

STUDENT HANDBOOK



EASTGATE ACADEMY

Last Update: 10.18.21

INSPIRING AND EMPOWERING WORLD-CHANGERS

WELCOME!

At Eastgate Academy, our mission is to inspire and empower world-changers. We aim for excellence. Our goal is to provide a place where children can grow spiritually, academically, and socially in a challenging environment where they can feel loved and grow in confidence.

Jesus spent much of His life on earth as a teacher. It is my prayer that our students feel the love of Jesus each day through the teachers and staff of Eastgate Academy. Eastgate Academy is blessed with a dedicated and experienced staff, each of whom are committed to academic excellence and building Christ-like character in our students. We strive to offer a variety of learning experiences that will inspire critical thinkers and confident, lifelong learners. We believe that each of our students is equipped with God-given gifts, and we offer a variety of opportunities for students to discover their potential. Our students have the opportunity to develop skills and compete in a variety of academic contests as well as art, vocal music/band, and athletics with our annual Student Convention.

It is our mission to partner with parents to provide an excellent education established in a Biblical worldview. Parents are encouraged to become involved in their child's educational experiences, such as field trips, classroom parties, Parent/Teacher meetings, and other school activities. We understand that educating a child takes teamwork. It is important that parents and teachers work together to provide the best education possible.

Our main goal is to teach children to seek the Kingdom of God and to glorify Him in all we do. We firmly believe in Mark 12:29-31, "The Lord our God is one Lord. I will love the Lord my God with all my heart, soul, mind, and strength. And I will love my neighbor as myself." We hope not only to instill Christ-like character in our students, but also to train them how to apply scripture to their daily lives. Our weekly chapel services will challenge students to be prepared to stand strong and to live faithfully in God's Word.

It is a privilege and a blessing to serve as the principal of such an outstanding school and be a part of what God is doing here at Eastgate Academy!

In His Service,

Rebekah Ashworth

Principal

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VALUES

COMMON PURPOSE



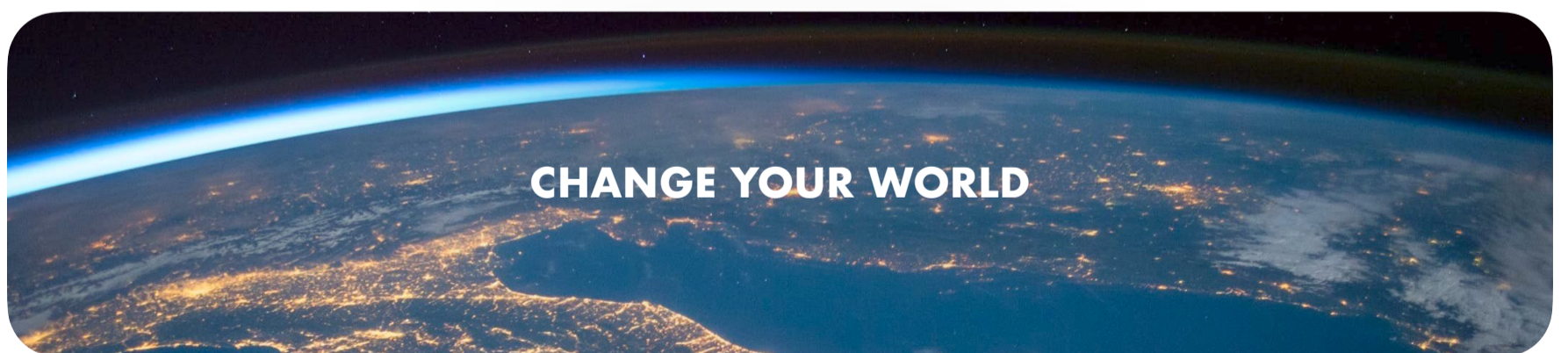
Eastgate Academy’s common purpose declares a clear goal (*to inspire and empower*), and it defines those we serve; our students, who are *world-changers*.

We *inspire* others by building an atmosphere of joy around education. We strive to make learning magical and we encourage personal growth in those around us. Inspired students often become life-long learners.

At Eastgate Academy we aim to *empower* our students — that is, to help them live an overcoming life for the glory of God. We choose to include Biblical principals in all our programs. As we strive to not only educate, but empower our students, we believe they have a better chance to become godly, responsible adults.

Each student at Eastgate Academy is a *world-changer*. This terminology greatly impacts the way we view the students in our care. Every student has marvelous, God-given potential. Our learning experiences aim to propel students toward their full potential and challenge them to make a positive difference in the world.

STUDENT SLOGAN



We all desire to see positive change in the world around us. Our Student Slogan — *Change Your World* — has a layered meaning. As we allow the Lord to change *our* world (Romans 12:2) that’s when we can change *the* world. It starts with the individual.

STATEMENT OF FAITH

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ, his death as a substitution for our sins, and his bodily resurrection and ascension into heaven.

There is one God, who has revealed Himself as Father, Son and Holy Ghost. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16).

We believe in the Biblical plan of salvation, detailed in Acts 2:38, which is repentance, baptism by water-immersion in the name of Jesus Christ for the remission of sins, and the infilling of the Holy Ghost evidenced by speaking with other tongues.

We believe in the Second Coming of Jesus Christ and anticipate eternal life with Him. As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10). We believe regular church attendance and involvement are essential for all believers (Hebrews 10:25).

We believe that God wonderfully and immutably creates each person male or female. Rejection of one's biological sex is a rejection of the image of God within that person. Gender distinction is essential to godly living. There should be a clear difference between men and women regarding their appearance and apparel (I Corinthians 11:14-15, Deuteronomy 22:5).

