation are due within 10 days of offense. The paper is to be submitted to the Head of School, who will determine the suitability of the paper.
- Three (3) months suspension from any non-mandatory school-related activities, other than attending classes. This includes, but is not limited to: social events (i.e., Prom, Homecoming), a spectator at any home or away sporting events, drama, chorus. The student-athlete may remain part of the team and will be expected to participate in team practices and/or conditioning sessions.
- Student will be suspended from 50% of the regular season GISA events for the activity in which he or she is currently scheduled, or the next season for which he or she is scheduled.
- Student’s on campus driving and parking privileges will be suspended for twenty (20) consecutive school days beginning with the next school day.

Second offense:

The student will be expelled from Gatewood School

Retention of Records

No documentation pertaining to each student’s screening for drug usage will be made part of the student’s permanent record. All documentation will be kept in a separate confidential file with the Headmaster and will be destroyed upon the student’s graduation from high school.

Completion of Conditions

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion from Gatewood School.

Refusals

Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled from Gatewood Schools.

Drug Screening Test Appeal Process

If a student does test positive for drug use, the parent and/or guardian may request an additional drug-screening test be performed at their own expense. Because urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine seventy-two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test date shall be within a time frame set by the school headmaster. A copy of the results shall be submitted directly from the testing agency to the school headmaster.

Additional Information

Community Service

Gatewood School's Parent-to-Parent Board has agreed to help provide resources for community service, research topics and counseling services, if these are needed.

Intervention

If a student is intoxicated or impaired to the point where medical attention is critical, call 911 or report this to any adult immediately so the correct action can be taken.

Police Involvement

If student activities involve police investigations, Gatewood will cooperate fully with the local authorities. Any student convicted of any alcohol or drug-related felony activities will be expelled.

Additional Actions

It is not feasible to have every possible rule and consequence outlined in the Handbook. Therefore, the Administration may invoke suspensions or other disciplinary action as it sees fit.

ATHLETIC PHILOSOPHY AND STUDENT-ATHLETE POLICIES

We believe that the principles and lessons learned in the classroom and at home can be put into practice through athletics. Because of the competition found in athletics, a student is surrounded with pressure. The athlete is then tested and the true character is revealed. Thus the character of a student/athlete has the chance to grow through the athletic competition.

Gatewood takes pride in its athletic teams and programs, which encourage student participation, support, and total physical effort on the fields of play. While we delight in a winning team, Gatewood does not place that as the cornerstone of our program. Gatewood students are students first, then athletes who know the joy of participation, tough competition, and winning.

Role of Coaches

Coaches are one of the significant components of our athletic program as we strive for excellence. They have the responsibility of molding the attitudes, behaviors, and desires of our student athletes. In order to be considered an effective coach and role model, our coaches must be thoroughly knowledgeable in their sports, capable of detailed preparation, able to motivate athletes, to make adjustments during competition, and to provide positive situations for our student-athletes.

Programs

We believe that each individual program at Gatewood should work to develop a well-rounded student-athlete. The head varsity coach shall be responsible for providing a consistent structure and ensuring that similar philosophies are implemented at all levels of the program. The programs shall develop pride among the participants and support among the student body. Parents should be supportive in the process of developing the student/athlete by supporting off season conditioning, camps and summer workouts. All activities within an athletic program should exemplify Gatewood's commitment to excellence and also reflect the school's and athletic department's policies, procedures, and philosophies.

Gatewood Athletes

The Gatewood Athletes should work to prepare themselves to participate in the sport of choice through effort, discipline, a respect for others, and a pursuit of excellence. Through displaying these characteristics good things usually happen: teams are successful, players motivated, fans supportive and enthusiastic, parents are proud, and prospective athletes want to participate.

Eligibility

In order to compete in interscholastic athletics and literary events, a student must pass a minimum of five subjects the first nine weeks, the first semester, the third nine weeks, and the end of the year.

