

Gateway Christian Academy

“A Ministry of Gateway Church”

Elementary Parent & Student Handbook



2130 N.W. 26th Street
Fort Lauderdale, Florida 33311
954-485-7012

“Training & Developing For Excellence”



Gateway Christian Academy

“A Ministry of Gateway Church”

Accredited by: FLOCS/ACTS



*Reverend Dr. N.G. and Mrs. N.R. Hyatt
Founders*

Gateway Christian Academy was founded in 1993 as an outreach ministry of Gateway Church and a vital link to the community. Believing the Bible is the inspired Word of God and therefore the foundation of all true learning, we seek to partner with families in obedience and in harmony with Prov. 22:6, “Train up a child in the way he should go, and when he is old, he will not depart from it.”

We recognize the sacred trust and responsibilities that each of us share in the partnership of training and developing the whole child for excellence: “Spirit, Mind and Body,” and thank you for the opportunity to serve your family.

Reverend Dr. N.G. Hyatt passed away on August 8, 2007. His vision of excellence and his legacy will be preserved, protected and passed on from generation to generation.

Your family is welcome to worship with us at Gateway Church. We are: “A community of committed Christian believers developing a multi-ethnic, multi faceted model. Growing in faith and character, in turn reaching the lost with the life-changing truth of the Gospel of Jesus Christ; fulfilling God’s purpose in our community, country and the world.”

**Reverend Dr. N.G. Hyatt
Dec. 25, 1933–Aug. 8, 2007**



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From the Principal's Desk...

Dear Parents/Guardians,

Welcome to Gateway Christian Academy. It is an honor to partner with you in training and developing your children for excellence: spiritually, intellectually, physically, socially, and emotionally. We the faculty and staff greatly appreciate the opportunity that you have given us to be an extension of your family, in fostering and nurturing your children's growth and development.

As we begin a new academic year, we do so in eager anticipation and earnest expectation of application of the highest standards of excellence in our school's system. We believe every child will benefit from his/her training received at Gateway Christian Academy. Certainly our families and communities will benefit from the exemplary world class students who will leave our institution with strong Christian values and a solid educational foundation.

As the school year progresses, we implore you to become active participants in this great investment: your children's education. Be a part of your children's learning process as parental involvement is critical to their development. We have inherently “incorporated” your participation as an integral part of our program.

- You are integral to the success of our mission.
- You are vital to the achievement of our mandate.
- You are the keepers of the flame, and the voices of our message.

This handbook was designed to help you understand your responsibilities as parents and guardians, as well as the importance of your cooperation in fulfilling our mission.

Together we will “Educate Leaders for the Future.”

Inspirationally yours,

Mrs. Gracelyn Farquharson

Mrs. Gracelyn Farquharson

**ELEMENTARY
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GATEWAY CHRISTIAN ACADEMY and GATEWAY CHURCH extends a warm and loving welcome to both you and your family. THANK YOU for choosing us to partner with you in training and developing your child for excellence.

This handbook has been created to assist you, the parent, and your child to understand the policies, rules and guidelines of Gateway Christian Academy. It is vitally important that you read this handbook and explain it to your child. Please do not hesitate to call the school office if you have questions.

Gateway Christian Academy was founded in 1993 as an outreach ministry of Gateway Church. It is a part of the total educational ministry of Gateway Church and of its corporate structure; as such, it operates under the authority of the Senior Pastor through its appointed School Board. Consequently, the principal, teachers and other staff members of the school are accountable to Gateway Church. Our upper school offers Kindergarten through Grade 5. We provide quality care in a friendly, happy, healthy, challenging environment and offer each child appropriate opportunities to stimulate growth and development to his/her fullest potential through self discipline, building self-confidence, strengths and skills.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, authoritative, and infallible Word of God. (2 Timothy 3:16).
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Corinthians 15:3, I Peter 2:21, John 3:16).
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30, Galatians 4:4-7.).
5. We believe in the redemptive work of Christ on the cross providing healing for body, mind, and spirit in answer to believing prayer. (Isaiah 53:5; I Peter 2:24; James 5:14-15).
6. We believe in the present ministry of the Holy Spirit who indwells every believer and operates in all believers in the power of the gifts of the Spirit, manifesting them as He wills. (John 14:16; Acts 1:5, 8; 2:2-4; I Corinthians 12:14; Galatians 5:22).
7. We believe in the resurrection of both saved and the lost; they that are saved unto the resurrection of life and they that are lost unto damnation. (John 5:24, 28, 29).
8. We believe in the Spiritual unity of believers in our Lord Jesus Christ, and seek community together, to “become more and more in every way like Christ, who is head of His body, the church.” (Ephesians 4:16).
9. We believe in the sanctity of life (all life, living and unborn).
10. We believe in the sanctity of marriage (Man and Woman).

MISSION STATEMENT

Gateway Christian Academy's mission is to partner with families in training and developing the whole child for excellence: spiritually, intellectually, physically, socially and emotionally. We provide excellent yet affordable, Bible-based curriculum and programs. Our school fosters an environment that nurtures, challenges and encourages each child to learn about Jesus Christ, study the Bible, and participate in the Christian life. We help students to develop skills that will enable them to become life-long learners in the academic process. To this end, the students of Gateway Christian Academy will reach their optimal potential for the honor and glory of God.