We believe that the term marriage has only one meaning: the union of one man and one woman in a single, exclusive, lifelong relationship, as detailed in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For the purposes of Eastgate Academy's faith, policies, and procedures, decision-making authority concerning the application of Scripture shall be vested in the school's board.

These standards impact all ministry of Eastgate Academy, including, but not limited to, facility use, the hiring and retention of staff and volunteers, and the evaluation of current and prospective students.

EDUCATIONAL PROGRAM

GRADES K3 - 12

All students use the *Abeka* curriculum. For over forty years, schools and homeschooling families have trusted Abeka to provide materials using the traditional approach proven successful throughout education's history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give all the tools needed to make learning interesting and memorable.

Abeka, a trusted name in Christian education, provides:

- Lessons in manageable steps
- Content guided by the unfailing compass of God's Word
- Visually stimulating textbooks & visual aids for students
- Digital products to save time & engage students

KINDERGARTEN

Students must be 5 years old by September 1 of the current year to enroll. However, Eastgate Academy may consider students who turn 5 by September 30 depending on placement test results. Parents should submit a copy of the child's birth certificate with the enrollment form.

PRESCHOOL POLICIES

POTTY TRAINING

We expect all Preschool students to be potty trained. They should have no need for pull-ups or diapers. Eastgate Academy will not be able to admit children who are not potty trained.

PRESCHOOL UNIFORMS

See "Dress Code" Policy.

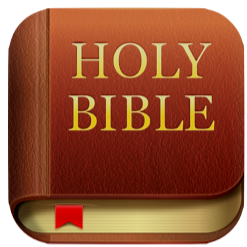
COMPREHENSIVENESS

The above preschool policies do not address the extent of all Preschool guidelines. Parents are expected to be knowledgeable regarding other pertinent content in the Student Handbook.

CHAPEL SERVICES

Eastgate Academy holds weekly Chapel services. We believe this to be an important aspect of our spiritual growth as a unified school. We utilize speakers from Eastgate Church, our own staff members and occasional guest speakers from other Apostolic Churches. We encourage our students to become actively involved in music, worship and prayer.

HOLINESS



Students of Eastgate Academy are expected to embrace holiness, including outward appearance, separation from the world and separation unto God. Students are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, worldly dancing, immorality, drinking alcoholic beverages and using or discussing the use of narcotics. We discourage media consumption of any kind (including music, films, social media, etc.) that does not glorify God or reinforce godly principles. Students who participate in such activities are subject to suspension and/or dismissal. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude. Eastgate Academy encourages responsible personal stewardship and a lifestyle of holiness. Eastgate Academy expects regular church attendance from its students.

Students who do not appear to embrace a holiness lifestyle inside and outside the school are subject to dismissal.

ADMISSIONS

ADMISSIONS POLICY

Any child who will be in Preschool through 12th grade may apply. However, Eastgate Academy recognizes that it cannot meet the educational needs of all students. While Eastgate Academy strives to provide high quality Christian education, it is not designed to be a correctional institution for challenges beyond a typical school setting.

ENROLLMENT PROCEDURES

The following steps are required for admission into Eastgate Academy:

1. Complete the Admissions Process online at <https://eastgateacademy.org/admissions-process>
2. An entrance exam is required for all homeschooled students entering Eastgate Academy.
3. Submit a copy of Birth Certificate (and court decree documentation if applicable)
4. Submit School Records and/or copy of the latest Report Card
5. Submit Student Immunization Records
6. Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee (4) book fees (5) previous school records (6) and signed state of faith and cooperation.

All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program, a student must maintain a (C) average and exhibit a cooperative attitude with our school program. Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

Eastgate Academy, as a private institution, reserves the privilege of setting and maintaining its own standard of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct defined by the school. In upholding the dignity granted to each person as a male or female, EA reserves the right to not admit any student who rejects his or her biological sex and adopts an identity of the opposite sex or engages in any sexual behavior. Failure of a student to uphold EA's statement of Faith may be grounds to deny admission or request a student find another school more in line with the student and/or parent's beliefs.

FINANCES

INVESTMENT RATES

K5 - 12th Grade				
Students Enrolled Per Family	Annual	Monthly	Eastgate Member Annual	Eastgate Member Monthly
1st Student	4500	450	3000	300
2nd Student	4000	400	2500	250
3rd Student (and additional students)	3500	350	2000	200

K3 - K4				
Students Enrolled Per Family	Annual	Monthly	Eastgate Member Annual	Eastgate Member Monthly
1st Student	5500	550	3500	350
2nd Student	5000	500	3000	300
3rd Student (and additional students)	4500	450	2500	250

EARLY WITHDRAWAL

Enrollment is an annual commitment. Tuition is due in full for each enrolled student, even with early withdrawal.

SCHOOL ISSUED COMPUTER (GRADES 9-12)

Each student may need a laptop for use in the computer classroom. Your laptop will be provided through Eastgate Academy and will be available on the first day of school. Eastgate Academy will assist the student throughout school hours with technical issues. However, the student is responsible for taking care of his or her laptop. If the computer is damaged, or a replacement is needed, the parent will be solely responsible. The computer will be returned to the student's teacher at the end of the year. Students that need a computer outside of school hours (dual enrollment), will pay a technology fee in the amount of \$150.

FIRST MONTHLY SCHOOL BILL

Your first monthly school bill is due on August 17th. ALL fees are non-refundable.

TUITION PAYMENTS

Monthly bills are due each month no later than the 17th of each month, beginning August 17th and ending May 17th.

Automated tuition payments are a requirement in order to attend Eastgate Academy.

PAST DUE ACCOUNTS

We understand, even with automated payments, challenges can arise - If your full monthly payment is not received by the 17th of the month there will be a \$25 late fee added to your account, and the student will not be allowed to attend class until the investment is paid current.

