

EGCA
PARENT / STUDENT
HANDBOOK

EAST GATE CHRISTIAN ACADEMY

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E.G.C.A. IS A MINISTRY OF MASTER BUILDER MINISTRIES

INTRODUCTION

At East Gate Christian Academy, we teach with intent, relying on well-established instructional techniques proven over centuries and a values-centered curriculum that stresses facts, logical concepts, and intelligent language. In addition, we maintain a safe, orderly, encouraging school atmosphere through firm policies of discipline, and we help each student acquire a sense of personal dignity and responsibility by constantly making clear what we require in scholarly effort, courteous behavior and respect for teachers.

The purpose of the EGCA Parent / Student Handbook is twofold; it serves to inform parents and students of the philosophy and vision of East Gate, as well as serving as a manual outlining the policies and procedures of our school. Each family receives a handbook when their first child enrolls.

East Gate Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to qualifying students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and other school-administered programs.

Our parent / student handbook is formatted without pagination so that revisions or additions can be inserted easily in the proper location without causing a disruption in page sequence or requiring the expense of republishing the entire handbook.

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PART I

OUR MISSION AND STANDARD

Mission Statement: *“East Gate Christian Academy strives to train students who are distinguished by their Christian character, biblical worldview, and servant leadership.”*

2. WHO WE ARE

2.1 THE VISION

As a discipleship arm of Master Builder Ministries, a New Testament Church, and in partnership with other Bible believing churches and their families, we desire to raise a generation of youth in these last days that will take seriously the Great Commission of Christ and embrace a vision of evangelism, restoration, and dominion at every level, from the individual, to the family, church and to the nations of the world.

We wish to train leaders in this next generation for every field of society, who views any calling of God as full-time Christian service.

We wish to train young people who are Christian scholars who have an understanding of how to study, research, and produce solutions through Biblical reasoning, which will help them to “salt and light” every area of life.

We wish to restore the memory of the next generation regarding America’s Christian history and government, one resting on Biblical principles, which will help us set our vision higher for this generation.

We desire to see the School be a training ground for the future leaders of the Body of Christ. To do this, we encourage and allow students to regularly exercise gifts and ministries of the Spirit, birthed and empowered by prayer, praise and worship, and service to others.

We desire to spread the vision of this School through conferences and outreach teams of students, teachers and parents, and college level training.

We desire to see all ages move together in this vision, willing to be radical, willing to pay the price, with a total commitment to occupy all areas of the Kingdom of God, and willing to understanding that we will either change and reform society to be martyred by it.

THE ELEMENTARY YEARS - The training students receive at East Gate Christian Academy, along with the empowerment of God’s Holy Spirit, is geared to equip students to be leaders in any field of endeavor. Service to the community and the church, and loyalty to the family, are crucial aspects of this training. Dedication to Jesus Christ and a fervent desire to follow Him are cultivated, along with the renewal of the mind with the word of God applied to every subject at the very root. This begins at the start, in Kindergarten, where students are learning to read, as well as enjoying the fellowship of others and looking towards the older students as role models. With joint worship and teaching at weekly chapels, there is a sense of unity cultivated, a sense of a combined effort between students, parents, and teachers, to unleash the power and joy of Christ’s Kingdom to one another and to the world.

Throughout the elementary years, students are trained in the foundational academic skills and taught the unchanging principles of the Word of God, principles which reflect His nature, and which build His character into us. Later, these same principles are seen clearer through application to the problems of society and development of solutions for this generation and its confusion. The daily responsibilities of obedience to the vision of spiritual dedication and service to others, along with self-government and academic excellence, mold the minds, hearts and abilities of the children, preparing them for their future.

THE HARVEST YEARS - The Junior and Senior High years we see as the years of harvest. The training of the past is now utilized in the application of ministry in the present. Outreaches, community service,

training in composition and debate, deeper studies in the application of the principles of God to all their subjects and to problems of today all combine producing the fruit of the earlier training. Students are taught the balance of respecting adults while asking for reasons. They are seeing themselves as leaders in the school, with others looking up to them and the Lord calling them to reach out and direct the younger ones, joining their generations together. They are working together with the administration in the government of the school through their student council. Along with adults, they are planning, executing and judging the various projects and ministry trips in which they participate. They are working together as teams with each other, with the strong learning to bear the week, with the combined success balanced with the individual participation and worth.

THE FRUIT - When time for graduation arrives, we have seen the growth and development of a Christian young man or woman, one who has tasted of the ministry of the Lord according to his/her own personal gifts, and has seen His provision, love and power towards them in his/her own life. Some have traveled many miles and spoken many words, but all have declared God's glory in word and deed.

2.2 STATEMENT OF FAITH

INSPIRATION OF SCRIPTURE - The Scriptures, both Old and New Testaments, are verbally inspired of God, and are the revelation of God to man, the infallible, authoritative rule of faith and conduct, accepted by East Gate Christian Academy as the revealed will of God and the all sufficient rule of faith and practice (2 Peter 1:21; 2 Timothy 3:15-17; 1 Thessalonians 2:13).

GOD - We believe that there is one and only one living and true God, infinite and eternal, Maker of heaven and earth, holy, loving, just, righteous and that in the unity of the Godhead there are three separate Persons: The Father, the Son, and the Holy Spirit, equal in divine perfection, and executing distinct but harmonious offices in the great work of redemption (Exodus 20:2-5; 1 Corinthians 8:6; 1 John 5:7; Revelation 4:11).

THE DEITY OF JESUS CHRIST - The Lord Jesus is the eternal Son of God. The Scriptures declare: His virgin birth (Matthew 1:23; Luke 1:31-35); His sinless life (Hebrews 7:26; 1 Peter 2:22); His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21); His miracles (Acts 2:22; 10:38); His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4); His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3) and His coming again (1 Thessalonians 4:15-18).

MAN - We believe that man was created by God in the image of God, and by voluntary transgression fell from his sinless and happy state, in consequence of which all men are now sinners, and, therefore, in need of a Savior, whom God sent to be the propitiation for the sins of the world (Genesis 3; Romans 1:18-32; 5: 12-19).

GOD'S PLAN OF REDEMPTION - We believe that God has provided salvation from sin and eternal death to righteousness and eternal life in the person of His Son, Jesus Christ whose redemptive work on the cross provided salvation to all who believe and receive Him as their Savior (John 3:16; 1 Corinthians 15:1-14; 1 John 4:10-11). The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24, Titus 2:12).

SANCTIFICATION - Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; 1 Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Spirit we are able to

obey the command: “Be ye holy, for I am holy” (1 Peter 1:15, 16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11; 6:13; Galatians 2:20; Philippians 2:12-13; 1 Peter 1:5).

THE CHURCH AND ITS PURPOSE - The Church consists of those called out from a life of sin to be the body of Christ on earth. The Church is the bride of Christ, the habitation of God through the Spirit, and God’s building or temple (Ephesians 1:22, 23; 2:22; Hebrews 12:23; 1 Corinthians 3:9, 16).

