

# TERMS OF AGREEMENT

## PREVENTING LEGAL PROBLEMS

Tennessee families registered in our extension program should always use the name "EXTENSION PROGRAM", not home school. In so doing the registering family member assumes the same responsibilities as those who are staff members or teachers in our campus school. (Please do not call the "Extension Program" the "Home School") Those responsibilities are listed below:

Mississippi students are not protected by the 49-50-801 law that protects Tennessee students. Tennessee students are afforded a law that by certain conditions their credits will be transferred back to public schools in Tennessee. Most of the Mississippi Boards of Education consider Gateway Extension students HOME-SCHOOLERS. Therefore, before registering at Gateway families should consider how their particular board of education treats home-schoolers. Students who graduate from Gateway with the appropriate A.C.T. scores are accepted by Mississippi Colleges and Universities (see our brochure.) Gateway encourages only families committed to graduating from Gateway to register with us. All others should look for options other than the Gateway Extension program.

1. The registering family member spends 8 minutes per day requiring the student to maintain the math calendar and to show at least 4 pages of math per day and a total of 12 for all other subjects.
2. The registering family member will require the student to complete the units, pass the tests, and produce at least 5 "Testing Receipts" of passing grades per month or withdraw the student from our program. Students are required to take 2 tests weekly.
3. The registering family member agrees to be the Gateway custodian of all the student's records in all legal matters. These records are to be submitted to Gateway when the student is withdrawn or when grades are to be posted on the official transcripts at the end of the course of study. A subpoena for the custodian of the records goes to the FAMILY.
4. For Gateway to sign for Driver's License or Social Security benefits, the family must give proof of being in compliance with compulsory attendance. (See #1 above)
5. On a separate page the family must sign an agreement to comply fully with the Gateway dresscode.
6. Gateway requires families to pay the monthly fee for the duration of the school year. Families that enroll their student in August may sign off for the year in April. Enrollments after August are required to remain in school through May.

Students succeed in this program if the family requires a structured environment at home for study.

## AGREEMENT SIGNATURE

Student agreement to do the things stated on the extension brochure and follow the stated and posted rules.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Registering family member agreement to do the things stated in the extension brochure and to cooperate with program as shown on the video, and to fully understand the probationary period.

Will you require your child to continue in June if all units are not completed by May 17?

Yes \_\_\_\_\_ No \_\_\_\_\_

Family Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# GATEWAY CHRISTIAN SCHOOLS' RULES

As a student of Gateway Christian Schools, you will be expected to comply with our code of conduct while on campus at any of our Testing Centers. If you fail to follow these rules, you could be dismissed from the school. Anyone accompanying the student on campus must also follow these rules.

- ☐ No working of packets on campus
- ☐ No smoking anywhere on campus
- ☐ No cell phone usage in buildings. Cell phones must ONLY be used outside.
- ☐ No loud music (including earbuds)
- ☐ No weapons of any kind (including chains attached to pants)
- ☐ No foul language
- ☐ No facial jewelry (including tongue rings and nose rings) other than earrings on ears,  
No coverings to hide facial jewelry
- ☐ No shorts or sweatpants (including athletic apparel)
- ☐ No short skirts or short dresses
- ☐ No excessively tight/revealing clothing (Top should cover leggings to mid-thigh)
- ☐ No holes or tears in pants
- ☐ No ostentatious attire- make sure you understand our definition of ostentatious  
\*Including different color hairs
- ☐ Hair must be a natural color. (Blonde, Brunette, Natural Red, Gray or Black)
- ☐ No clothing with questionable advertisements or sayings (*You might find it safer to wear clothes that say nothing, including head coverings.*)
- ☐ No baggy pants that will not stay up, No tank tops
- ☐ No bare stomachs
- ☐ No head coverings for the purpose of covering colored hair or getting around any other rules
- ☐ No pajamas or slippers
- ☐ A \$5.00 fine for a replacement packet when the blanks are filled in with words that are irrelevant to questions asked
- ☐ Students and family members must show respect to the staff
- ☐ Students' ride MUST WAIT FOR THEM ON CAMPUS. Students are not to be left at the school.  
Gateway has a "no hanging out" policy.

Gateway's desire is to train students to act and dress in a way which will help them become employable, productive citizens in our communities. Our staff may ask you and or your student to leave our campus for any behavior found not to be appropriate.