If you have not paid your school bill in full by the last day of the month, your child will not be allowed to return to school on the first day of the next month.

The school depends on the cooperation and dependability of parents to keep the school operating. While we try to accommodate and understand financial hardships, the school will follow these guidelines as it relates to past-due accounts:

1. No child will be allowed to return to a new school year with a past due account from the previous school year.
2. Graduating seniors will not receive their diploma or transcript until the school account is paid in full. For graduating seniors, school accounts must be paid in full ten (10) business days prior to graduation.

FEE S

Eastgate Academy strives to keep fees to a minimum. These include:

- A \$100 application fee which is due when submitting the application. After July 13th the application fee is \$150. This fee is non-refundable.
- A \$100 - \$350 book fee (varied by grade) which covers the purchase of all workbooks and tests for your student . The book fee is due in full by July 31st. Any misplaced or damaged books will be replaced at the student's expense.
- A technology fee of \$150 for students that use their computers for dual enrollment.

FUNDRAISING

Eastgate Academy strives to keep our costs as low as possible in order to offer quality education to a variety of students. In order to do this, we do ask our students to be involved in our monthly fundraising. Any fundraising events and updates will be posted on the Eastgate Academy Facebook Page, in our Newsletter and/or through occasional handouts from teachers. **Fundraising participation from each family is a requirement to keep tuition rates low.**

DRESS CODE

GUIDELINES FOR GIRLS

We expect all Eastgate Academy students maintain a godly and professional appearance, which will benefit them in both ministry and career.

Students are required to be in uniform every day unless permission is granted for special occasions. Collared shirts are required for all students. Listed below are the dress code guidelines for uniform dress.

(Sis. Roxie Jackson is available for alterations or custom made skirts. Her contact number is 337-274-8510.)

Guidelines for Girls

Shirt and jumper/skirt options

- Solid white, light blue, navy, grey, or gold polo shirt or button down shirt (short or long sleeved)
- Solid navy, grey, or gold sweater, cardigan or jacket (traditional style, not extending long)
- Solid khaki, navy or grey skirt
- Solid navy, grey or khaki jumper
- Solid navy, grey, or khaki polo dress
- For PE and other physical activities, girls should wear leggings or shorts beneath skirts
- Grey or navy leggings (no other colors are permitted; except PE uniform)
- Skirt extenders are acceptable (must be same color as skirt)

Don'ts

- No trimming, cutting, or shortening of hair in any way. Female students will also avoid the appearance of shortening hair.
- Girls will wear a skirt or dress in daily lifestyle (never pants or shorts) to maintain outward gender distinction in accordance with our Statement of Faith and Scriptural principals.
- T-shirts may only be worn on Thursdays (a collared shirt is required every other day)
- Dress shirt fabric may not be tied or knotted in any fashion
- T-shirts worn beneath the uniform shirts that have profane, anti-Christian wording, graphics or slogans.
- No emblems/logos on clothing
- All skirts, jumpers and dresses must extend to the bottom of knee cap when standing or sitting
- No shoes with wheels
- No light up shoes

- No flip-flops
- No cap sleeves
- Clothing is neither excessively tight nor baggy

Examples:



P.E. Uniform for Girls

- Athletic or lightweight skirt (black, navy, or grey)
- Leggings (black, navy, or grey)
- Solid t-shirt (black, navy or grey)
- or Eastgate Academy Spirit T-shirt
- Athletic sneakers



GUIDELINES FOR BOYS

Shirt and pant options

- Solid white, light blue, navy or grey polo or button down shirt (short or long sleeved)
- Solid navy or grey sweater, cardigan, jacket or sports coat.
- Solid khaki, navy or grey pants

Don'ts

- T-shirts are not allowed (only collared shirts); exception P.E. uniform
- T-shirts worn beneath the uniform shirts that have profane, anti-Christian wording, graphics or slogans.
- No emblems on clothing
- Belts with studded metal designs
- Sagging and/or excessively baggy pants are not acceptable
- Pants with slits or holes
- Tight pants are not acceptable (no skinny jeans/khakis)
- No shoes with wheels
- No light up shoes
- No flip-flops
- No cap sleeves
- Clothing is neither excessively tight nor baggy

Examples:



PE. Uniform for Boys

- Long athletic pants (black, navy, or grey)
- Solid t-shirt (black, navy or grey)
- or Eastgate Academy Spirit T-shirt
- Athletic sneakers



SPIRIT DRESS DAYS

Students are allowed to enjoy a Spirit Dress Day each Thursday. Spirit Dress allows the student to wear a **denim bottom with a school-issued spirit shirt**. Spirit shirts may be purchased from our school website. Teachers may offer a free dress as an award on different days of the week.

DRESS CODE INFRACTIONS

Infractions of dress code guidelines include the failure to wear one piece of the uniform. For the first infraction, students will receive a verbal warning from teacher/staff. For second infraction, students must wear clothing provided by the school and receive a Uniform Violation slip, which must be signed by parent and returned to teacher the following day. For a third infraction, students must wear clothing provided by the school and receive a pink Uniform Violation slip to be returned signed the following day. Any infraction after two written warnings will result in the student being sent to the office until the proper uniform can be brought to him/her.

Students are expected to bring special clothes for electives such as Art and P.E. Students who do not bring proper attire for these periods may receive an absence.

We ask students to wear items similar to those in the photos provided.