VISION STATEMENT

Gateway Christian Academy is dedicated to sustaining excellence in Christian education and fostering an environment where Christian principles and a Bible-based curriculum are incorporated to form the basis for unifying knowledge.

STATEMENT OF OBJECTIVES

Our goal is to:

- Provide the highest quality care, instruction and curriculum;
- Help bring forth an understanding of the subject being taught;
- Help students acknowledge God, discover and fulfill His purpose for their lives;
- Instill discipline by giving positive verbal rewards for acceptable behavior and corrective action for unacceptable behavior;
- Provide challenging academics;
- Provide accelerated reading programs with intensive phonics instruction;
- Instill positive values and character development;
- Help students develop critical thinking and art of communication skills;
- Provide exposure to fine arts, and computer technology;
- Offer Introductory Spanish;
- Assess elementary students' performance by achievement test scores;
- Perform continuous evaluation of curriculum by governing body, administration, faculty and staff.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

The school's philosophy and objectives shall be in agreement with the statement of Fundamental Truths of the Assemblies of God.

Philosophy:

The educational philosophy of Gateway Christian Academy is based upon the principles that the Christian School is wholly necessary to carry out the commands to "teach diligently to thy children the words which I command thee this day" and to "subdue the earth." The inspired word of God gives the authoritative answer to the first question in Christian education. "Why a Christian School?" God reveals Himself in the Bible and in His creation. The Christian School gives the Bible pre-eminence; therefore, it plays an important role in transmitting to our children their spiritual heritage.

At Gateway Christian Academy, the Bible is the foundation of the school's curriculum and is the first subject that is taught each day. The Bible lessons flow from the Word of God through the heart, soul and mind of the teacher into the heart, soul and mind of the child. All teachers are born-again believers in Jesus Christ, have committed their lives to Him and His ministry and are in fellowship and good standing with a local congregation.

Gateway Christian Academy further operates from the philosophy that God has inspired the parents to choose to raise and educate their children in the ways of the Lord, and in so doing they have chosen to partner with us in training and developing their children for excellence. Through the school, we are able to minister to both children and parents who are members of Gateway Church as well as from a broad cross-section of the community.

STATEMENT OF ACCREDITATION

Gateway Christian Academy is accredited by the Florida League of Christian Schools (FLOCS) and the Association of Christian Teachers and Schools (A.C.T.S.). Further information may be obtained from the school office.

STATEMENT OF NON-DISCRIMINATION

Gateway Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Gateway Christian Academy does not discriminate on the basis of race, color, national or ethnic origin. However, we are not presently equipped to serve children with learning disabilities.

CHRISTIAN LEADERSHIP TRAINING

Teachers conduct devotions and Bible lessons every morning in each class. Weekly chapel services are held during which students further identify their education with Biblical principles and wisdom. Principles of life are outlined, illustrated, and discussed. The King James Version is used for memorization of scriptures. Students are also expected to attend the church of their parent's choice each week.

ASSISTANCE DIRECTORY

This list will help you contact the appropriate departments within our ministry and also recognize their location:

Absences	School Office: 954.485.7012
Change of Address	School Office: 954.485.7012
Contributions/Donations	School Office: 954.485.7012
Discipline Concerns	Classroom Teacher
Disciplinary Action	Principal
E-Mail	gca@gateway-ministries.org
Transcripts, Records, Report Cards	School Office
Tuition/Fees	School Office

PROCEDURES

ENROLLMENT REQUIREMENTS

A child must be five years of age by September 1st for enrollment in Kindergarten. Entrance tests will be administered to all new students entering Grade 1 or higher. An admissions meeting with parents of all new students will be conducted with school/church administration before acceptance for enrollment.

Gateway reserves the right to dismiss or refuse to enroll or re-enroll students because of disciplinary problems, failure to meet financial obligations or provide required forms and information or if parents fail to fully accept the policies, rules and guidelines.

The following forms must be completed and provided at the time of enrollment:

1. Application Packet with Discipline Policy, Code of Student Conduct, Church Reference Letter and Registration Fee. (Registration fee is non-refundable unless the Admissions Committee does not approve the acceptance of the student);
Birth Certificate (Kindergarten and Elementary level);
Most recent Report Card, achievement test scores and school conduct record;
2. Immunization record and medical examination form. (The current appropriate immunizations for the age of the child). This shall include written proof of current health, (the H.R.S. 680 Form, blue card) supplied by your physician, will meet this requirement. A written statement from a licensed physician of a current physical examination is also required before the child will be admitted to the school.

New enrollment forms duly notarized along with the necessary forms and registration fees will be required each school year. A separate registration form and registration fee is required for Summer Camp.

TUITION AND FEES

1. Registration

- a. An annual registration fee is required for the school year (August to June).
- b. A registration fee is required for summer camp.
- c. Registration fees are completely non-refundable.
- d. Registration fees are payable prior to the Admissions Committee meeting.
- e. Registration fees for returning students are due on or before the date indicated on the school calendar each year to guarantee your child a place. After that time, registration is open to the public. Returning students can still be registered although we cannot guarantee a place for them and a late fee will be incurred.
- f. Upon registration, the parent must indicate the child's enrollment date. The parent is then responsible for the tuition as of that date. Registration is a show of good faith on the parent's part that the child will start on the date agreed upon and on the school's part that there will be an opening available for the child on the date agreed upon.

2. Curriculum and Supplies Fees

- a. Book fees are due at the time of registration to cover the costs of textbooks, journals, art fees, some classroom supplies, and curriculum materials used during the school year.
- b. Book fees are non-refundable.