Each believer, born of the Spirit, is an integral part of the universal body of Christ and the church of the First-born, which are written in heaven. The Church is to be the salt and light of the world, manifesting a sweet savor of the Lordship of Christ in every area of life. The church is to fulfill God’s purposes in the earth in a given generation, as it impacts the neighborhoods locally and the nations globally.

Believers who work closely together in harmony in a geographic area to accomplish this purpose become the local churches in that area. Thus, the church is a community of believers, as well as an army of war that the gates of hell will not be able to withstand (Matthew 5:13-16; 2 Corinthians 2:14-17; Genesis 12:3; Galatians 3:7-9; Matthew 16:16-18; 18:18-20; 22:36-40).

THE MINISTRY - Our Lord has provided a divinely called and scripturally ordained ministry (Ephesians 4:11-13). One purpose of the ministry is the evangelization of the world (Mark 16:15-20). The other main purpose of this ministry is the edifying of the body of Christ (Matthew 28:18-20).

THE GIFTS AND FRUIT OF THE HOLY SPIRIT - We believe that God’s primary objective is to make us like Jesus Christ, His Son. In order for this to happen, He desires our character to be changed continually so that we produce fruit that consistently testifies of His work of grace. The battle within is between the old and new nature. The solution of this battle is to die to the flesh and to live unto God on a daily basis (Galatians 5:12-25, Romans 6).

We believe that God also equips believers with the power of the Spirit so that we can do the works of Jesus. The works involve gifts of the Spirit that are diverse in nature and which manifest the power and presence of the Lord. They are distinct from the various ministries that can flow out from any believer in a more consistent manner.

THE BLESSED HOPE - The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the literal coming of the Lord, is the imminent and blessed hope of the church (1 Thessalonians 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51-52).

THE FINAL JUDGMENT - There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-46; Revelation 9:20; 20:11-15, 21:8).

THE NEW HEAVEN AND THE NEW EARTH - We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness (2 Peter 3:12; Revelation 21:22).

3. PHILOSOPHY OF EDUCATION: THE PRINCIPLE APPROACH

3.1 THE BIBLICAL PRINCIPLE APPROACH AS A PHILOSOPHY OF LIFE

We feel that our calling is to clearly communicate God’s method of renewing the mind through the root, comprehensive Biblical principles that are like pillars for living a consistent Christian life. That is why we often refer to the Biblical pattern of renewing the mind and the Biblical titles to seven major Kingdom principles rather than just American historic expression.

Seven Principles of the Kingdom (East Gate Christian Academy)	Seven Principles of American Christian Education (F.A.C.E.)
1. God’s Principle of Individuality	1. God’s Principle of Individuality
2. God’s Principle of Government	2. The Christian Principle of Self-Government
3. God’s Principle of Character	3. America’s Heritage of Christian Character
4. God’s Principle of Stewardship	4. “Conscience Is the Most Sacred Property”
5. God’s Principle of Sovereignty	5. The Christian Form of Our Government
6. God’s Principle of Growth	6. How the Seed of Local Self-Government is Planted
7. God’s Principle of Covenant	7. The Christian Principle of American Political Union

The fact that America embraced a Biblical methodology in its education and expressed it uniquely as American culture gives a clear testimony of hope to any nation that the same method can produce the same results. Our desire is to teach both the method and principles of “the principle approach” in their root form so that other nations can have this Biblical seed transplanted.

Personally, one can deduce the principle approach to anything by clearly defining one’s topic and consistently applying Biblical principles in its expression. Through researching, reasoning, relating and recording, one can renew his mind in any subject by reflecting on what God says, creatively expressing it, and personally living it. In this way a Biblical standard can be understood on any subject, contrasting it with other points of view.

The principle approach (the consistent application of Biblical principles through Biblical reasoning) must become a practical way of life and not merely an educational tool for training our children. That is why we feel that the principle approach is a Biblical philosophy of life!

Biblically, we have deduced our own expression and application of the principle approach in the following way:

It follows God’s pattern of reviewing the mind: **reflection** (pondering principles and absolute truth), **creativity** (personal expression that reflects individual productivity), and **application** (practical usage of which is learned);

It involves the application of key tools to implement the above such as:

The notebook (a tool of reflection where students labor to ponder what they learn),

The essay (a tool of expression where in oral and written form, students express their individual productivity), and

Subject outlets (projects and practical ways in which a child's training can be used to help others).

The principle approach is holistic, emphasizing the whole picture of a Biblical worldview that ties all subjects together and unites the concepts within a subject, and then applies the various parts to the whole.

The mastery of Biblical and academic principles (the causes and reasons of things) develop through God's triangle of growth:

Knowledge (the facts of a discipline);
Understanding (the principles of a discipline) and
Wisdom (the application of that discipline).

3.2 THE SEVEN PRINCIPLES

The principles we teach are seen in God's original instruction to Adam in the Garden and traced throughout the Old Testament. These seven major principles help us solidify some firm pillars when applying absolute truths through the concepts of an academic discipline. The principles are also historically confirmed to us by the research of the late Verna Hall and Rosalie Slater as well as through the study of America's Christian History and Government.

1. ***God's Principle of Character*** - Originally expressed to Adam as the command to dress the garden, we see this principle of labor as the key to character development. This causes a conforming to the image of Christ, producing such qualities as loyalty, faithfulness, diligence and other fruit of the Spirit (Romans 8:29, Galatians 5:22, 23).
2. ***God Principle of Stewardship*** - Originally expressed in the command to keep the garden, this principle teaches the responsibility and accountability to preserve what one has been given or has produced. Proper investment, saving, and thriftiness reflect the value one has on his internal property (conscience and liberty) as well as external possessions, and eternal ones in the form of providing for the generations to come (Matthew 16:26; 2 Corinthians 5:10).
3. ***God's Principle of Government*** - Initially revealed in the great liberty given to Adam, allowing him to eat of all the trees of the garden except one, this principle emphasizes the need to be controlled from within in order to preserve liberty in the earth. Sometimes referred to as self-government, it is summed up in realizing the more internal government we have, the less external government we need (Proverbs 16:32; Galatians 5:16-18; 1 Timothy 1:8-10).
4. ***God's Principle of Growth*** - Adam was clearly given the consequences of his decisions in the Garden. The principle outlines for us God's process of growth, sowing and reaping, and why it is so important to understand the consequences of our ideas and actions. We teach students that the seeds of ideas they plant in their lives now can effect a thousand generations (Galatians 6:7-10, Isaiah 58:12).
5. ***God Principle of Sovereignty*** - God reasoned with Adam in planning, judging and executing in the decision to find a helpmate. It has always been God's desire to reason with man, and let him exercise and share sovereignty over specific areas of life. The application of this principle comes in the jurisdiction, under God, given to Adam to run the home, church and civil government (Psalm 8:6, 7, 115:6, 1 Peter 3:15).
6. ***God's Principle of Individuality*** - The stamp of approval and blessing on the variety in which Adam

named the animals clearly shows that diversity and difference is a complement to Creation, not something to divide us. Students learn to understand and be edified by one another's differences, recognizing the underlying unity that must preserve us: our love and duty to our Creator and the value of an individual life (1 Corinthians 12:12).