When students are granted permission to come in non-uniform clothing, it must meet the requirements of our dress standard in the following areas:

- Dresses or Skirts (to the bottom of knee cap when standing or sitting)
- Shirts (sleeves need to be at least uniform length, no cap sleeves, any writing or emblems must not be offensive or in opposition to Biblical principles)
- Boys pants will be long (neither tight nor sagging/baggy)

APPEARANCE

- No cosmetics, which alter natural appearance, such as eye shadow, fingernail polish, lipstick, or the appearance of makeup, etc. Only clear nail polish is allowed.
- No jewelry, wristbands, ankle bands (watches are allowed)
- Boys' hairstyle must be a standard, conservative cut; off the collar and ears; face must be clean-shaven.
- Hats and hoodies are prohibited inside the school building. (Exception as of 2020-2021 school year: Official EA hoodies allowed at any time. No hoods over head during school day.)

- No altering of natural hair color. Student's arriving with colored hair will be sent home until natural color is restored.

NOTE: Administration reserves the right to determine if dress or appearance is acceptable. If found unacceptable, it is expected that the needed change will be made before the student is allowed to return.

NOTE: The administration reserves the right to adjust this policy should it be ineffective in addressing uniform violations or should an extreme violation of dress code occur.

LUNCH PROGRAM



Lunch will be available in our cafeteria. Students who take advantage of our lunch option will use Lunch Cards (our punch-card system). These Lunch Cards are purchased on the Parents tab of our website. Lunch Cards are kept at school with our cafeteria personnel.

- The K-5 Lunch Card is \$24 and is good for 8 lunches
- The 6-12 Lunch Card is \$28 and is good for 8 lunches
- Lunch cards do not have to be used if the student brings a lunch

Emergency Lunch Procedures

An E-lunch consists of whatever is on the menu for that day. If your child arrives to school without a lunch and their Lunch Card has run out, he/she will be charged \$5 for an E-Lunch. If you are planning to bring them a lunch to school, it must be dropped off at the school no later than 9:30am. Lunch brought in after 9:30am must have pre-approval from the office to avoid an E-Lunch charge.

SCHOOL SCHEDULE

For all grades, the school day begins at 8:30 A.M and ends at 3:30 P.M. (For elementary parents, it is best to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both the child and the teacher).

- The campus will open at 8:05 A.M.
- The school day begins at 8:30 A.M.
- The school day is over at 3:30 P.M.

Students arriving between 8:05 - 8:30 will go directly to their classrooms until dismissed by teacher for Morning Assembly.

Eastgate Academy does not provide before or after care.

H O M E W O R K

Each teacher is at liberty to give homework to aid the students in the advancement of their studies. Therefore, when homework is assigned, each student is required to complete his/her homework assignments on time. Homework may be given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master essentials in their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material may be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request the parents' full cooperation in seeing that assignments are completed. Failure to complete homework will affect the student's grade.

R E P O R T C A R D S

K-12 grades will receive Report Cards quarterly. Preschool does not send home Report Cards.

Please note: A 24-hour notice is required for Transcript Request in case of transfer.

A T H L E T I C E L I G I B I L I T Y

Students must be eligible to play sports. Each student's eligibility will be checked weekly on Mondays. Any ineligible student will be banned from that sport for the week.

To be eligible:

1. Students must be current and passing in all subjects.
2. Students must be present at school for 4 hours to play in a game on game day.
3. Student cannot have exceeded their tardy or absentees for the Quarter.

4. Students must have excused absences from any practice that week. They cannot miss a practice and expect to play in the next game following that absence.

RULES OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual need of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, EA has adopted the following standards for student in attendance while they are at school and at home.

1. Refrain from swearing, smoking, using indecent language, gambling, dancing, participation in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
2. Maintain high standards of courtesy, kindness, morality, and honesty.
3. Be dressed appropriately and modestly.
4. Be kind and helpful to young children and always respect authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for development of strong and stable Christian character.
5. Social Media and Apps- Posting negates comments regarding EA, EA staff, etc. on social media sites will not be tolerated as it is out of harmony with EA standard of conduct. Failure to comply with this policy may result in withdrawal of student.
6. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with EA standard of conduct.
7. We do not allow any dating, pairing off, or intimate contact between students while enrolled at our school. Students must keep a 6 inch distance between themselves. Male and female students are not to be together and alone at any time. Failure to comply with this policy may result in withdrawal of student.

Lunchroom Conduct

- No tipping in chair
- Allow for elbow room for yourself and your neighbor
- Minimal getting out of seat
- Keep area neat and clean, clean up any messes you create
- No yelling or loud talking during lunch
- No throwing food

Hallway Conduct

- No running
- No loud noise or voices
- Keep hands and feet off walls
- Must have hall pass if in hall without teacher
- Students need to be especially quiet when passing the school offices

General Conduct

- Be considerate of those around you
- Keep your hands to yourself
- No disruptive behavior (including hitting, pushing, kicking or throwing objects)
- No playing or loud voices in restroom

Off-Limits Areas Outdoors

- Wooded areas beyond church property
- All roads near church property
- In, around, under, or on top of vehicles
- Any area outside the designated recess location
- Any area a student has not received permission to be

Off-Limits Areas Indoors

- Kitchen
- Cafeteria, except during lunch periods
- Chapel, except during chapel services and classes in chapel
- Other students' desks and belongings
- Teachers' desks, file cabinets, and belongings
- Other classrooms, closets, and rooms besides your own
- Any areas being remodeled, or in-development

DISCIPLINE



Effective classroom discipline is a key ingredient for a good learning environment. Discipline at Eastgate Academy is in place not only to achieve this goal but also to help our students learn self-discipline and good character traits. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible to maintain appropriate classroom behavior and will not tolerate unacceptable behavior.

Common examples of unacceptable behaviors include, but are not limited to: talking without permission, eating in class, excessive questions or interruptions that interfere with the instructor's or others' presentations, violations of dress code, blatant disrespect, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, forging another person's name, cheating, deliberately damaging school and/or another's property, overt inattentiveness, **and any form of classroom disruption**. Eastgate Academy anticipates full cooperation from both student and parent in the education of the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures may include demerits, time-out, student/teacher conference, loss of privileges, student/administrator conference, after school detention, and parent/teacher conference.