We fully understand the above rules and we do understand that by signing this we agree to abide by them. If we come to school dressed inappropriately or act in an inappropriate manner, we do understand that we will be asked to leave campus and may be dismissed.

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Student's Signature

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Registering Family Member Signature

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Date

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Date

# Disciplinary Agreement

**Proverbs 22:6** *"Train up a child in the way he should go: and when he is old, he will not depart from it."*

The Bible clearly indicates that parents/guardians are responsible for the discipline (that is, training or instruction) of their children. Gateway Christian Schools exists to assist parents/guardians in this God-given responsibility. Gateway Christian Schools does not seek to assume the task which God gives to parents, but only to serve as the parents'/guardians appointed and authorized representatives in the training process. Gateway Christian Schools system of student discipline and educational philosophy is structured in such a way so as to mirror the Bible's guidelines for reproof and instruction.

Attendance at Gateway Christian Schools is a privilege and not a right. Gateway Christian Schools reserves the right at the sole discretion of the Administration and/or the Campus Director to dismiss students from enrollment if at any time it is decided by the aforementioned entities that the school can no longer assist in the educational process of the student. Furthermore, Gateway Christian Schools reserve the right at their sole discretion to deny readmission to any student whose actions demonstrate that it is not in the school's best interest to allow readmission.

## Disciplinary Goals

Gateway Christian Schools seeks to accomplish three primary disciplinary goals. It is the belief of the administration that these goals are integral to the personal development of every individual.

**1. Respect for those in authority.** Christ himself cautioned against rebellious attitudes towards governing officials, and in the book of **Romans 13:2** Paul tells us to submit ourselves to those in authority over us. *"Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation."* Rebellious attitudes have no place in the hearts of the children of God, and Gateway Christian Schools discourages any such attitudes, beliefs, doctrines, creeds, and actions.

**2. Personal responsibility for one's own actions.** **2 Corinthians 5:10** tells us *"For we must all appear before the judgment seat of Christ; that everyone may receive the things done in his body, according to that he hath done, whether it be good or bad."* Every person is responsible for his or her own deeds. Personal responsibility is among the most important of our core values and as such is a part of our disciplinary goals.

**3. Consideration of others.** In **Ephesians 4:25-32** Paul tells us *"Wherefore putting away lying, speak every man truth with his neighbour: for we are members one of another. Be ye angry, and sin not: let not the sun go down upon your wrath: Neither give place to the devil. Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers... Let all bitterness, and wrath, and anger, and clamour, and evil speaking, be put away from you, with all malice: And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you."* Gateway Christian Schools seeks to instill in each of its students a love for others.

Parent Signature-\_\_\_\_\_ Date-\_\_\_\_\_

Student Signature -\_\_\_\_\_ Date-\_\_\_\_\_

# PROGRESS CARD USAGE

1. Your progress report and the calendar must be presented to the proper school official **EACH TIME BEFORE TESTING**. Until all math is completed, student must also bring their math packet.
2. Your progress report and the calendar must be presented to get the next set of packets. Students who do not do their math **WILL NOT BE GIVEN THE NEXT PACKETS IN SCIENCE, SOCIAL STUDIES AND ELECTIVES** until they pass their tests in the required math. One of the responsibilities of the registering family member is to require the student to do 4 pages of math every school day (20 pages per week). Gateway reserves the right to dismiss students who will not do this. Unless stated otherwise on this card, the student has until July 22 to complete all math units. After that failing grades will be given for all units not completed. If the student does not pass the course, the student must begin the course at Unit #1 for the next school year. This principle will be applied to those who withdraw in the middle of the year. Academic Balance is also required.
3. Your progress report and the calendar must be presented for any conference with a staff member.
4. When the total required units have been completed, all tests passed, grades posted on the card, and grades averaged, turn this card in at the appropriate Gateway center and show the testing receipts (this is called "signing off"). Grades on the Progress Card are only official when the family produces the official testing receipts of those grades. Gateway will run a copy to use in putting the grades on an official transcript. The family will then **KEEP YOUR PROGRESS CARD AND ALL TESTING RECEIPTS**. Students who finish early are required to repeat all packets with scores below 85.
5. Gateway allows for students to receive services on the day indicated on the inside.