7. ***God's Principle of Covenant*** - Adam and Eve were called to a union, marriage and the resulting family, through which they would fulfill God's command to subdue the earth. The need for a clearly defined unity of internal ideas and principles precedes and limits any external union in which we may engage in order to have better effectiveness (Psalm 133; Amos 3:3; 2 Corinthians 6:14).

3.3 METHODS

We believe that methods are not neutral, but rather show by example the philosophy under which you teach. The way one teaches is as important as what one teaches. Therefore we have accepted these basic principles to guide our teaching methods.

THE PRINCIPLE APPROACH

Many ask what we mean by the Principle Approach. Here is a summary of the main points.

The Principle Approach is a method of applying a Christian philosophy of life consistently in every area through the application of Biblical principles.

This definition rests on the definitions of the two words "principle" and "approach". Principle, as defined by Webster's 1828 Dictionary means "origin, first cause", or "that from which a thing proceeds". It is synonymous with the word seed. Webster defines approach "to draw near unto". *Thus, the phrase "principle approach" is a method of bringing Biblical principles (seeds) so close to us that we plant them as the guiding philosophy of every area of our lives.*

We did not arrive at this definition all by ourselves, and neither did we invent "the principle approach". We first heard of this phrase through the research of Rosalie J. Slater and her subsequent publication of the book **TEACHING AND LEARNING AMERICA'S CHRISTIAN HISTORY: THE PRINCIPLE APPROACH** (hereafter referred to as T & L).

Slater's book is just one of several published by the FOUNDATION FOR AMERICAN CHRISTIAN EDUCATION in San Francisco, California (now located in Chesapeake, Virginia). Verna Hall, the late founder and president of F.A.C.E., and who was probably the most eminent Christian historian of this century, edited several volumes of books restoring the evidence of the Christian history of America through many primary source writings that laid the foundation for the founding of this nation. It was through the study of America's Christian history that we first understood the use of this phrase.

AMERICA'S HISTORIC METHOD OF BIBLICAL REASONING

Rosalie Slater defines the phrase she coined in the following way:

"THE PRINCIPLE APPROACH" is America's historic Christian method of Biblical reasoning which makes the Truths of God's Word the basis of every subject in the school curriculum."
(T & L, page 88)

Deduced through a study of the methods of education used in colonial America, Rosalie Slater continues her

definition:

“The Principle Approach begins by restoring the 4 R’s to teaching and learning:

1st R: the **RESEARCHING** of God’s Word to identify basic principles;

2nd R: the **REASONING** from these Biblical principles for their identification in the subjects of the curriculum;

3rd R: the **RELATING** of Biblical principles to each student, to Christian character, to Christian self-government, to the stewardship of God-given talents;

4th R: the **RECORDING** or the written record by each student of the individual application of the principles.”

Thus, the first aspect of defining the Principle Approach involves the restoration of these 4 R’s, or a method of Biblical reasoning. James B. Rose, who has pioneered the practical application of the principle approach for over 25 years, identifies a second aspect of the phrase. In his book, *A GUIDE TO AMERICAN CHRISTIAN EDUCATION FOR THE HOME AND SCHOOL: THE PRINCIPLE APPROACH*, he states on page 14 that in addition to the specific definition of restoring the 4R’s:

“The general application of the phrase, the Principle Approach, is to the seven minimal Biblical principles that explain the relationship between Christian character and America’s history and government.”

It was the principle approach that deduced or identified the seven principles of America’s Christian history and government, first identified in T & L. Through a thorough study of the founding documents of America, these principles were identified as the origin, first cause and foundation from which our form of government grew. Rosalie Slater also saw in the life of Noah Webster the principle approach illustrated clearly. It was his study of principles that preserved the standard of American Christian scholarship and education.

In summary then, the “principle approach” is a phrase used by Rosalie Slater and the late Verna Hall in their research of America’s Christian History. Noah Webster’s premise that all subjects should be studied in their root principles for better mastery developed into the study method called the 4R’s (researching, reasoning, relating, and recording). This provides a model, based upon American Christian Education, for deducing principles and applying them practically. We are indebted to the work of Miss Slater and Miss Hall and their Foundation for American Christian Education for laying the foundation that the history of Christianity in the world is the only way to truly understand the history of America and other nations.

3.4 CONCLUSION

God’s purpose of Christian education is not negative. It has nothing to do with how bad things are, or being negative about the public schools. His purpose is not to isolate our children, but rather to insulate them so they are prepared to dismantle humanism and conquer the enemy.

The desire of every Christian couple and parent should be the preparing of their children to receive the torch of God’s vision and purpose for the generation in which they live. God desires for our children to produce justice and judgment in the earth (Genesis 18:18, 19), which is more than mere exposure to Christianity. It involves equipping them to see how Kingdom principles and purposes affect every area of life. They must be disciplined to be productive, seeing every vocation as full-time Christian service where one can occupy for the cause of Christ.

Can this be done after school hours and separate them from the academic subjects? No, we must see each subject as a tool of discipline that teaches them how to discern and reason by Biblical principles. To ignore this is to produce inept believers who understand their salvation but know nothing of replacing error with truth based upon the Bible.

As students gain a Biblical worldview of the entire curriculum, they also apply the underlying truths from the Scripture into their personal lives, illustrated in and supporting their academic subjects.

4. ADMISSIONS POLICY

4.1 ENROLLMENT PROCESS

Parents of Pre-Kindergarten and Kindergarten students apply for September placement in the early spring. Applications are available from EGCA by mail or in person. Interviews are conducted in mid April. Notification of the candidate's status is made by June 1st for fall enrollment. Families may enroll their children in grades one through twelve using the above procedures, as openings are available.

ADMISSION PROCEDURES

1. The family should be a member in a Bible-believing local church.
2. The family should read through the Parent / Student Handbook to initially determine whether this is really the school for them. A visit to the school is encouraged, but requires an appointment.
3. All necessary forms and application should be completed as well as signing the parent and student covenants. Everything should then be turned into the school office.
4. The next step is to schedule an interview with the Headmaster. Students in grades five through twelve are required to attend the interview.
5. Upon notification of acceptance, placement testing may be conducted for all grade levels.
6. Prior to enrolling, the student is required to provide completed health forms, birth certificate and records.

4.2 TUITION AND FEE PAYMENTS

Tuition includes textbooks, workbooks, art supplies, and participating in the annual national standardized testing program. Parents provide entrance fees for special field trips.