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

Attendance at Eastgate Academy is a privilege and not a right. Students forfeit this privilege if they do not adhere to the standards and ideals of work and life at Eastgate Academy.

DETENTION AND SUSPENSION

We provide detention time to allow for the learning of school and class procedures. The following actions may result in a detention.

1. Failure to comply with teacher instructions
2. Failure to put forth effort in school work and classroom expectations
3. Repeated disruptive behavior (including, but not limited to: disobeying teacher, inattentiveness, distracting or insubordinate actions in class)
4. Lying
5. Disrespect to faculty, staff or other students
6. Forgery of Signature
7. Inappropriate language or gestures

8. Failure to return a signed Detention Notice
9. Cheating (both covertly and overtly)
10. Stealing (may result in suspension)
11. Fighting (may result in suspension)
12. Defacing school property (may result in suspension)
13. Exchanging computer passwords
14. Violating *Technical Computer Usage Policy* (3-12 grade) (may result in suspension)

A student assigned to detention will be given a detention slip to inform the parent. This slip will indicate that action needs to take place at home so that the teacher's time is not consumed with addressing inappropriate behavior, but rather academic instruction. This note must be signed and returned the next day the child returns to school. Failure to return the note will result in the doubling of the detention time up to two days.

Detention may be served during school breaks or after school hours; whichever the teacher feels is best. Should a student skip detention, a conference with the Principal and additional disciplinary action will occur. Students may be suspended for an accumulation of **5 or more detentions in a quarter**. For major behavioral problems the administration reserves the right to address the situation as he or she feels appropriate.

UNMANAGEABLE BEHAVIOR

In the event that a student displays unmanageable behavior during the school day, a parent (or someone on the pick-up list) must be available to pick up the student. If no one is able to pick up the student, a fee of \$40 will be required for the monitoring of the student.

Unmanageable behavior is defined here as: extremely defiant conduct that would undermine school authority.

ACADEMIC DISMISSAL

In an attempt to remedy an academic challenge, the student will be given goals for a quarter. If these academic goals are met, the student will be no longer be on academic probation. If the student is unable to achieve the goals set, the school may dismiss the student and the student may not be eligible for re-enrollment at Eastgate Academy.

PARENTAL INVOLVEMENT

Parent Orientation and Parent/Teacher Meetings promote good understanding between the parents and the faculty. We ask every parent to attend these. Parent Orientation is held before school opens. Individual Parent/Teacher Conferences are held at the teacher's invitation.

Parent/Teacher Meetings: Eastgate Academy teachers are always ready and willing to connect with parents. We will answer your questions, return your emails, and conference with you when needed. If the need arises, contact the classroom teacher to schedule a time to meet. Please understand there are times when we will not be able to have meetings such as class start time, during class, or at dismissal time. Classroom teachers are instructed not to meet with parents while other students are in their classrooms, or in their care. We encourage parents to e-mail or call so we may arrange a meeting.

We ask our teachers to avoid mobile phone communication for school-related matters. Each teacher has an email address and a classroom phone for school-related business. Thank you for understanding.

CHAIN OF CONCERN

When you have a concern, question, or comment, you should consider your child’s teachers as your first resource. They are usually able to answer questions, not only about classroom procedure, but also more general questions about child development.

* If you have a question or concern, which your child’s teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to ask the Principal.

*Eastgate Academy Operational Policies and Procedures (hand book)

DISCIPLINE MATRIX

Disciplinary Steps	Prerequisite	Enforcer
1 Demerit	Should be given liberally for any unacceptable behavior	Teacher
Detention	3 demerits in 1 day	Principal, Administrator, or designee
Suspension	3 detentions in a week	Principal & Parent/Guardian
Transferral	Obvious lack of cooperation between student and/or parent/guardian	Principal & Administrator

DROP-OFF/PICK-UP

The speed limit across the school parking lot is 10 miles per hour. The safety of the children is put at risk when a vehicle fails to follow procedure. All parents must drive through the designated line, and stop at the red line until they are given the signal to move forward. Students will not be sent to a car parked in the parking lot or to a parent that walks up to the dismissal door.

If business needs to be conducted, please park in the school parking lot and ring the bell for entry. We do not conduct parent-teacher meetings in the carline.

Drop-off

The campus opens at 8:05 A.M. Students are not to be dropped off before the doors open. Students will report directly to their classrooms. All students must be dropped off at the main school entrance (canopy between school and church) and report to the receptionist in the entryway.

Anyone arriving after 8:30 A.M. will buzz in at the main entrance door and be escorted by a staff member to his/her classroom. These students without an excuse will be marked tardy.

Dismissal Procedure

School ends at 3:30 P.M. All students will be picked up at the main entrance where they will be waiting with school faculty. Cars may begin to form a pick-up line as early 3:00 P.M. at the main entrance. We request you remain in your car and your student will be released to you.

Students will only be dismissed to authorized individuals. Parents are required to notify the school should anyone other than a parent or sibling driver be authorized to pick up a child from school, including in the event of an emergency. That person, on the first several times picking up a child will be required to provide identification to ensure the child is released to an authorized individual. Should a child need to go home with a friend, it is the parent's responsibility to notify the school. Absent authorization, the child will not be released to a non-parent.

Parents/Guardians approved for pick-up will receive a paper with their student's name. This paper should be visible at pick-up for school personnel to see in car window.

For safety reasons, no cars will enter playground areas, or areas marked off with orange cones.