Compulsory attendance requires that students continue studying until May 17. Those who complete their units early may begin next year's packets. Those who have not completed them by May 17 must continue in June. Students will be given failing grades for all units that are required if they are not completed by July 19. (See #2 above)

# TESTING RECEIPTS ENVELOPE

Name of Student: \_\_\_\_\_ Age: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Grade: \_\_\_\_\_

## FOUR STEPS IN THE GATEWAY PROGRAM

Step #1: The student must use the Math Calendar and record 4 pages of math that are done each day. Since the first packet is the easiest math unit in the course, the student should be able to do more than 4 pages per day with no tutoring help. If the student does not have the math skills to do this, within 5 school days the family must come in and ask for an immediate adjustment. Students are required to do this to remain in the Gateway program.

Step #2: The first set of 5 to 8 packets given at Registration will represent 3 to 6 weeks of academic study. All these must be completed before being issued the remaining packets required for the first semester.

Step #3: When the student receives the remaining packets for the first semester, the process must be completed as follows:

1. Students who register before October 1 must complete all first semester requirements and **"SIGN OFF"** before or by the last testing date in December.
2. Students who register after October 1 must complete all first semester requirements and **"SIGN OFF"** before or by the last testing date in January.

**SPECIAL NOTE:** THE ABOVE STEPS WILL COMPLETE THE PROBATIONARY REQUIREMENTS. STUDENTS WHO DO NOT **"SIGN OFF"** BY THE REQUIRED SCHEDULE WILL BE DISMISSED WITHOUT ANY SPECIAL NOTIFICATION FROM GATEWAY.

Step #4: As soon as students complete all units for the year, the student must present all testing receipts for the entire year to **"SIGN OFF"** officially.

Step #5: If there are any questions on how to understand your progress card, please see a Campus advisor.

# Gateway Credit Requirements for Graduation

(Beginning 2018)

- 4 Math (Algebra I and Algebra II are required for Graduation)
- 4 English (I, II, III, IV)
- 4 Social Studies (W. Geography, W. History, U.S. History, Economics, Government,)
- 4 Science (Physical Science, Biology, Biology II, Principles of Technology\*\*, Chemistry, A&P)
- 1.5 Wellness\*
- 2 Latin\* **\*2 Year of Same Foreign Language Requirement**
- 1 Fine Arts\*
- .5 Personal Finance\*
- 2 Bible\*

Total = 23 Credits

The above credits provide maximum learning for all students – and the skills for future standardized testing, especially the A.C.T.

Bible I and Bible II is a requirement for all students to Graduate.

Latin I and II is a requirement for all students to Graduate.

\*\* Principles of Technology is a preparation for the A.C.T.

Name \_\_\_\_\_ Date Beginning \_\_\_\_\_

# CALENDAR RECORD OF MATH

|           |                |  |                |  |       |
|-----------|----------------|--|----------------|--|-------|
| 1st Unit  | Beginning Date |  | Completed Date |  | Score |
| 2nd Unit  | Beginning Date |  | Completed Date |  | Score |
| 3rd Unit  | Beginning Date |  | Completed Date |  | Score |
| 4th Unit  | Beginning Date |  | Completed Date |  | Score |
| 5th Unit  | Beginning Date |  | Completed Date |  | Score |
| 6th Unit  | Beginning Date |  | Completed Date |  | Score |
| 7th Unit  | Beginning Date |  | Completed Date |  | Score |
| 8th Unit  | Beginning Date |  | Completed Date |  | Score |
| 9th Unit  | Beginning Date |  | Completed Date |  | Score |
| 10th Unit | Beginning Date |  | Completed Date |  | Score |
| 11th Unit | Beginning Date |  | Completed Date |  | Score |
| 12th Unit | Beginning Date |  | Completed Date |  | Score |

| DATES OF SERVICE |           |         |           |          |
|------------------|-----------|---------|-----------|----------|
| August           | September | October | November  | December |
| January          | February  | March   | April     | May      |
| June             | July      | August  | September | October  |

# GATEWAY EXTENSION PROGRAM

**\$80.00 Annual Registration Fee**

**\$90.00 Monthly Fee**

## **Gateway Provides -**

Educational Materials  
Academic Assistance  
Campus Testing  
Official Transcripts  
Diploma (Recognized by the  
State of TN) NOT GED



## **Family Directs -**

Calendar of Daily Study  
Required Pages Per Day  
Student to Our Tutors  
Record of All Testing  
Report of Grades