TUITION AND FEES FOR ACADEMIC YEAR: 2012-2013

Application Fee: \$25.00 (one-time fee)

Registration Fee: \$50.00 (annual fee)

Tuition Fee: \$4,196.00 (K4-8th grade)

PAYMENT PLANS (choose one)

1. Prepay total due by July 5th and receive an early payment discount of 5%.
2. FACTS Tuition Management System:
 - Ten equal payments beginning in July and ending in April
 - One-time non-refundable administrative fee of \$38.00 will be assessed at the time of the FACTS initialization process. This fee is per family and will be added to the tuition total that is being financed by the FACTS agreement.

PAYMENT ACCOUNTABILITY

1. Monthly payments are automatically withdrawn from savings or checking accounts by the date stipulated in the FACTS Agreement (either the 5th or the 20th of each month). If payment cannot be made at that time, please notify the school office at least 5 business days before direct withdrawal to avoid a penalty.

2. Any payment not received on the due date will be considered late and a second attempt will be made on either the 5th or the 20th of the following withdrawal date.
3. If payment is not received by the 21st of the month an inquiry call will be made.
4. Late payment (10 days) will be assessed a penalty fee by the FACTS Tuition Management System.
5. All accounts must be current before re-enrollment takes place.
6. Any return check fees incurred by East Gate Christian Academy will be billed to said families for reimbursement.
7. Tuition payments that are 60 days late may result in a mandatory suspension until that account is current,

4.3 FINANCIAL AID

Any family that does not think it can legitimately meet it's tuition obligations may apply for tuition reduction. The following steps should be taken:

1. Obtain the necessary financial aid form from the school office.
2. Submit completed paperwork along with a copy of the current year's 1040 Form and a current family budget. All forms should be returned to the office by March 31st. Late applicants will be considered as funds are available.
3. Upon analyzing the situation, the school board will send notification regarding your status.
4. Non-compliance with paperwork requests listed herein will automatically eliminate the family from financial aid consideration.

All families who are willing to follow through with the above process and counsel given will be taken into consideration. We encourage families from churches other than Master Builder Ministries to seek financial aid through their local church. As a discipleship ministry of MBM, families within MBM who meet the criteria are given first consideration for potential financial aid at EGCA.

4.4 STUDENT WITHDRAWALS AND REFUND POLICY

Month of Withdrawal Percentage of **Total** Tuition Refunded

July	90%
August	80%
September	70%
October	60%
November	50%
December	40%
January	30%
February	20%
March	10%
April	0%
May	0%
June	0%

PART III

E.G.C.A.
PARENT-SCHOOL
RELATIONSHIPS

5. THE SCHOOL'S EXPECTATION FOR PARENTS

5.1 THE PARENT'S ROLE AND RESPONSIBILITY

The Bible teaches that children are a gift from the Lord and the family is a divinely ordained institution with the responsibility of laying the foundation for training in character and in the Word of God. At East Gate Christian Academy we are committed to a Biblical standard, not simply in knowledge content, but also in methods, our actions and in our relationships. We are committed, as God's servants, to support and to encourage families in this quest to live and train our children according to the standard and principles found in God's Word.

HOME AS THE FOUNDATION

As a school we can never replace or usurp the role of parents. Time and experience have shown us that those students who are most successful and working to their full potential are those whose parents have an active role in their education.

We are committed, at EGCA, not only to educating children, but to also strengthening the family. We believe the student is best served when there is an agreement between the home and the school; that is why we ask parents to read through the Parent Handbook before enrolling their child(ren). It is important for there to be an understanding of the vision and goals of the school to determine if the home and school are "walking in agreement".

We realize that parents may like what they read and agree with our mission, but may not always know how to reinforce and apply these principles at home. Our desire is to work with families and to help equip parents in their Biblical role and responsibility to train their children. For this reason we request that parents attend our fall orientation and parent conferences during the school year. Attendance at orientation and parent conferences aid in communication, as well as build teamwork that enables us to continue to walk in unity.

5.2 THE COVENANT RELATIONSHIP

The prophet Amos asks: "Can two walk together, except they be agreed?" (Amos 3:3) The answer to this Scriptural question is obviously, "no". In the New Testament, there is much to say about being unequally yoked and uniting those which do not agree; we find here two aspects of this principle. First, we have the internal agreement; then, we have the external of walking together. For the school and parents to "walk together" there must first be an internal agreement. One may ask, agreed to what? Obviously, the answer may begin with doctrine and belief about God and the Bible. This is quite necessary. But there are other areas that must be in agreement if we are to flow in symphony together as Jesus declared (Matthew 18:18). There must be a symphony in our spirits that causes harmony even when there is a challenge of discord. All good musical pieces flow from discord into harmony.

"Now I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all speak the same thing, and that there be no divisions among you, but that ye be perfectly joined together in the same mind and in the same judgment." (1 Corinthians 1:10)

This Scripture goes much deeper than doctrinal statements. It means that groups of people are thinking according to the same principles, which by definition is the only way the minds can be joined. Also, when the early believers judged something, their conclusions were to be the same, which means that the same principles were to be the basis of their reasoning.

It takes pondering, considering, and practically walking together with others to determine if one is basing his judgments and thinking according to the same principles. Many individuals have adhered to doctrinal statements, but the application of those statements into practical living is often a gulf hard to overcome.

The principle of covenant in the Bible, from the above Scripture and others, seems to indicate some of the following major concepts:

1. One comes into covenant because together more can be accomplished than separately or individually.
2. When one comes into covenant, a measure of individual sovereignty is given up for the good of all -- what we have specifically come into covenant to do is no longer our own individual property but something held in common.
3. Before one enters into covenant, he is responsible to carefully consider the principles, ideas and concepts to be agreed upon so that the covenant is of an equal yoke.

In order for anyone of us to join with another for a specific purpose, we must first obtain internal harmony on the ideas, principles and goals of the thing. When unity of the heart and the mind occur, then we can walk together.

When an agreement has been reached we must endeavor "to keep the unity of the Spirit in the bond of peace." (Ephesians 4:3)

5.3 PARENT COVENANT

Enrollment in East Gate Christian Academy shall consist of an internal agreement of parents with the stated vision, calling and purpose of the school, as well as external accountability to one another in our relationships that are necessary to carry out our stated goals.

PARENT COVENANT

I believe the principles and teachings of God's Word are to be the standards on which to base and evaluate all teaching and beliefs, as well as to examine and govern every area of my life.

I recognize my responsibility as a parent in training my child(ren) in the Word of God as well as in the importance of character and integrity.

I agree with moral standards involving dress, social relationships and separation from worldliness and will support the school's standards.

I believe that we, as parents, are the primary educators, and thus we will regularly be involved in oversight of homework and academic work.

I understand that Christian Education is consistent training that puts God's view in the midst of every aspect of life, the goal of which is the development of a Christian worldview in our child(ren).

I agree to maintain regular church attendance with my family.

I recognize that at EGCA, as a parent, I am in partnership with teachers, administration and other staff to a

commitment of the common objectives outlined in EGCA 's mission and standard.