Late Pick-Up Fee

Parents must notify the school immediately in the case of a late pick up. A late pick up fee of \$10 will be charged for every 15 minutes past 4:00pm. This fee will be applied to the monthly invoice.

RESTRICTIONS ON CHILD PICK-UP

It is our policy that students will only be dismissed to those individuals listed on the **Drop-off/Pick-up Authorization Form**. This is for our protection and yours. If you need to make changes on this form, please notify the school office at reception@eastgateacademy.org so your child's file can be updated. **If parents are divorced or separated with one parent not allowed to see or pick up the child, we must have a copy on file of the court order of Final Judgment.**

VISITORS



We are glad when parents want to visit our campus. However, for the safety of our students and Team Members, all visitors must go through the proper process to be received into the school. Visitors are not allowed in the classroom without permission from the Administration (either the Administrator or the Principal).

All visitors must enter the main entrance. The use of other exterior doors is strictly prohibited. The visitor signs in at the reception desk and places a Visitor Sticker upon his or her chest, visible for all to see. This must be done before a visitor steps beyond the school lobby.

Upon sign-in, visitors must include destination and purpose for visiting. Keep in mind, walk-in meetings may not be possible, so we encourage a meeting-time confirmation with Team Members beforehand. The receptionist is not obligated to allow unapproved meetings. Eastgate Academy may not be able to receive all visitors.

FIELD TRIPS

Due to liability, risk and insurance reasons, **guests/visitors** (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student **travel** activities. Parents of enrolled students may attend if they have notified the Administrative Assistant prior to the deadline for field trip form submissions.

No weapons of any kind, including pocket knives, are allowed on field trips.

ATTENDANCE

Students in attendance less than 3.5 hours will be counted absent for the day. Students in attendance for 3.5-6 hours will be counted absent for half a day. Students in attendance for 6-7 hours will be counted present for the day.

ABSENCES

When an absence occurs, we require communication by 9:30 A.M. to the Eastgate Academy office from the Parent or Legal Guardian. Communication directly to the teacher by text or e-mail should be avoided.

Less absences will be excused for elective classes. Since some elective classes are only held once or twice weekly, less absences will be permitted. Only 3 absences are permitted per nine weeks in our elective classes. Students that are participating in student convention may be dropped from the team for repeated absences from an elective class.

Absences will be excused in the following instances:

1. Student illness accompanied by documentation from a doctor.
2. Death in the immediate family (parent, grandparent, sibling, uncle, aunt, cousin)
3. Approval by the Administration

Eight unexcused absences in one semester may result in dismissal from school. Any student absent more than 30 days (combination of excused and unexcused) will receive a failing mark for classes taken that school year. If at this point dismissal from school was not warranted, the student will still be required to attend classes even though a passing grade will not be obtained. Any grading opportunity missed because of an unexcused absence will result in a loss of points earned on that particular grade. The amount of points lost will be determined by each teacher.

It is best for family vacations and trips to be scheduled during school breaks since it is often difficult for a child to make up work missed during an absence.

Please set appointments for times before or after school hours. However, if this is not possible and your child must be released from school, send a dated note with the time your child will be picked up.

NOTE: A student who uses a school-issued computer for daily coursework must have the computer at the school on school days. If a laptop is not present, or if it is returned after the “tardy window” the student will be counted absent for the day.

TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational process. Any student arriving after 8:30 will be counted tardy.

NOTE: In one quarter

- 4 tardies = 1 absence
- 9 Tardies = written notice sent home

- 15 Tardies = family conference with the administration (admission to class will be granted after conference)

ATTENDANCE FOR FINAL GRADE

To receive credit or a final grade a K-12 student must attend at least 90% of the days the class is offered. A student who attends at least 75%, but fewer than 90% of the days the class is offered, may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If the student attends less than 75% of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the Attendance Review Committee to determine whether there are extenuating circumstances that may allow the receiving of a final grade. If the Attendance Review Committee determines there are no extenuating circumstances regarding the student's absences, the student may receive an "incomplete" for the course.

HEALTH AND MEDICAL INFORMATION

HEALTH AND IMMUNIZATIONS



Eastgate Academy is required by the Texas Department of Health to have all students immunized. *Please check with your child's physician to make sure that he/she is current.* This should be completed prior to the first day of school.

ILLNESS

Eastgate Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" will mean an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease will immediately notify the Administrator.

For the welfare of your child and others at the school, all children who are sick must be kept at home. To prevent the spread of illness in our school community, we request that a child remain at home until they are without symptoms of illness. The classes do participate in outdoor activities each day, weather permitting.

MEDICATIONS

Medication should be brought directly to the school office by the parent or student. Students are not to have medication in their possession during the school day unless specified by their physician and cleared in writing. If the medication is a controlled substance, i.e., a narcotic-based medication, it must be delivered to the school office by the parent or guardian. All long-term medication administration requests must be accompanied by a physician's order.

If a child is to receive medication (prescription or nonprescription) during the school day, a parent or guardian must have on file in the administrative office, *Medication Authorization Form*. This form is available at the school office. The medication to be dispensed will be kept in the school office and administered according to the instructions. If your child requires medication during school hours and we do not have signed *Medication Authorization Form*, it will be your responsibility to stop by and personally dispense the medication. The school cannot be held responsible to carry out these duties under this condition.

Prescription drugs that are to be administered the entire year must have a physician's written request as well. All medication must be in the original container: prescription label must contain physician's name, date of prescription, name of drug or Rx number, and dosage directions. Nonprescription drugs must be sent in their original container.

Arrangements should be made with the principal and/or administrator prior to field trips during which the administration of medication is required. If the above guidelines are not followed, the student may run the risk of not having needed medications administered. Students found in possession of either prescription or non-prescription drugs may be subject to disciplinary action.