3. Activity Fees

- a. Activity fees and other necessary fees as requested during the year.

TUITION PAYMENTS

The tuition for the school year has been divided into ten (10) equal payments for the benefit of parents. Each payment covers one-tenth of the total number of school days. Monthly tuition payments are due on or before the third day of the month. **Monthly payments received after noon on the third day of the month will be considered delinquent and will be assessed a \$30.00 late fee.** Failure to bring the account current within three days of the due date will result in the child not being allowed to continue in the school until the account is paid in full.

All payments are to be made in cash, check, or money order. If we accept a personal check from you, we expect that the check will clear your bank as of the date of issue. We reserve the right not to re-deposit checks dishonored by your bank. **If a check is presented for payment, we expect it to be honored by your bank. If not, you will be charged a fee of \$30.00 and the check must be redeemed in cash. After two checks are dishonored, all future payments must be made in cash or personal money order.**

SERVICE FEE

There will be a \$30.00 service fee for any check dishonored by your bank.

In the event it is necessary for the school to employ an attorney or collection agency to collect any of the fees due hereunder or enhance this agreement, the parent/guardian signing this contract shall pay any and all collection costs as well as attorney fees incurred by the school.

Should someone other than the parent/guardian sign this contract as being responsible for the payment of tuition, it is understood that, should that person fail to meet the obligation of this agreement, the parent/guardian becomes immediately responsible to satisfy the account for all tuition costs. If you withdraw your child and wish to re-enroll him/her, you will be required to pay registration, curriculum and supplies fees upon re-enrollment.

CHANGES IN ADDRESS/TELEPHONE NUMBER

It is the parent's responsibility to keep the school informed of changes in pertinent family information and individuals listed as emergency contacts. Please notify the school office immediately of any change in authorized persons, address or telephone numbers. Current information will help us respond quickly to emergencies.

UNIFORM/DRESS CODE

Uniforms are mandatory for daily wear and school trips for all students. Oxford shirts, blouses worn with culottes and polo shirts must have the school logo on designated area on the left side. **All uniforms must be purchased from the designated uniform company.** Information on uniforms can be obtained from the school office. Please clearly label all personal items with student's name for identification purposes.

ELEMENTARY GRADES

BOYS: SHOES OR SNEAKERS: SOLID NAVY OR BLACK (CLOSED-IN-TOE) (NO BOOTS OR HIGH TOP SHOES OR SNEAKERS)
SOCKS: SOLID NAVY OR BLACK (NO FOOTIES)
CARDIGAN (SWEATER): SOLID NAVY (WITH MONOGRAM)

GIRLS: ROUND COLLAR BLOUSE: WHITE (WITH MONOGRAM)
POLO SHIRT: RED (WITH MONOGRAM) (TO BE WORN EVERY FRIDAY AND ON ALL SCHOOL TRIPS)
SHOES OR SNEAKERS: SOLID NAVY OR BLACK (CLOSED-IN-TOE) (NO BOOTS OR HIGH TOP SHOES OR SNEAKERS)
SOCKS: SOLID NAVY OR BLACK (NO FOOTIES)
CARDIGAN (SWEATER): SOLID NAVY (WITH MONOGRAM)

RIGHT TO SEARCH

The school reserves the right to search a student's personal belongings in the event that the school suspects the student possesses an unapproved item. The search may be conducted without the student's or the parent's permission. Registration constitutes parental consent to such searches. Search areas include, but are not limited to: backpacks, purses, pockets, lockers and desks.

SUPPLIES

Parents will be given a copy of the Supply List for each grade at the time of registration, and whenever additional supplies are required.

SCHOOL HOURS

ELEMENTARY – 8:00 A.M. - 2:45 P.M.

OFFICE HOURS

8:00 A.M. - 4:00 P.M.

BEFORE AND AFTER SCHOOL CARE

ELEMENTARY 7:00 - 8:00 A.M. and 2:45 - 5:30 P.M.

Elementary students are not to be dropped off earlier than 7:45 a.m. unless they are enrolled in Before School Care. Parents will be billed Before School Care charges if students are dropped off before 7:45 a.m.

Parents will be billed monthly for students enrolled in the Before or After School Program.

BEFORE DISMISSAL PICK-UP

If a student is going to be picked up prior to the regular dismissal time, the parent must come to the school office to pick up the student and sign him/her out. It is desired that parents send notes to teachers about early pick ups, allowing them to prepare students' belongings and to create as little distraction as possible. There will be no early pick-up after 2:15 p.m.

DISMISSAL

Dismissal time will be 2:45 p.m. each regular school day for Elementary students. Students will be released through a carpool line until 3:05 p.m. Students not being picked up through the carpool line should be checked out through the Preschool Drop Off/Pick Up area. Any Elementary student who remains on the school grounds after 3:05 p.m. will be placed in After School Care. Parents will sign the child out and pay the After School fee. Students who are engaged in Help classes or serving detention must be picked up at the designated time or After School Care charges will be billed.