I understand that any difference we may have with the administration or teachers must be handled in a Biblical manner, following Matthew 18:15-17. Our attitude should be one of edification and redemption.

I will maintain a confidentiality of matters between teachers and administration; not sharing these with our child(ren) or any other individual whom is not a part of the problem or solution.

I agree to fulfill my financial obligations to the school.

I have read the EGCA Parent / Student Handbook and voluntarily consent to be in covenant with the staff and submit to the policies of EGCA 's Parent / Student Handbook for the best interests of my child(ren), for the preservation of unity, and the testimony of the gospel of Jesus Christ.

COVENANT ACKNOWLEDGMENT

I understand that enrollment in EGCA is contingent on internal agreement of parents with the stated vision, calling and purpose of the school, as well as external accountability to school policies and to one another in our relationships that are necessary to carry out our stated goals. I acknowledge my responsibility to fulfill this Parent Covenant as well as abide by the Parent / Student Handbook, submitting to the decisions of the administration and cooperating with teachers and staff in maintaining the highest possible degree of quality.

Signature:

Signature:

Date: _____

6. SCHOOL - PARENT COMMUNICATION

We believe that ongoing communication is necessary to help maintain unity in our philosophy and vision.

6.1 PARENT ORIENTATION

Parent attendance is required at the annually scheduled parent orientation meeting. The orientation addresses practical and routine matters, as well as communicating vision and purpose for the new school year.

6.2 “MONDAY MAILERS” - Each Monday, students are sent home with an envelope containing timely information. Please read the enclosed materials, sign and date the envelope, placing in it any correspondence you wish to send to the school, and return it by Wednesday of each week.

6.3 ACADEMIC / CONDUCT PROGRESS REPORTS

Each quarter teachers may send home progress reports (5 weeks into the new quarter) outlining how your child is progressing. Progress Reports reflect not only a student’s academic progress but also conduct and character issues.

6.4 REPORT CARDS

Report Cards are issued at the end of each quarter. They are sent home with the student and are to be returned with a parent signature. If you have any questions please do not hesitate to speak to your child’s teacher. The final report card is mailed a week after the school’s closing, pending payment of all financial obligations.

6.5 “VERITAS”

“*Veritas*” is the official newsletter of Master Builder Ministries. The newsletter includes highlights of events taking place at East Gate, upcoming calendar events of the church and its different ministries, faculty and student achievements, timely letters from the Headmaster and Pastor, and instructional articles. It is mailed periodically to parents, donors, and other interested persons.

6.6 PARENT-TEACHER CONFERENCES

Formal Parent-Teacher Conferences are held in the fall. The purpose of these conferences is for parents and teachers to discuss a student’s academic progress, as well as conduct and character development. Conferences are a great opportunity for parents and teachers to encourage and support one another in jointly caring for the individual child. Parents may contact the office to schedule teacher meetings throughout the year whenever necessary.

6.7 HANDLING CONFLICT - THE MATTHEW 18 PRINCIPLE

The Biblical principle of covenant teaches that to walk together there must first be agreement of ideas, principles, and goals. Once there is an agreement, that as Christians we are commanded to “keep the unity of the Spirit in the bond of peace.” (Ephesians 4:3)

When conflict arises communication often breaks down and unity is threatened. In seeking to resolve conflict we believe it is necessary to look to the Word of God for instruction. We find in Matthew 18 a Scriptural

principle for conflict resolution, which we refer to as the Matthew 18 Principle.

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a publican” (Matthew 18:15-17)

In this passage we find the following instructions:

1. Deal with conflict quickly. Do not let things fester.
2. Go directly to the person with whom you have the conflict. Do not discuss the issue with those who are not involved.
3. Seek to get to the root of the problem, making sure there has not been a misunderstanding in communication.
4. If the conflict continues bring in “another witness” -- an appointment should be scheduled with parent, teacher and Headmaster. (The student may also be asked to be present.)
5. If there has not been a resolution after following the above instructions, appeal may be made to the school board where all involved would be present.

As we endeavor to apply the Matthew 18 Principle we are to remember it is not following the “rules” or “steps” that is as important as it is to maintain the right spirit and attitude. At such times it does us well to meditate on the words of Paul:

Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus: Who, being in the form of God, thought it not robbery to be equal to God: But made himself of no reputation, and took upon him the form of a servant. . . Do all things without murmurings and disputings: That ye may be blameless and harmless, the sons of God, without rebuke, in the midst of a crooked and perverse nation, among whom ye shine as lights in the world” (Philippians 2:3-7,14,15)

“Put on therefore, as the elect of God, holy and beloved, bowels of mercies, kindness, humbleness of mind, meekness, longsuffering; Forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye. And above all these things put on charity, which is the bond of perfectness. And let the peace of God rule in your hearts, to which also ye are called in one body; and be ye thankful” (Colossians 3:12-15)

“I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called. With all lowliness and meekness, with longsuffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace. ..And walk in love as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet smelling savour.” (Ephesians 4:1-3;5:2)

7. PARENT VOLUNTEER AND TRAINING PROGRAM

7.1 PARENT VOLUNTEERS

We believe strongly in parents taking an active role in their child's education. All parents can encourage and help their child(ren) to be responsible by holding them accountable to school standards and making sure they are doing their homework.

For some parents involvement may entail more. We encourage you to pray for God's direction and leading as to how you can be involved. Volunteer needs range from a few hours once a year, or to a more ongoing basis. Below is a list of volunteer opportunities for parents.

EAST GATE CHRISTIAN ACADEMY PARENTS' ASSOCIATION

All parents of EGCA students automatically receive membership in the Parents Association, which exists to promote friendly relationships among parents, to acquaint them with the spirit of East Gate Christian Academy, to obtain their cooperation with its objectives for the development of their children, and to initiate the parents involvement in and support for, projects, and functions which aid the Academy academically, socially, and financially.

Specifically, the mission of East Gate Christian Academy Parents Association is:

- To help the Academy communicate with parents;
- To help parents understand the fundamental premises upon which the Academy functions;
- To help schedule, promote, and host student and parent activities;
- To accept into our organization new parents and to instill in the new parents the need for their continued involvement and support in the Academy;
- To encourage pride in the children and in the Academy; and
- To assist the Academy in improving and in expanding its name recognition in the surrounding community.

PARENT PRAYER GROUPS - The vision of EGCA was birthed in prayer and prayer will always be a vital part of the work at East Gate. Parents are welcome to join the staff and student body at our Wednesday morning chapel services. We also encourage those who are able to form prayer support groups - use of the sanctuary

is open to parents who would like to come together for prayer.

ANNUAL SPRING BANQUET - Our annual Spring Banquet is the major fundraiser for the Academy. As with other private schools, operating expenses for East Gate exceeds the actual income from tuition. Through this banquet we seek to raise community awareness of the school, as well as build a base of monetary support for EGCA. Parent volunteers are needed for: inviting, telephone calls, mailings, set up, serving as host/hostess, etc.