**SERVICES AVAILABLE FROM 8:30-1:30 P.M. ACCORDING TO THE FOLLOWING SCHEDULE:**

**MACON CENTER:** Tuesday, Wednesday, Thursday

4070 Macon Road, Memphis, TN 38122 - Phone: 901-454-9958

**JACKSON CENTER:** Monday, Wednesday

374 North Parkway, Jackson, TN 38305 - Phone: 731-668-2022

**COVINGTON CENTER:** Wednesday, Thursday

2043 Hwy 51 South, Covington, TN 38019 - Phone: 901-296-5175

**HORN LAKE CENTER:** Monday, Tuesday-- Friday 8:30am-1:00pm Juniors & Seniors Only

6858 Interstate Blvd., Horn Lake, MS 38637 - Phone: 662- 349-6810

**SARDIS, MISSISSIPPI CENTER:** Monday, Friday

22721 Highway 315 East, Sardis, MS Phone: 662-487-2123

**OAKLAND, TENNESSEE CENTER:** Monday, Friday

7980 Hwy. 64 Suite 106, 107, Oakland, TN Phone: 901-466-7737

The number of days  
open per week will be  
reduced in the summer.  
(See days posted)

**Note:** Testing can be done 8:30 - 1:00 on any day a center is open. However, other services may be limited to certain days. Each center will post its schedule, which may change month to month. Centers will be closed according to the calendar below.

## **Our Math Calendar gives special closing information. SO PLEASE READ OUR CALENDAR.**

**GATEWAY ONLY HAS ONE MAILING ADDRESS FOR ALL OUR CENTERS:**

Gateway Christian Schools, 4070 Macon Rd., Memphis, TN 38122

Phone Services are available only on the days a center is scheduled to be open.

The "Progress Card" and school calendar are the student's "Admittance Card" to the extension center. They serve six purposes. First, they are to have every attendance at the center officially stamped. Second, they are to reflect a probationary period in which all students are required to complete their first set of units or be dismissed from the program. Third, they are to allow testing and academic help only for those who have paid their monthly fees. Fourth, they are a tool on which the parent/guardian posts grades from the testing receipts. Fifth, they serve as a student identification if a student is out in public and is accused of truancy. Sixth, our staff must visibly see them to provide counseling.

# HOW THE EXTENSION PROGRAM WORKS

1. (A minimum of 2 tests per week is required.)
2. As packets are completed, bring them to a center before 1:00pm to be approved for testing. Tests will not be given on incomplete packets or packets without covers. OUR SCORE KEYS ARE FOR CAMPUS USE ONLY. Our fees do not include providing them for home use. Parents who have time to be that thorough should consider "TOTAL HOME EDUCATION."

## Three Principles for Using Our Extension Program

Get your money's worth. The monthly fee pays for all the booklets and the service of our tutors, but only the family can require the student to use them. The family should immediately withdraw the student who will not complete the packets and pass 5 tests per month.

Protect the "GOOD NAME" of home education. Gateway home-educated students have a great academic record in achievement testing and high scores on college entrance exams. Help the cause by reporting abusers of the law. More importantly, pray for one another.

Know the law: Gateway extension students are NOT CLASSIFIED AS HOME SCHOOL STUDENTS under T.C.A. 49-6-3050 but as students registered in a church-related school under T.C.A. 49-50-801. This means as long as they are registered with Gateway, a church-related school, and meet Gateway's standards, they cannot be regulated under the home school law. If a family is ever challenged on this, Gateway has the official memo by Kaye Jeter, state attorney of the Tennessee Board of Education, to clarify this legal position.

## GATEWAY ACADEMIC RECOGNITION BY THE STATE OF TENNESSEE

Gateway is fully accredited by the National Private Schools Accreditation Alliance 1-800-840-0939. Academically, Gateway by its membership in the A.C.S.I. is recognized by the State of Tennessee as Category IV school and is entitled to the rights and benefits provided in the Education section Chapter 52.

### "GATEWAY" DIPLOMA

A high school diploma awarded by a school as defined by Section 49-50-801 (as Gateway Christian Schools) or Section 49-6-3050 in recognition of completion of secondary educational requirements shall be considered by all departments, agencies, commissions, or other such entities of state and local government as having all the rights and privileges of a high school diploma awarded by a public school system. This section shall not apply to state lottery proceeds as provided in Title 49, Chapter 4, Part 9.