Parents must pick up their Elementary students in After School Care by 5:30 p.m. A "Late Pick-Up" fee of \$10.00 for the first 15 minutes will be charged for children picked up after 5:30 p.m. **After 5:45 p.m. one dollar per minute will be charged.**

Students will **NOT** be released to unauthorized persons. It is therefore mandatory that all persons authorized to pick up students be listed on the "Pick-Up" card completed at enrollment or present a Pick Up card. If someone other than the parent is picking up the child, the office must have parent authorization. Any person picking up a child other than the child's parents will be required to have his/her driver's license or a government issued photo identification photocopied. A supply of Pick-Up cards will be provided at the time of enrollment. Additional cards will be supplied when requested by the parent. In an emergency the parent must call the school office to authorize alternate pick up. The student's ID number must be used for identification purposes when you call to authorize someone else to pick up your child. We will also require a copy of that person's driver's license or a government issued photo ID.

ATTENDANCE POLICY

Full tuition is due for the enrollment period regardless of your child's attendance.

Gateway Christian Academy will require all parents to obligate themselves to the entire tuition on an annual basis. Should you decide to withdraw your child for any reason, you will be required

to pay the tuition in full as part of your contractual annual agreement with us. Should the Administration make any verbal arrangements to accept your child after a temporary absence, you will still be obligated for the outstanding annual tuition balance.

Please notify the school office if your child will not be in school. If absence is more than 3 days, please notify the school office if your child has a communicable disease, so that the necessary precautions may be taken.

ABSENCES AND TARDINESS

Every student is to be prompt and regular in attendance. To provide good documentation and ensure proper notification of student absences, each excuse for absence for Elementary students must be in writing. If it is not possible to notify the school in writing on the day of the absence, the school must be notified by telephone. (Please call between 8:00 a.m. and 9:00 a.m.). A note must be sent the following day or when the student returns to school. **Important: Parents need only call the school if a note cannot be sent on the day of the illness or absence.**

Absences for reasons other than illness should be cleared with the school office before the time of absence. Parents should make every effort to plan vacations during the regularly scheduled school vacations, and to schedule appointments outside of the normal school hours. Following the student's absence it is the responsibility of the student to see that make-up work is completed. If make-up work is to be sent home, the parent is responsible to request the work at least a day in advance. Excessive absences and tardiness are detrimental to the academic success of any student no matter how bright or hard working the student may be. In cases where a student shows a continuing pattern of tardiness and non-attendance the parents will be required to attend a conference to discuss the matter to resolve the problem. **The School Board reserves the right to terminate habitually tardy and absent students from the school.**

Elementary students who have excessive absences or tardiness during the school year may be required to attend summer school or be retained in their current grade. An excessive absence is defined as missing more than eighteen (18) school days for the school year.

WITHDRAWALS

All withdrawals must be conducted through the school office. A written note from the parent will initiate the withdrawal process. If the student is withdrawn, the parent is responsible for all payments due on chosen payment plan as specified in the contract. **There will be no refunds on tuition, registration, or curriculum fees if you withdraw your child.**

TERMINATION OF ENROLLMENT BY THE SCHOOL

In certain circumstances, it may be necessary for the school to discontinue a student's attendance. Such a decision would be based on whether it is in the best interest of the student, the other students and the overall operation of the school. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may result due to any of the following:

- Intentionally hitting a teacher or staff member
- Abuse of other children, staff or property
- Continued violation of school policies

- Disruptive or dangerous behavior
- The use of profanity or threats to harm self or others
- The school's inability to meet the student's needs
- Non-payment of tuition
- Failure to comply with Uniform Policy

Written notification will be provided to the parent prior to termination of enrollment, whenever possible.

GRADING SYSTEM

Kindergarten

E - Exceptional Performance
 C - Commendable Performance
 S - Satisfactory Performance
 N - Needs Improvement

Elementary Grades

A+ - 100
 A - 90-99
 B - 80-89
 C - 70-79
 D - 60-69
 F - Below 60

Effort and Conduct

1. Excellent
2. Satisfactory
3. Must Improve

EXTRA CREDIT

Extra credit is given at the teacher's discretion and may be used to raise a grade before the end of a grading period.

STANDARDIZED TESTING

A national examination, the Stanford Achievement Test (S.A.T.), is administered to Kindergarten and Elementary students, to assess students' academic performance. The results of this examination will be provided to parents after the end of the school year.

REPORTING PERIODS

Report Cards and Interim Reports for Elementary students are sent home four times during the school year. Parents are required to read and sign Report Cards and Interim Reports, make their comments and return the report to their child's teacher the following day.

1. Report Cards are sent home at the end of each nine-week grading period.
2. Interim Reports will be given to students before the end of the Report Card period. Please counsel with student, but more importantly help him/her at home.

PARENT/TEACHER CONFERENCE

Conferences are available with your child's teacher by appointment. The goal is to help you with the education of your child and the teacher welcomes contact with you. However, please do not expect to meet with your child's teacher during class time or without an appointment.

RELEASE OF RECORDS

Copies of the necessary school records will be released to parents or schools as requested and required by State Laws.

VISITORS

All visitors and parents, who wish to see the school, must call the school office for an appointment before being allowed to enter any Elementary classrooms during school hours. Visiting times are from 8:00 a.m. - 2:30 p.m.

DISCIPLINE POLICY

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

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

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

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

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

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

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

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

The following are consequences based on the point system:

- 1-2 pts. Detention
3-5 pts. One-day internal suspension
See new "Discipline Process" per Principal's handout c/o Faculty Development 2007
6 pts. Two-day external suspension
9 pts. One-week external suspension

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

STANDARDS OF CONDUCT

1. Respect authority and peers.
2. Maintain Christian standards of courtesy, kindness, morality, and integrity.
3. Follow school dress code and code of conduct.