SICKNESS AND INFECTIONS

Students are susceptible to different viruses and infections some of which are very contagious. For the safety of other students, we ask that you respond quickly to our request to withdraw your child until they are no longer contagious. If your child vomits or is running a fever, we will contact you to take your child home. Please respond as soon as possible.

FEVER

Students with a temperature of 100 degrees or above must not be sent to school. Students who come to school during the school day and have a temperature of 100 or above will be sent home. Students should be fever/vomit/diarrhea free for 24 hours without the aid of medication before returning to school.

LICE

Periodically, we will do head checks for lice. In the event we spot nits (lice eggs) or lice, we will contact you to pick up your child immediately. We ask that you treat your child's hair and your house for lice and

nits. Your child will not be allowed back in school until all nits are gone from their hair. Your child will be excused up to two (2) days. Any additional days missed will result in those days being unexcused.

LIBRARY POLICIES

STUDENT CHECKOUT



1st -3rd grade may check out one book at a time. 4th-12th grade may check up to three books at a time. Materials are due back in two weeks to exchange, or may be renewed for an additional week as long as no has requested the title. Special permission for more materials may be granted when necessary for an assignment.

OVERDUE MATERIALS

Overdue notices are sent home periodically. There are no fines for overdue books.

LOST AND DAMAGED MATERIALS

The student is responsible for any library item checked out. If a book is lost or damaged, the book must be paid for before additional books can be checked out.

Should the book be found and returned in good condition, payment for a lost book will be reimbursed. Students who owe money to the library lose their privilege for borrowing more materials and will not receive their final report card.

TELEPHONE/MOBILE DEVICE USE



All phone calls will be made through the administrative offices. This is limited to emergencies or unavoidable circumstances. Students will not be pulled out of class to receive phone calls. All messages will be given to your child through the school office. All routine business should be arranged before arriving at school.

All students must turn in cell phones and smart devices at the front desk upon arrival every school day. Students may pick up their devices after they are dismissed at the end of the school day.

Any cell phone that rings or is visible or found being used during school hours will be confiscated and the student will receive an automatic detention or other disciplinary action by the administration.

MEDIA

Use of these items requires the approval of the teacher and/or administration. Only originally recorded material will be considered. No home-created or other storage devices (removable hard drives, mp3 players, flash drives, etc.) Any unapproved material will be confiscated. Highly offensive items or material will be held by administration until a conference with the parents can occur. Students are not permitted to use electronic devices to tune into radio stations. No video cameras are allowed without administrative approval.

Unapproved Recordings / Documentation

Because we take the privacy and security of our staff and students seriously, recordings of any kind (including, but not limited to, audio, photo, video, live streaming, and social media posts) on school property without administrative approval can be a serious offense and may result in disciplinary action, including suspension and/or transferal (See “Telephone / Cell Phone Use” policy).

TECHNOLOGY POLICY

Students who will do any work on school-issued devices must sign our Technology User Agreement.

Eastgate Academy provides electronic resources for students who take elective or courses online. These resources, including our network and internet, are viewed as extensions of the Eastgate community and all standards of behavior outlined in the Student Handbook apply to student activity while utilizing these resources. Access to the Eastgate Academy electronic resources is a privilege and not a right.

CELL PHONE POLICY

- Students will not be permitted to have cell phones in their possession throughout the school day.
- Students must leave their cell phones at home, in their vehicle, or in the holding bin at the reception desk during the school day.
- Students may only retrieve their phone with permission from administration or at 3:30 upon dismissal.

If a cell phone is not left in their vehicle or the holding bin at the reception desk, disciplinary action will include but is not limited to confiscation of the phone. There will be a zero tolerance for cell phone use.

UNACCEPTABLE USES AND BEHAVIOR

Unacceptable use of electronic resources include, but may not be limited to:

- Any activity prohibited by law, including use of “viruses” and/or other harmful software.
- Interfering with the normal and proper operation of a network
- Hindering another’s ability to use equipment or services

- Use of camera or microphone on a school issued device is strictly prohibited without express permission from the student's teacher
- Any use of a camera in a restroom or locker room, regardless of intent, is strictly prohibited
- Any form of electronic harassment or bullying
- Posting of another person's private information
- Accessing, transferring, or storing materials in violation of copyright laws or license agreement (including music files, videos, images, "torrent" files, software, and text)
- Accessing obscene, sexually explicit, or harmful material
- Plagiarizing work found on the internet; all sources of work must be cited and credited
- Causing physical damage to any device belonging to Eastgate Academy
- Tampering with a school device in any way (i.e., stickers, writing/drawing upon a computer, or changing a computer externally in any way). Students who tamper with a computer internally or externally may be fined for damages.
- Touching or logging into another person's computer
- Switching computers with another student
- Posting personal contact information about yourself or another
- Changing any computer settings unless directed by a teacher
- Students must report any inappropriate sites or information they encounter to a teacher
- Students may not access personal email accounts or social media without teacher permission
- Students must report all computer-related problems to a teacher
- Students may not drink near a computer

Students who violate the Technology Policy are subject to loss of privileges, further disciplinary action, and/or dismissal.

If a student transfers from Eastgate Academy, all school issued devices must be returned to the school. Factory settings will be restored. Content on school issued devices are the property of Eastgate Academy and the school reserves the right to remove content from a device at any time. Students are encouraged to email or save files they want to keep on a thumb drive.

NOTE: A student who uses a school-issued computer for daily coursework must have the computer at the school on school days. If a laptop is not present, or if it is returned after the "tardy window" the student will be counted absent for the day.

DESKS

Students may have only two small personal items on their desks at one time. Students may not cover desks or fill desks storage space with non-essential supplies. A supply list is given at the beginning of the school year. Students are discouraged from bringing items or supplies beyond the scope of the supply list.