PUBLIC RELATIONS - East Gate Christian Academy's vision is not only to train young people to be "salt and light" in their communities, but it is to spread the vision of the school through conferences and outreach teams of students, teachers and parents, and college level training. Our desire is to see this generation impact our world for Christ. Volunteer help in the area of public relations can entail: organizational skills, typing, mailing, hosting at functions, etc. Oftentimes parents can also help simply through the contacts or information they have. We appreciate the input of parents who have relationships or information about: artists,

musicians, authors, sports figures, public officials, civic leaders, church leaders, businesses who could be potential donors. . .

LIBRARY ASSISTANCE - Having a library is a tremendous asset to any school. Maintaining an effective and efficient library takes time and work. Parent volunteers can help in several areas: help prepare books for shelves; shelve returned books; or monitor students who wish to use the library during recess or lunch break once a week. We would welcome any volunteer with a background in library science that would like to teach library skills.

ART FESTIVAL - In preparing for our school wide art contest there are many ways parents may help: cutting background paper for artwork to be displayed, displaying art work, tabulating scores; etc.

SPECIAL DAYS - Special days are always a highlight at East Gate Christian Academy. There are times when the school comes together sharing gifts and talents, experiencing fun, fellowship, and a sense of accomplishment of what God is doing in our midst. Planning these special days takes a lot of time and effort. Parent volunteers are always welcome to help with the many varied needs that accompany these programs. Some areas of need are: designing promotional fliers and tickets, food planning and preparation, decorating, costuming etc.

MISCELLANEOUS VOLUNTEER NEEDS

recess duty

general office help

computer skills

class monitoring – readers

cafeteria duty

carpentry skills

decorating and cutting letters for bulletin board

skills, hobbies, interests for sharing in the classroom

7.2 PARENT TRAINING

Our vision is to offer various workshops and seminars for parent training. Such opportunities would deepen parent understanding of the principle approach as well as equip parents to work with their child(ren) in their academic and spiritual training. Future workshops/seminars could include such things as: Notebook Method Workshop, WRR Workshop (Phonics Program), and Principle Approach Seminars.

PART III

E.G.C.A.
SCHOOL POLICIES
AND
ACTIVITIES

8. GENERAL POLICIES

8.1 DRESS CODE

East Gate Christian Academy's dress code has been established in order to uphold a high standard of excellence in modesty before the Lord and is conservative in its expression. Students should be in uniform when they arrive at school (including before school care) and when they depart from school each day, unless otherwise instructed.

Uniforms should be clean, pressed and in good repair.

As stated on the Donnelly's order forms, the uniform requires that button down oxford shirts, be worn by boys and girls in grade 5 through grade 12. The Peter Pan collars are to be worn by girls in grade Pre-K through grade 4. All boys are required to wear the oxford shirts in grade Pre-K through grade 12. Please note: Skirt length for girls is to be just below the knee.

Belts are part of the dress code for boys and should be worn by girls who wear slacks with belt loops. (Slacks for girls are allowed during the winter months from December 1st through March 31st.) Socks or nylons need to be worn with sandals in keeping with the dress code.

Shoes (suitable for outdoor recess for Grades Pre-K through 8) should be worn with the uniform. Sneakers are to be worn with the gym uniform only.

Gym uniforms should be loose fitting and in good repair. For safety reasons, students may not wear jewelry for gym. This includes but is not limited to earrings, rings, and necklaces.

The only acceptable lettering for gym wear is the EGCA lettering printed on the uniform by Donnelly's which was approved by the headmaster.

EGCA uniforms are purchased through Donnelly's at 333 Niantic Ave., Providence, R.I. 02907. (Phone: 1-800-498-0045 or 1-401-942-5202).

8.2 ARRIVALS AND DISMISSALS

Parents should transport their children to school for arrival no earlier than 8:00 AM. Upon arrival:

Pre-K and Kindergarten students are to go directly to their homeroom class.

Grades One through Twelve are to put their coats and lunchboxes away and then proceed to their homeroom classroom.

In the interest of your child's safety and teacher's preparation time, please pick up Pre-K-through twelfth grade students between 3:00 and 3:10 PM.

SUBSTITUTE RIDES HOME - If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the office giving written permission for the student to leave school. Please include the other person's name and the make and color of the car.

WALKERS - Students who walk to and from school are encouraged to go directly home following dismissal. Students who linger at the school or stop to visit with friends on the way home cause undue worry for parents and staff.

8.3 ABSENCES

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. Also, a child who has had a proper night's rest is better prepared to learn than one who is tired due to a late night. Establishing a regular bedtime helps students appreciate that school is an important endeavor and requires adequate rest.

All absences are to be verified by a call to the Academy from a parent or guardian on the day of the absence, preferably by 10:00 am. If you must take your child out of school early, please inform the Academy office in writing. This includes all medical and dental appointments. Students who are dismissed from school early, for any reason, must sign out in the Academy office.

EXTENDED ABSENCE - If a child is absent for five (5) or more days in a row, a doctor's note is required upon return to school. A student who is absent eight (8) or more times in a term may not be able to make up missed work. This could negatively impact term grades and Grade Point Average (GPA). A student who is absent more than thirty-two (32) times in a year may be required to repeat courses. An Elementary student may need to repeat the year. A student who has excessive unexcused absences and/or tardies will become ineligible for school awards. Ten (10) tardies in a term is considered equivalent to one (1) absence.

EXTENDED FAMILY VACATIONS - Parents planning to take their children on a trip that will take them out of school should notify the Headmaster or the school secretary at least two weeks before the trip, if possible. Lengthy trips that cause the student to miss class time are not encouraged. It becomes the student's responsibility, especially in grades five through twelve, to make arrangements with teachers for any missed assignments and to complete any assigned work upon return. The student is responsible for all work missed.

FAMILY DEATH OR TERMINAL ILLNESS - If there is a death, terminal illness, or a similar traumatic situation in your family, which may affect the student's well-being and/or level of concentration, please notify the school office or the child's teacher(s).

8.4 SNOW DAYS - Snow days are announced by 6:30 AM on the local radio and television stations. Please listen to WSAR (1480AM), WJAR-NBC 10, WPRI-12 Eyewitness News, WHJJ-AM (Talk Radio 920), WWBB-FM (B 101), WHJY-FM (94.1) and WSNE-FM (93.3) for any school cancellations because of wintry, snowy conditions.. All missed snow days will be added to the June calendar.

8.5 HOLIDAYS AND BIRTHDAY POLICIES

HALLOWEEN - There is no formal observation of halloween at EGCA. Since halloween activities are available to children outside of school, we do not wish to devote classroom time to its observation. Uniforms are to be worn to school that day.