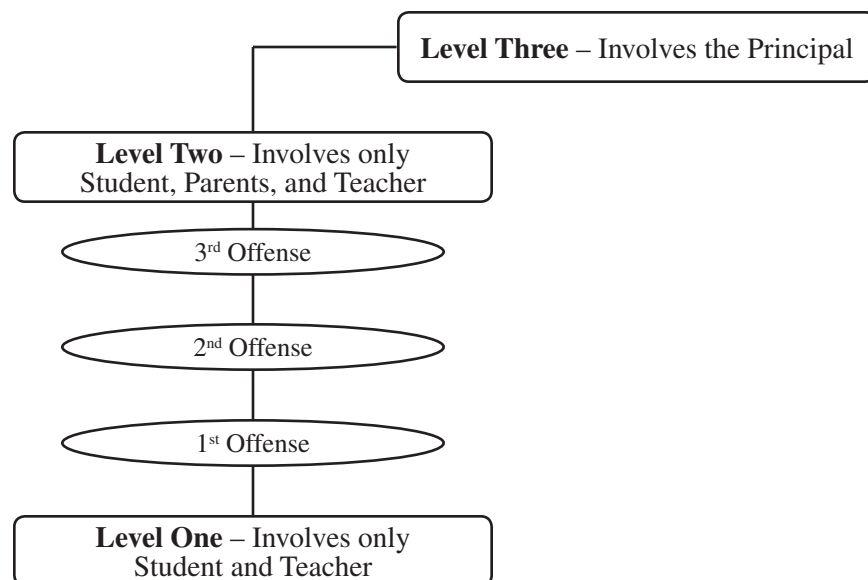
4. Salute and give proper respect to the American flag, the Christian flag, and the Bible.
5. Seek wisdom, understanding, and knowledge.
6. Do all for the glory and honor of God.
7. No griping or whining.
8. No biting, hitting, or fighting. No inappropriate touching—keep hands, feet, or any other part of body at least six inches away from other students at all times.
9. No student shall intentionally engage in physical contact of any kind with any student unless directed to by a School Official for the purpose of a School recreational activity such as physical education.
10. Students are expected to refrain from talking about or engaging in cheating, swearing, stealing, smoking, drinking alcoholic beverages, and using narcotics.
11. All textbooks and notebooks must be kept in decent order. Three sharpened pencils, plus any books or supplies needed for classes on a given day **MUST** be brought to school on that day. Not having textbooks, notebooks, sharpened pencils, or needed supplies for class will affect student's performance.
12. No running or unruly behavior in the hallways, classrooms, or cafeteria.
13. No leaving the premises. Students will not be permitted to leave the building for any reason besides dismissal. Any student found leaving the premises without permission will face disciplinary action.
14. No gum chewing is permitted in school or during school trips.
15. No littering. All waste must be disposed of in garbage cans.
16. No loitering. Any student found in the building outside of class without a pass or permission will be brought to the office.
17. No trips without written parental consent, and school uniform.
18. Except on designated "Show and Tell" days, students are not permitted to bring to school personal items that have no bearing on, or use in the educational process. Radios, electronic toys, Walkmans, cell phones, student's tapes etc. are not permitted. **(This is not limited to listed items.)** Any object that the school feels distracts the learning process or classroom atmosphere will not be permitted. If students bring such items to school, the items will be confiscated and the parent will be responsible for retrieving them. Subsequent violations will result in the parent not being able to retrieve item(s) before the end of the school year.
19. Guns, matches, lighters, knives are not permitted.
20. Good personal hygiene is a must. We expect students to come to school clean and in uniform, and to keep themselves neat in school and on school trips.
21. Marked on, defaced or broken property is to be replaced at offending student's expense.
22. Finger rings and other non-essential jewelry will not be permitted.
23. Boys in Elementary must wear belts at all times. Belts that are excessively long may not be worn.
24. Hair for students must be clean and neatly groomed. Boys must have their hair off the collar, and covering no more than half of the ear. Extreme haircuts, braided hairstyles, dreadlocks, mohawks, designs, dyed or weaved-in colors are not acceptable or permitted. Girls are not permitted to have any extreme haircuts, dreadlocks or hairstyles with dyed or weaved-in colors. **The Principal/School Administration reserves the right to determine extreme haircuts and hairstyles, and to take corrective action.**
25. In the event of cool weather, PK2 to PK4 students must wear the official navy school cardigan. No other color cardigans are permitted for these students, except in extreme weather conditions. A solid navy or black winter jacket can be worn over the official school cardigan. Jackets and "hoodies" are not to be worn inside the classroom, school/church building.

26. Boys may not wear any type of earrings or have gold teeth, ear or body piercing jewelry at any time. No visible temporary or permanent tattoos. Girls may wear modest earrings, but may not have gold teeth or any body piercing jewelry. No visible temporary or permanent tattoos.
27. All blouses and shirts must be tucked in.
28. Hats, caps or any other head covering must not be worn during school, except for designated show and tell or other special activities.
29. Girls' skirts must fall at least at the top of the knee.
30. All students must wear the required color socks and shoes.
31. All girls are required to wear navy shorts under their uniform.
32. Shoes should cover and protect the feet and allow for safety in running and playing. All students must wear closed-in shoes or sneakers. No open toe shoes, sandals, or boots of any kind are allowed.
33. Gateway Christian Academy stands in opposition to the drinking of alcohol, use of tobacco products and illegal drugs; pornography, homosexuality and fornication. We also stand in opposition to any other activity considered in Scripture to be worldly.
34. Infractions in the general rules are subject to the point system.