Parent Concerns

All parent concerns should be addressed first to the coach and finally to the Athletic Director. If the Athletic Director feels the matter is unsolved or of significance, he will seek the guidance of the Head of School.

Purchases

1. All athletic purchases will be ordered only by the Athletic Director. No one is to order any athletic equipment, materials, or supplies except the A.D.
2. Purchases made from independent funds other than the athletic budget will be approved by the A.D. and the Head of School with the appropriate purchase orders.
3. Any non-approved purchases will become the sole financial responsibility of the person making the purchase.
4. Any purchases being paid for by students must first be approved by the A.D. All money is to be collected from the students before they receive the item being purchased.

Equipment

At the conclusion of each sports season, the involved coaches are responsible for collecting and inventorying of all issued equipment. This needs to be done within one week of the seasons end. The inventory is to be filed with the Athletic Director, and should include any missing equipment and the names of the athletes to whom it was issued. All coaches are required to file a copy of the inventory with the A.D. for each sport for which they are responsible.

Travel

All travel to and from games will be with the team on the team bus or van with the following exceptions:

1. Traveling with parents back from a game with prior approval of a coach.
2. Return travel with parents of a friend with accompanying approval in writing from the parents.
3. Special situations which have prior approval from the coach, A. D., and the Head of School.

Assistant Coaches

1. Any assistant coach, whether a school staff member or a volunteer, must be approved through the Head of School and A.D. and the head coach as a matter of routine.
2. Assistant coaches will subscribe to the same code of conduct as expected from the head coach.
3. If parents have volunteered or have been asked to help a coach, the duties of the parent must be clear and must not conflict with the coaching philosophy of the coach. Children and friends of volunteers will not be allowed to be in the dugout, sit on the sidelines, or be a part of the sideline activity unless cleared by the A.D. or Head of School.
4. All volunteer coaches must fill out an application to be able to assist in any sport. The head coach, A.D. and the Head of School will evaluate each applicant.

Cheerleading

Cheerleading is an important part of the athletic program at Gatewood. Cheerleaders are to serve as a positive example of leadership and school spirit in promoting athletic competitions throughout the year. Cheerleaders are to abide by all rules for athletes.

Physical Examinations

Athletes must have a physical examination form on file, which is signed by a physician stating that the athlete has been examined and has been physically approved for participation.

Code Of Discipline

1. For athletic participation, a student must be present the entire day, unless a doctor's excuse is provided and the student is present for four periods. Only the A.D. or Head of School may make exception to this rule.
2. A student may not miss a game for any reason other than sickness or death in the family. Any other reason must be approved by the coach, A.D. and Head of School. The penalty for missing a game without approval will result in the student-athlete sitting out the next event in that sport.
3. Each coach establishes a set of rules for his team to follow. The coach is responsible for reviewing rules at the beginning of the season and having a copy of the rules on file with the A.D.
4. If an athlete sees a physician for an injury or illness he or she must have the physician fill out a form provided by the school. The Physician's Plan of Care form may be obtained from the athletic trainer, A.D. or head coach. The student must return the form completed by the physician and he or she will be allowed to participate based on the physician's instructions on the form.
5. The drug, alcohol, and tobacco policy are stated in the student handbook.
6. A student may not participate in an athletic competition while under school suspension (in-school or out of school).
7. For team travel athletic teams must wear khaki pants and a white collared shirt with the school logo on the left chest or dress as directed by the coach.

Technology/Internet Use Policy

Introduction

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

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

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

Permitted use

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

Prohibited use

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

- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Messages of a religious, political, or racial nature.
- Gambling.
- Sports, entertainment, and job information and/or sites.
- Personal financial gain.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from Gatewood's machines.
- Material protected under copyright laws.
- Sending business-sensitive information by e-mail or over the Internet.

Responsibilities

Gatewood's users are responsible for:

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

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, the user will receive a reprimand by Administration and that user's future use will be closely monitored by Administration. If a gross violation has occurred, Administration will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or expulsion.