ST. VALENTINE'S DAY - Pre-Kindergarten students are permitted to exchange valentines with their classmates. Each child brings sufficient valentines for all members of their class so that each student receives the same number. Children will be provided with a list of students in their class so that valentines may be properly addressed. We request that students exchange home made valentines.

BIRTHDAY CELEBRATIONS - Students may present a book to the Academy library in honor of their birthday. A nameplate bearing the child's name and date of birth will be placed in the book, which is formally presented to the student body on the celebrant's birthday, or at the next scheduled chapel service. Suggestions of appropriate books by grade level are available upon request. Parents of Pre-K and Kindergarten students may provide a cake or cupcakes for the class.

8.6 MEDICATION / ILLNESS

All medication, prescription and non-prescription (cough syrup, non-aspirin, etc.), should be brought to the office in the original container by an adult. The container should be correctly labeled with a student's name as well instructions for the student's use. Please be mindful of expiration dates.

If a student needs to take prescription medication during school hours, a written note is required from a physician. The note should include the name of the student, the name of the medication, the dates for administration, as well as the instructions for use by the student. If a student needs to take non-prescription medication during school hours, a written note is required from a parent which should include the name of the student, the name of the medication, the dates for administration, as well as the instructions for use by the student.

A student may not carry any type of medication. When a medication needs to go home, the medication should be picked up by an adult from the office, or when possible from the dismissal person.

A student is supervised in the self-administration of medication at EGCA including inhalers, Epi-pens etc. Please note that physicians will write a prescription for a second inhaler or Epi-pen to be kept at school throughout the school year.

If a student becomes ill during school, he or she should notify the teacher, who will help make appropriate arrangements with the school office for the student's care and/or parent pick-up.

8.7 STEWARDSHIP OF PROPERTY

We teach and train students that they are to respect all property. School facilities and grounds, as well as books and equipment are to be treated with care. Students will be held financially accountable for any property or book damages for which they are responsible.

We encourage students to also be good stewards with what the Lord has blessed them. "Borrowing" is discouraged, as it enables the habit of being irresponsible and undisciplined in preparation for class.

CELL PHONE USE - Though the use of cell phones and other electronic devices have become commonplace in our society, they can become an unnecessary distraction to the learning environment at East Gate Christian Academy. In addition, especially in the case of cell phones equipped with camera functions, texting, etc., an individual's right to confidentiality and the moral code of conduct here might be violated.

In case of illness or emergency, students are permitted to use the office telephones under the supervision of a staff member. In addition, parents always have the liberty to call the office to relay messages to their children when the need arises. Therefore, there really is no need for students to have cell phones in their possession during school hours.

Still, parents may desire that their child have a cell phone in his/her possession before or after school. We understand this need, especially for high school students who are driving themselves to school. Parents who wish to allow their children to have cell phones for before or after school hours will be required to register the phone. Registration forms are available in the office. In addition, students will be required to turn in their cell phones to the office upon arrival at school. Students can pick up their cell phones in the office at dismissal.

Violation of this policy will result in the following disciplinary action:

- 1st Offense: confiscation of the device; parent to redeem from the principal
- 2nd Offense: confiscation of the device; detention; parent to redeem from the principal
- 3rd Offense: confiscation of the device; 1 day suspension; parent to redeem from the principal

As with all other school policies, this policy is applicable at all school related events.

8.8 POSITIVE CITIZENSHIP

Realizing that most students respond to positive reinforcement, teachers reward students with fine citizenship records. Students who do not receive a detention throughout the nine-week marking period are eligible for "Positive Citizenship" recognition.

8.9 DISCIPLINE POLICY

Education is a primary mission of a school. All of EGCA's teachers recognize that the conduct of students in their classrooms affects behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and punishments that govern all aspects of classroom behavior. They address tardiness, missed homework, inappropriate behavior, dismissal, acceptable work, preparedness, and general citizenship.

To assure that learning is not interrupted by behavioral disruptions, the school enforces a policy of demerit slips. The goal is to work with parents to reinforce agreed upon standards of courtesy, respect, and behavior, which are an important aspect of children's education, and to prevent the loss of valuable instruction time. The maintenance of an orderly and harmonious classroom is essential to learning, and the policy of demerit slips reflects the EGCA educational philosophy.

Infractions that result in a demerit slip includes, but are not limited to, the following:

1. Being disrespectful to a teacher, peer or visitor;
2. Fighting or roughhousing;
3. Exhibiting inappropriate or boisterous behavior;
4. Speaking out in class without permission;
5. Being out of an assigned seat unnecessarily;

6. Failing to complete homework on time (except in cases of illness or family emergency);
7. Being unprepared for class by not bringing sharpened pencils, books, or supplies;
8. Violating the dress code or being unprepared by not bringing the necessary protective outerwear, or gym clothes.

Students are relieved of all demerits at the conclusion of each marking period.

The intent of discipline at EGCA is to bring about change. Our ultimate goal is to see students governing themselves according to Scriptural principles that have been internalized through consistent instruction at both school and home.

Our discipline policy is based upon Scriptural principles found in the Gospel of Matthew, chapter 18.

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it to the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.” (Matthew 18: 15-17)

In outlining our procedure for handling discipline, we have sought to follow the pattern found in this passage of Matthew.

DISCIPLINE PROCEDURE

1st OFFENSE Teacher will give student a corrective warning concerning an attitude or action.

Written warnings, using the Student Discipline Report form will replace verbal warnings. A parent signature will be required for a warning slip and should be returned to school the next school day as is the current practice for demerits and detentions.

2nd OFFENSE A repeat of the same offense (with the same teacher) will result in a demerit slip and a communication notice sent home requiring a parent signature, to be returned the following day.

Moral confrontation seeks to bring a student to the point of confession, repentance of sin, prayer for forgiveness, restitution (when appropriate) and recognition of punishment. To help students come to an understanding of their actions a teacher may give an assignment (also to be signed by parent and returned) that will cause a student to reason and relate Scriptural principles to their own personal choices.

Pre-K through 2nd grade teachers may continue to use visual aids as teaching tools prior to implementing the Discipline Policy using the Student Discipline Report form.

3rd OFFENSE Failure to correct the issue at hand, be it academic, behavioral or attitudinal, will result in a demerit slip, a second notice sent home to be signed and returned, and a detention.

Detentions earned by students in grades 1 and 2 will last 30 minutes instead of 60 minutes. In place of detention, parents of Pre-K and K students will be asked to meet with their child’s teacher.

4th OFFENSE A continued problem will result in a conference with all involved: student, parents, teacher and Headmaster. At this time a warning slip will be given reminding student and parents that if there is another repeat offense the student will be placed on probation.

5th OFFENSE At this time a student is placed on probation and specific details will be outlined regarding expectations, goals and requirements needed to be met to lift the probation.