DETENTION

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

DISCIPLINE PROCESS



Level One – Involves only the Student and the Teacher (1-2 pts assigned after 2nd offense)

- **First Offense** – When the student breaks the rule the first time, give him or her the benefit of the doubt, and assume that the student has *rule amnesia*. He or she just *forgot* the rule.
 1. TELL the student the rule in a moderate, firm, controlled tone of voice.
 2. Ask the student to repeat the rule to you and then redo the behavior correctly.
- **Second Offense** – If the student breaks the rule again, take firmer action.
 1. ASK the student to repeat the rule. “What is the rule about hitting other?”
 2. Have the student repeat the behavior correctly.
- **Third Offense** – If the student breaks the rule again, move immediately to the consequences.
 1. Go straight to the CONSEQUENCE.
 2. Make sure the consequence is related to the misconduct.

Level Two – Involves both the Student and Parent (3-5 pts assigned)

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

Level Three – Involves the Principal (6-9 pts assigned)

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

In case of serious or recurring problems, parent may be required to pick up the child immediately. If the behavior or conduct of the student indicates an uncooperative spirit and there is no change within a designated time, the parent will be asked to have the student evaluated by a psychologist/counselor or permanently withdraw the student from the school. Parent will be called to pick up any student who touches another student inappropriately hits a teacher or threatens to harm himself/herself or others, pending disciplinary action.

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

HEALTH AND SAFETY

MEDICAL RECORDS

A written statement will be kept on file for each child from a licensed physician or authorized agent of a Florida Health Department, attesting that the child is in good health, or that any known medical condition or health problem is under treatment. Written proof of a current (within 12 months) physical examination must be on file and renewed every two (2) years after the admission examination. Immunizations appropriate to the child’s age must be up-to-date in the child’s file, (unless child has a certified medical exemption). Medical records will be reviewed on a regular basis.

A written record will be kept of any accidental injuries to children. In case of an accident, the child’s parent will be notified by the Principal or designated staff member. Minor accidents/incidents will be brought to the attention of the parent at pick up time.

All parents will be notified if a contagious condition such as pin worms, chicken pox, a Staphylococcal infection or a Streptococcal infection has been identified at the school. A child with such a condition will be kept out of the school until a physician states that the child can return, or in case of legions, until the legions are completely dried up.

MEDICAL EMERGENCIES

In the event of a medical emergency or an accident, we will attempt to contact the parents of the child. Should emergency treatment be required and if it is impossible to reach the parents, Emergency Medical Services will be contacted.

COMMUNICABLE DISEASES

Parents are responsible for notifying the school if a child has contracted or been exposed to a communicable disease or condition.

Any child who is suspected of having a communicable disease or condition, infectious disease, or who develops a fever (100+) or other signs and symptoms which include, but are not limited to, any of the following: diarrhea, rash, pink eye, skin infection, ring worm, head lice or pin worms shall be placed in an isolation area, the condition reported to the parent and the child shall be removed from the school as soon as possible. Such children shall not return to school until the signs and symptoms of a communicable disease/condition are no longer present. A written statement from a physician attesting to the fact that the child has been appropriately treated for the disease may be required before the child returns to school.

HEALTH AND MEDICINE POLICIES

State Regulations require daily observation of each child upon arrival. A child who appears ill will not be admitted or if inadvertently admitted will be separated from the other children until the parent or guardian can pick up the child.

A child who becomes ill during the day may be monitored for a period of time by a staff member. If symptoms of illness continue to persist, the parent will be telephoned and asked to pick up the child as soon as possible. **A note from a physician must be provided before returning to school.** Some of these symptoms are:

1. **FEVER:** Temperature that shows a sudden spike of 100 degrees or higher.
2. **RESPIRATORY:** Breathing difficulties, wheezing or strong constant cough causing the child to become red or flushed in face—making a whooping sound.
3. **VOMITING:** If the child shows signs of illness and continues to throw-up.
4. **DIARRHEA:** When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions.
5. **RASH:** All rashes should be medically diagnosed.
6. **SORE THROAT**
7. **HEAVY NASAL DISCHARGE**

Re-admittance to the school for the following communicable diseases shall be:

- (a) **CHICKEN POX:** All lesions are dry and crusted.

- (b) **IMPETIGO:** (Blisters covered with honey-colored crusts). At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- (c) **CONJUNCTIVITIS:** (“Pink eye” – redness of eye with burning and thick purulent discharge). At least 24 hours after the start of medication and/or drainage present.
- (d) **LICE OR SCABIES:** Following medical treatment. Nits must be removed.
- (e) **PIN WORMS:** No restrictions following the start of treatment.
- (f) **HEPATITIS:** Physician’s note required for re-admittance.
- (g) **STREP THROAT:** No sooner than 48 hours after the start of oral medication or 24 hours after injection.
- (h) **RINGWORM**
- (i) **MEASLES**
- (j) **MUMPS**
- (k) **PNEUMONIA**
- (l) **WHOPPING COUGH**
- (m) **SCARLET FEVER**

MEDICINE DISPENSING PROCEDURES

A medication form must be completed and signed by parents specifying the date, time, method and dosage amount, and the name of the medication to be given to the child.