Former Governor Phil Bredesen signed HB-431/SB0433 into law.

By deleting all of the language after the enacting clause and by substituting instead the following:

SECTION 1. Tennessee Code Annotated, Title 1, Chapter 3, Part 1, is amended by adding a new section thereto, as follows:

Section 1-3-1\_\_\_. Notwithstanding any rule, regulation, or other provision of law to the contrary, a high school diploma awarded by a school as defined by Section 49-50-801 or Section 49-6-3050 in recognition of completion of secondary educational requirements shall be considered by all departments, agencies, commissions, or other such entities of state and local government as having all the rights and privileges of a high school diploma awarded by a public school system. This section shall not apply to state lottery proceeds as provided in title 49, chapter 4, part 9.

SECTION 2. This act shall take effect upon becoming a law, the public welfare requiring it.

## **POLICIES AND RULES RELATED TO THE GATEWAY EXTENSION PROGRAM**

1. The progress card is the student's "Admittance Card" to the Extension Center. It serves to have every attendance to the center officially stamped and to allow testing and academic help only for those who have paid their monthly fee. When the school bill is over 30 days past due, the student will be dropped without notification, unless the family makes financial arrangements. After being in our dropped files for 60 days, the student must complete a new application. Reinstating students will pay a \$50.00 registration fee.
2. Extension students must never attend the center more than 1 time per week. Since extension students have not been screened for all-day campus fraternization, we enforce a strict "NO HANGING OUT" policy. Our extension centers are not set up to supervise students dropped off unsupervised by their families. Therefore, it will not be allowed. Students who ignore this will be dismissed.
3. The family must also read our calendar to be informed about closings. So please do not drop a student off at a "Closed Center."
4. The program has been designed for ALL TESTING TO BE DONE ON CAMPUS. Those who cannot do this should consider TOTAL HOME EDUCATION.
5. The school charges \$90.00 per month for all services listed on the front page. Even if the family does not take advantage of all these services, the family will be billed until the day of official withdrawal. To withdraw one must fill out a form in one of our centers.
6. The family member is in charge of keeping all records that Gateway will post on the official transcripts. Therefore, no request for records can be granted until the family brings in the official testing receipts. Each registering family member has signed on the admittance application that he or she will be the official custodian of the student's records. This also means Gateway keeps no records that need to or could be subpoenaed in a court case. If Gateway is subpoenaed, the family must pay a \$200.00 fee for our court appearance. Furthermore, those involved with Human Services or custody cases must provide records to the appropriate parties or the student will be dismissed. When the family does return grade reports, the school will need up to 48 hours to post grades for official records. Gateway provides service for records only on the days the particular center is open for "full services." Transcripts take 24 TO 48 hours to prepare and only at 4070 Macon - on Tuesdays, Wednesdays, and Thursdays.
7. At Gateway a student may earn up to 10 credits per year, but only 8 are transferable to most public schools.
8. The family must assume the responsibility of choosing the subjects and level of courses the student will need for the chosen vocation or further education after graduation. Gateway has 23 designated credits required. Students may do electives, but those credits will be in addition to the 23 high school credits required by Gateway.
9. Campus Code of conduct: No smoking, car or radio music, profanity, reckless driving, or disrespect for staff members is allowed on Gateway premises. Our dress code forbids ostentatious attire, facial jewelry (including lip, nose, eyebrow and tongue piercing), skirts and dresses more than 3 inches above the knee, low-cut apparel (for girls - no visible cleavage), no leggings worn as pants, tank tops, tube tops, spaghetti straps, mesh shirts, barebacked or bare midriff tops, any transparent clothing, any clothing that pictures or advertises an illegal substance, worldly rock or rap music, or contains racial slurs, or profane or suggestive statements, or shorts (shorts are classified as anything shorter than 3 inches below the knees no athletic apparel). No tight apparel, including tops, pants, or dresses. Stocking and bandana caps are not allowed, neither are locks and chains. Students who discredit the Christian values of Gateway will be dismissed.
10. Before requesting a conference about any student problem, the registering family member should read the above items again and bring the student "Progress Report" and Math Calendar.

**Our staff members are the kind of "GOOD CHRISTIANS" who obey the Bible and rebuke students who ignore the rules.**

**Dr. Leo Crofford, Founder**

**Records of students who withdraw without graduating are only kept in our files for five years.**