PROBATION POLICY - Automatic and immediate probation can take place for an offense deemed necessary by the administration. Any student who has been placed on probation will be subject to the following:

1. Daily oversight by teacher and parent that can involve signatures on homework and assignment sheets, as well as regular notes of communication on progress of any kind.
2. Loss of extra-curricula activities such as athletics, outreach ministry or involvement in a ministry track.
3. Possible loss of recess or break privileges during school in order to concentrate on solving the problem.
4. A minimum 21-day trial period and maximum until the next marking period when the following will take place: Check by the teacher and administration for improvement and necessary work completed. If satisfactorily completed, probation is lifted. If there has been little or no improvement, a conference is called with parents.
5. At conference the parents and teacher involved present in writing to the Headmaster what has been done to help the child improve (restrictions and discipline). A re-evaluation of the problem is conducted to determine the root cause.
6. Either an extension of the probation is given with new approaches, or the situation is given further consideration at the next school board meeting.
7. The school board then will determine whether the situation warrants termination of enrollment or some other form of correction. Final decision is with the school board.

SUSPENSION - Suspending a student from school is reserved for the most serious offenses or the most constant misbehavior. A student who has been on probation and has failed to show progress may at the request of the Headmaster, and in consultation with the appropriate teacher and parents, be suspended. Automatic and immediate suspension can take place for the use of tobacco, drugs, alcohol or fighting, as well as any other offense deemed necessary by the administration. Suspended students are expected to keep up with their schoolwork. Standards for return will be drafted at the start of the suspension.

EXPULSION - EGCA enrolls students judged to be civilized and cooperative. If as enrollment progresses a student cannot or will not abide by the foregoing rules, then that student may be expelled. After consultation with parents, student, and involved faculty, the Headmaster may acknowledge that all other corrective avenues have been exhausted and request that the student be expelled. Expulsion from school may take place anytime after proper warnings and opportunities for change have been completed, at a decision of the school board.

8.10 EMERGENCY EVACUATION PLAN – In the event of an emergency:

1. Fall River's Emergency Management Director will make the determination as to whether or not we remain in our building.
2. If evacuation is warranted, the assigned shelter for us will be **Henry Lord Middle School at 151 Amity Street in Fall River.**
3. If evacuation is warranted, the students and staff will be transported to Henry Lord Middle School by SERTA or Tremblay Bus Companies, or by private vehicles.
4. In the event of a medical emergency, ambulance transportation will be provided.

9. ACADEMIC POLICIES

9.1 HOMEWORK POLICY . It is the Academy’s philosophy to require homework from students throughout the school year, five nights a week. Students are required to document assignments in their Student Assignment Book each day. Teachers of the lower elementary grades initial the SAB each day to ensure that the student has accurately copied the assignment from the chalkboard. This procedure assists parents in their work with their children.

Ordinarily, students spend the following amount of time completing their homework assignments:

Kindergarten	15 to 25 minutes
Grades 1 and 2	20 to 35 minutes
Grades 3 and 4	30 to 45 minutes
Grades 5 and 6	40 to 60 minutes
Grades 7 through 12	60 to 90 minutes

9.2 GRADING POLICY

ACADEMIC GRADES - The actual numerical average for each subject is recorded on student report cards. Any grade less than 70 is considered a failing grade.

EFFORT/CONDUCT GRADING will take place on the following scales with their definitions:

E - Excellent G - Good S - Satisfactory N - Needs Improvement U - Unsatisfactory

9.3 ACADEMIC HONOR ROLL Recognition of academic honors at the completion of each quarter are based on the following criteria:

HIGHEST HONORS: students who have an overall average of 90 or above, earn no less than an 80 in any content areas, and receive no marks of “U” in effort

HIGH HONORS: students who have an overall average between 85 and 90, earn no less than an 80 in all content areas, and receive no marks of “U” in effort.

HONORS: students who have an overall average between 80 and 85, earn no less than an 80 in all content areas, and receive no marks of “U” in effort

9.4 STUDENT AWARDS . We believe that students should be rewarded for their academic accomplishments, as well as growth in important qualities of character. At the end of each school year there is an EGCA Awards Night at which special awards are bestowed to students who have achieved various accomplishments. This event is attended by the whole student body and is open to family, friends and supporters of EGCA. Examples of awards given include: Master Builder; Christian Character Awards: Statesman, Steward, Servant, and Scholar; Citizenship, National Honor Society, Literary, Science, Math, Fine & Performing Arts, Sportsmanship, President’s Physical Fitness and Bible Awards.

Throughout the year students will also be recognized for their accomplishments during school-wide chapel services. Areas for special recognition include: perfect attendance, positive citizenship, school-wide art contest, ACSI Art Festival, Honor Roll, etc.

10. EGCA SPECIAL DAYS AND STUDENT ENRICHMENT ACTIVITIES

10.1 SPECIAL DAYS

PLIMOTH PLANTATION DAY - The purpose of Plimoth Plantation day is to focus on the Providence of God and His faithfulness to the Pilgrims. This annual school-wide celebration entails a student program, which includes: poems, music, class presentations, drama, as well as a Thanksgiving Feast. It is widely attended by parents and family members and enjoyed by all!

ANNUAL SPRING BANQUET - Each spring East Gate Christian Academy hosts a spring banquet. The purpose of the banquet is to raise community awareness of the school, as well as build a base of monetary support. The banquet is held at White's Family Restaurant in Westport. The banquet has been a success every year with attendance exceeding 400. In addition to parents of students at EGCA, banquet invitations are extended to friends and families of potential students, donors, and those in the community interested in the vision and work of EGCA.

FIELD DAY - Another school-wide event is Field Day. This is an exciting day when the entire school gathers together for fun and games. School spirit runs high in a joyous atmosphere; it is a welcome reprise for hardworking students during the final stretch of the last weeks of school.

EAST GATE CHRISTIAN ACADEMY'S AWARDS NIGHT - EGCA conducts an annual awards night at the end of the school year. Students are honored with special awards in recognition of their accomplishments in the areas of academics, the arts, and physical education and for demonstration of positive character qualities.

10.2 STUDENT ENRICHMENT ACTIVITIES

FIELD TRIPS - We are privileged to live in an area that is so rich in history and cultural opportunities. Occasionally we are able to take advantage of our location and schedule class field trips that are educational experiences that enrich class studies.

ART FESTIVAL - At East Gate Christian Academy we seek to cultivate an appreciation of the Arts. In addition to teaching art appreciation students are encouraged to develop their artistic talents. We also conduct an annual school-wide art contest, as well as participate in the annual ACSI Regional Art Festival.

DRAMA PRODUCTIONS - Drama is an integral part of the curriculum at EGCA. We believe the dramatic performances are not only a memorable educational experience, but also encourage students to be using their gifts and talents.

YEARBOOK - Our first annual student published yearbook was presented to the student body in June 1998. As with all our endeavors it is a joy to see the gifts and talents of students being encouraged, developed and put to use. We look forward to many future publications.

PART IV

TRAINING
HANDOUTS
&
NOTES

PART V

SCHOOL
CORRESPONDENCE
AND
RECORDS