Prescription medication provided by the parent and dispensed by the child care staff must be in the original container. The name of the child’s doctor, child’s name, name of medication dosage, and the directions for administration shall be written on the label.

ADDITIONAL POLICIES

SNACK/LUNCH

Parents agree to provide nutritional snacks and lunches each day. Snacks and lunches must meet the child’s nutritional and dietary needs and containers labeled with child’s name. Serving must be age appropriate. No candy, sodas, heavily sugared snacks, or chewing gum. Your child will not be allowed to eat these items during school or in after care. For your convenience, Gateway Christian Academy will endeavor to offer a catered lunch program by an independent vendor. Lunches must be paid for in advance at least the Thursday/month preceding.

CLASS PARTIES

Class parties are held at Christmas, Valentine's Day, Easter and End of School. Teachers will inform parents of class parties and how they may assist. Gateway Christian Academy does not observe Halloween. No costumes or masks may be brought or worn to school. Please do not bring or send cookies or candy to school at this time.

BIRTHDAYS

Arrangements to serve a treat in celebration of your child's birthday should be made with the teacher in advance. Elementary students may bring a cake, cupcakes, or cookies, but no decorations, gifts, invitations, balloons, gift bags, etc. Please do not send party invitations to be distributed at school unless the entire class is included. All boy or all girl invitations are acceptable.

HOLIDAYS

Please see School Calendar for days school will be closed.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program. Older children will be taking periodic field trips. Parents will be notified of trips in advance and will be requested to sign a written permission slip. No student can participate without a signed permission slip. Permission slips will not be required for nature walks.

PARENT INVOLVEMENT

We consider it our responsibility and privilege to help parents raise their children to be happy well-adjusted Christian citizens. We believe that parents are the primary educators of their children. Parents instill personal and social values in their children, present models for their effective and cognitive development, and provide the emotional and intellectual and spiritual environment in which the children mature. Therefore, it is important for parents to be knowledgeable about the developmental stages through which children progress, to understand how a child sees the world and the causes of various behaviors in children, and to be aware of variations and alternatives in child-rearing practices. Parental involvement in the educational progress of their child is essential to success.

For these reasons, parent involvement is a very special part of Gateway Christian Academy and we encourage participation of our parents. Some ways in which parents can participate are: volunteering as a classroom helper, chaperoning on school trips, other areas/projects identified by teachers or Administration, and attendance at Gateway Church events and services that provide education and support for marriage and parenting roles.

PARENT/TEACHER FELLOWSHIP

The Parent/Teacher Fellowship (PTF) is designed for parental input and support of the Gateway Christian Academy faculty and staff. At various times during the school year, there will be PTF meetings. On these occasions, you are required to attend. Topics of interest and information that is important to you, as parents will be covered at these events. Come and be a part of what God is doing at Gateway Christian Academy.

We welcome the involvement of our parents in the activities of the school. Parents are a vital part of our school/family “team” here at Gateway Christian Academy. Some of the projects that our PTF engages in are as follows:

- Classroom Volunteers
- School Portraits
- Hearing & Vision Screening
- Teacher Appreciation Days
- Lunchroom Helpers
- Field Trip Chaperones
- Annual Fundraiser
- Classroom Parties

CHANGES IN HOME SITUATION

From time to time a personal crisis may occur in the life of your child, which, although not necessarily related to school, may adversely affect the attitude or work habits of your child in school. It is not our purpose to invade anyone’s privacy, but should such an event take place, a brief note or phone call would make us aware of the situation and allow us to respond to special needs of your child during this time. Both your child and the teachers in charge will benefit greatly by sharing such information.

PARENT/GUARDIAN CONDUCT AND DRESS CODE

We hope that parents seek to live by the following standards at all times, and we require them, while you are on church/school property, and in the presence of the children:

1. No smoking is allowed anywhere on the premises.
2. Profanity, vulgarity, boisterous and unruly behavior is not permitted.
3. No playing of loud music, stopping of vehicle in the driveway or areas not designated for parking.
4. **No cell phone use during student drop off and pick-up.**

During school or in the company of their parents, all students are subject to the school’s code of conduct while on Gateway property.

Parents are required to dress appropriately when dropping off or picking up their children or attending school events. **No revealing outer garments, no bare feet, bedroom slippers, night/sleeping caps, pajamas, pants below waist. No bare chest.**

SCHOOL PICTURES

School portraits are a service rendered to the parents, through the school. They may be purchased, but are not mandatory.

CONSENT TO VIDEO, FILM AND/OR PHOTOGRAPH

Gateway Christian Academy reserves the right to use any videos, films and/or photographs of student while participating in school activities for display, publications, commercials and/or advertising at no cost or compensation to the student and/or parent. This is to include any and all activities associated with Gateway Church.

This policy goes into effect immediately upon enrollment to Gateway Christian Academy and shall be effective two years after the student departs enrollment.

ACCEPTABLE USE POLICY – SCHOOL COMPUTERS AND THE INTERNET

Gateway Christian Academy wants to provide every student with an opportunity to become knowledgeable, responsible users of computer technology and the Internet. The use of the school's computers is considered a privilege not a right.