LOCKERS

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

All lockers assigned to students are the property of Eastgate Academy. At no time does the school relinquish its exclusive control of its lockers. The school administration shall have custody of all combinations to all lockers and/or locks. Students are prohibited from placing locks on any locker without advance school administrative approval.

The school assigns lockers to its students for his/her convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.

Pupils are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal or his/her designee.

Eastgate Academy is a drug-free/weapon-free campus.

LOCKERS AND SELF-EXPRESSION

Students may decorate the inside of his/her locker as long as the below criteria are followed. Students may lose locker privileges if one of the following criterion are violated:

- All locker decorations comply with Apostolic standards of holiness. No display of inappropriate material, including violent, sexually explicit material, and/or offensive material.
- Students may not write or mark on the inside or outside of lockers with any type of utensil.
- Students may only use Scotch tape or “sticky tack” to display images inside lockers.
- Students may only decorate the inside of their lockers. Any decoration, marking, or change to the exterior of lockers is a violation of locker policy.
- Students shall not keep a weapon of any kind, or drugs (including over the counter drugs) in their lockers.

- Medical or medication concerns are detailed in the school's Medical Release Form and Medication Administration Form. (Forms available upon request).

SCHOOL SEARCH & SEIZURE POLICY

Locker Searches

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, Eastgate Academy administration reserves the right to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

DRILLS

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or other in charge quickly, quietly, and in an orderly manner. (Policy available upon request).

BAD WEATHER & SCHOOL EMERGENCIES

Eastgate Academy uses the Mobile Alert system to notify parents of school emergencies, closings, reminders, etc. This is made available to those who have filled out the Mobile Alert Form. You are not automatically signed up. (The school may also post pertinent updates on its Facebook page).

ADDRESS OR PHONE CHANGE

If a change in address, e-mail address, home, work or cell phone number, please notify the school office.

FIELD TRIPS

Eastgate Academy believes students can have valuable, teachable experiences outside of the classroom. The classroom teacher determines Field Trips after administration approval. A note will be sent home informing parents of the planned activity, time leaving, time returning and funds needed for the trip. We do not include the cost of Field Trips in tuition, so it will be necessary for you to pay for the expense on a per-trip basis. Field Trips can average in cost from \$1.00-\$30.00. At least two teachers or adults that have received a background check are required for every field trip.

A variety of trips are taken during the year, both educational and entertaining. Eastgate Academy Field Trips are for enrolled students only. Chaperones are limited to parent/legal guardians only. Early dismissal after returning from field trips is not allowed without administrative approval.

STUDENT CONVENTION

Eastgate Academy participates in our regional Student Convention. Students in Middle and High School are required participate in this event, as it is an integral part of our learning process. This is a wonderful time for students to showcase their skills in music, drama, preaching, athletics, and more.. Music, Art, P.E., and Leadership Development are required courses for convention preparation. Repeated absences will affect student's grades in these classes. Some fees apply for this event.

STUDENTS WHO WORK

No student will be allowed to arrive late or leave early to a job without administrative approval.

RE-ENROLLMENT

Students are not automatically re-enrolled for the following school year. During the month of February, re-enrollment applications for the fall term will begin to be accepted. February 22 will be the last day to re-enroll **with the guarantee of reserving a seat for the upcoming school year**. The administration reserves the right to deny re-enrollment for any reason it feels is justifiable. These reasons include, but are not limited to, finances, misbehavior, poor spiritual condition, and improper attitude. Eastgate Academy admits students of any race, color, and national or ethnic origin and makes available to every student all rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

GRADING SYSTEM

HONOR ROLL

Student must have an 80% cumulative average or better. No C's is permitted. Some subjects are excluded in determining grade average. This varies among grade levels. Students using the Alpha Omega Ignitia curriculum must be on "academic balance."

PRINCIPAL'S HONOR ROLL

Student must have a 90% cumulative average or better. No C's are permitted. Some subjects are excluded in determining grade average. This varies among grade levels.

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

DROPPING COURSES

Students may drop a course with Administration & Parental approval. No student can drop a course after the 4th week of the Semester.

GRADUATION REQUIREMENTS

	General Course of Study	College Preparatory Course of Study
English	Four Credits: English I English II English III English IV	Four Credits: English I English II English III English IV
Math	Three Credits: Algebra I Algebra II Geometry	Four Credits: Algebra I Algebra II Geometry Additional Math Credit
Science	Three Credits: Biology Physical Science Chemistry	Four Credits: Physical Science Biology Chemistry Physics
Social Studies/History	Three Credits: World Geography or World History U.S. History Government & Economics	Four Credits: World Geography or World History U.S. History Government & Economics Additional History Credit
Physical Education	One Credit	One Credit
* Languages	Two credits in the same language	Two credits in the same language
* Fine Arts	One Credit	Two Credits
* Essentials of Communication	One-half credit	One-half credit
* Bible Elective	Four credits	Four credits
* Computer Literacy	One and one-half credit	Two Credits
* Elective Credit	Additional elective credit	Additional elective credit
TOTAL	25	29

HONOR CODE & PLEDGE

Honor Code (from Mark 12:29-31)

The Lord our God is one Lord. I will love the Lord my God with all my heart, soul, mind, and strength. And I will love my neighbor as myself.

The Eastgate Academy Honor Code, based on Mark 12:29-31, is a commitment to embrace oneness apostolic doctrine, to put no false god before the one true God, to love the Lord completely, and to love others. Jesus states that these are the greatest commandments.

Pledge To The American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands: one Nation, under God, indivisible, with liberty and justice for all.

NOTE: The administration reserves the right to amend this handbook as needed. If and when changes in policies or procedures occur, notice will be given to parents and students.