1. Each individual will be assigned a computer account number and is responsible for all actions linked to that account. Use of another person's computer number is a security violation.
2. School computers, and/or the Internet, should only be used for educational purposes. ***Inappropriate use will result in the revoking of computer privileges and further cause school disciplinary action of the student.***
3. Inappropriate use includes, but is not limited to:
 - Violating student or staff rights to privacy
 - Using profane, obscene or offensive language, graphics or other forms of communication
 - Intentionally accessing sites that
 - Promote obscene acts, drugs, alcohol, tobacco or violence
 - Provide chat services, game playing or downloading/listening to music
 - Installing/downloading programs not approved by the School

Students and Parents will be required to sign an Acceptable Use Policy & Agreement prior to the student's use of school computers.

STUDENT WEB-SITES

Any student who decides to operate a personal online web-site or contributes to a blog must register the web-site/blog with the principal. (Ex.: myspace.com, blogger.com, etc.) The web-site must be registered immediately upon its creation. Any student who creates a web-site or blog prior to attending the Academy must register the web-site/blog as soon as he/she is accepted as a student. All web-sites/blogs will be monitored for content on a regular basis. Any student found with an unregistered web-site/blog or web-site/blog material that is deemed inappropriate to the purpose and mission of the Academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy.

Students will not be permitted to access personal online web-sites or blogs while using school computers.

CELL PHONE USE

General Policy: Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school building.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker/bookbag.

and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker/bookbag, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future).

Note: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs/videos is permitted during the school day. Particularly, no cell phone photographs/videos are permitted in the rest rooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search and seizure policy, and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Note: These guidelines were formulated after careful review of school cell phone policies across the State and the country.

HANDBOOK ACKNOWLEDGEMENT

A signed parent verification that the parent has received, read, and agrees to abide by the policies and practices in the Parent & Student Handbook will be kept in the student's file. We consider information in our application to be part of our Handbook. Parents are required to familiarize themselves with all the information, as they and the student will be held accountable for the contents. Any exceptions made for any individual in any area does not constitute exceptions being made for other individuals.

RETAINING EMPLOYEES' SERVICES

Parent do hereby release and hold harmless Gateway Christian Academy and its employees from any liability or accident that may occur outside the school should they retain the services of any Gateway employee for the care of their child outside the school. Parent also agrees not to solicit Gateway staff away from the school for alternative employment opportunities.

EMERGENCY SCHOOL CLOSING

School will be dismissed in cases of emergency or bad weather warning. In the event of a natural disaster, such as a hurricane or severe storm, it is the policy of Gateway to follow the decision of the Broward County School Board and/or Emergency Management. School will also be closed if the area is badly flooded. Parents should listen for these announcements as well as public service announcements by local radio and television stations in the event of an emergency when school is in session while the Broward County Public Schools are closed.

MISCELLANEOUS

AUTHORITY

In any situation with interaction occurring among as many people as are involved at our school, misunderstandings are certain to arise. Parents and teachers are encouraged to first deal with those directly involved before going to anyone else.

Because the school is a ministry of Gateway Church, the staff is ultimately answerable to the Senior Pastor and Official Board of the Church by way of the Administrator, should the need arise.

PRIVATE CORPORATION EDUCATIONAL SERVICES

To gain an access to the homes of parents, private corporations may offer school “shows” or “programs” for the children after which fliers are sent home describing some of their own materials on which parents are requested to indicate their interest in having a representative from the corporation do an in-home demonstration. We may not be using these materials or services at our school, though some of the same principles and methods of instruction that our curriculum uses may be incorporated in them. Any correspondence with you as parents resulting from these cost-free forms of entertainment and instruction given here at school, originates strictly from the private enterprise sponsoring the “shows” or “programs” and is not necessarily endorsed by Gateway.

SOLICITATIONS

It is not possible to patronize all those who are in the business of selling products or services. For this reason, the staff and parents/guardians are prohibited from engaging in these activities during school hours. The bulletin boards are not to be used for advertisements, or solicitations.

(Rev. 6/2011)

**ELEMENTARY PARENT/STUDENT HANBOOK
ACKNOWLEDGEMENT FORM**

Student Name (please print)

Social Security Number

Students, parents*, teachers, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems, like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the rules for students at Gateway Christian Academy. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and for any vehicles authorized for the transporting of students. Please read them. Parents, students school faculty and staff need to know the rules.

Parent(s) guardian(s)* can be held responsible for the actions of their children. It is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information), which may affect the child's ability to learn, to attend school regularly, or to take part in school activities. Parent(s) should take special notice of the **Attendance** and **Tardy** sections of this handbook as well as the **Suspension** and **Expulsion** provisions.

Gateway Christian Academy must have proof that every student and every parent/guardian has had a chance either to read this Code of Student Conduct or hear it read aloud. Please sign this form and return to the school office. Signed forms must be part of every student's record. **Your signature serves to verify that you have received, read and agree to abide by the policies, rules and guidelines outlined in the Gateway Christian Academy Parent and Student Handbook.**

*Parent/Guardian Signature

Date

*Parent/Guardian Signature

Date

*Student Signature

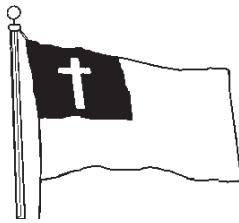
Date

Pledges...



The Pledge of Allegiance

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.



The Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.



The Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

Notes:



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

**“When Excellence Becomes Tradition
There is No End to Greatness.”**

*Accredited by
Florida League of Christian Schools (FLOCS)
and the
Association of Christian Teachers and Schools (ACTS)*

