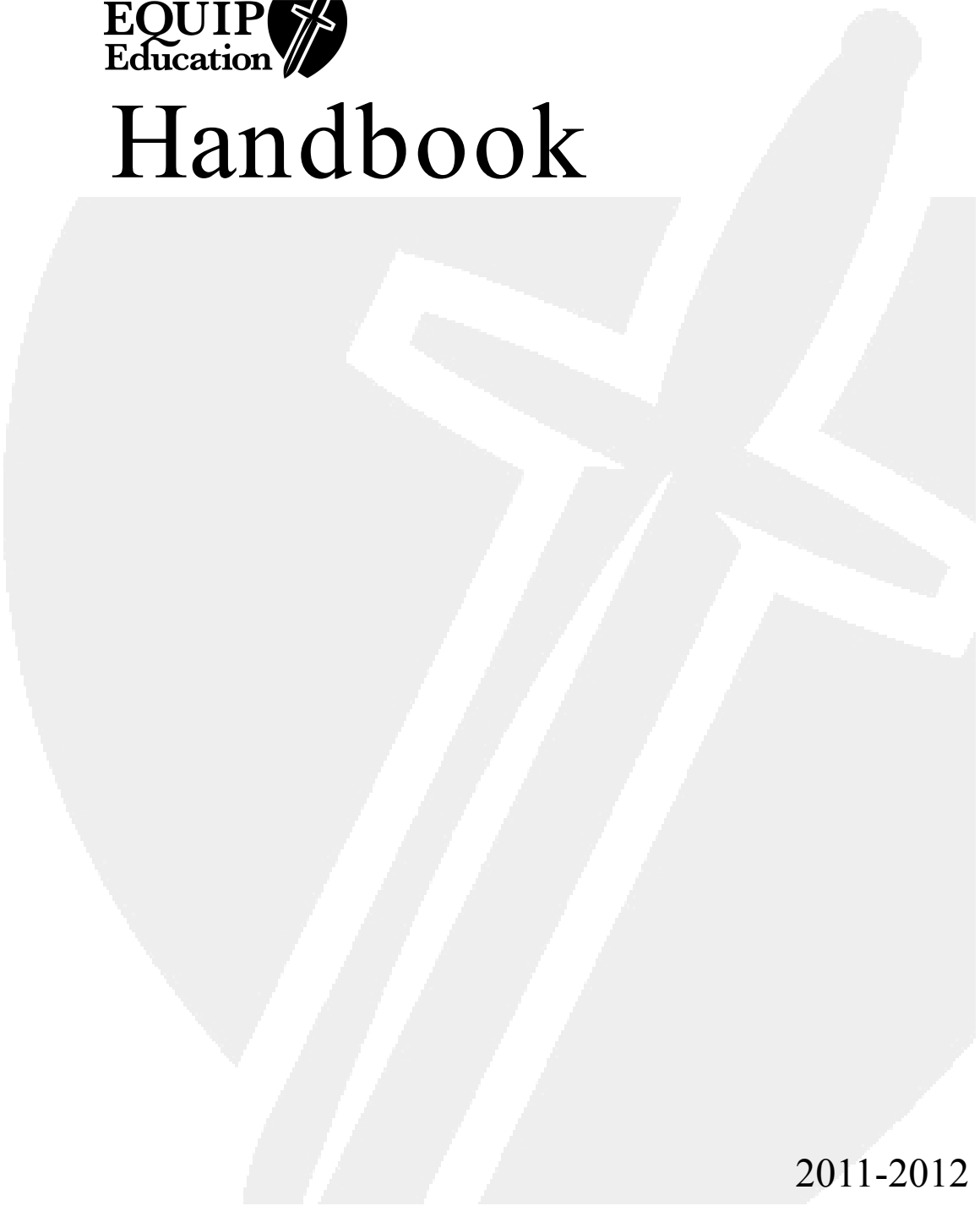




Handbook



2011-2012



Handbook

MISSION

To utilize classical education, speech, and student-led ministry to build disciples of Jesus Christ.



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Educational Goals

The educational goals of Equip Education are different from the typical public or private school. Equip Education is a program of discipleship for Christian homeschoolers, therefore it is necessary to have first things first. We lead our students to submit their lives to Jesus Christ while they order and discipline their minds through the extensive study of Latin, logic, writing, Christian worldview, math, science, and literature. The goals of the program in order of importance are:

- Discipleship
- Wisdom and Virtue
- SAT Scores and College

What We Believe

Equip Education does not teach a specific denominational set of beliefs. The following is the foundation of beliefs on which Equip Education is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all levels of training at Equip Education. These statements are the primary doctrine in Christianity and therefore at Equip Education. Secondary doctrines and issues will not be presented as primary doctrine. When secondary doctrine or issues arise, they will be referred back to the family and local churches for final authority.

The Bible - We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice. (Isa. 40:8, II Tim. 3:16-17; Heb. 4:12; II Pet. 1:20,21)

The Trinity - We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

The Father - We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of human history according to the purposes of His grace. He is the Father of all men in the Creator-creature sense, and the spiritual Father of all who believe in Christ. He is the author of salvation, the One who sent His Son (Acts 17:29; Gal. 3:26; Heb. 12:9; I Pet. 1:3).

The Person and Work of Jesus Christ - We believe Jesus Christ is God incarnate, conceived by the Holy Spirit, born of the virgin Mary, completely God and completely man. We believe in His pre-existence, His sinless life, His substitutionary atonement, His bodily resurrection from the grave, His ascension into Heaven, and His bodily return from Heaven (Jn. 1:1,14,18; Lk. 1:35; Rom 3:24-26; 4:25; 1 Pet. 1:3-5; Eph. 4:11-16; I Thess. 4:13-18; Heb. 1:3; 7:23-25; 1 Jn. 2:1-2).

The Holy Spirit - We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, assure, pray for and empower the believer for godly living and service (Jn.14:26; 16:6-15; Acts 1:5; 2:1-4; 11:1-18; Rom. 8:14-16, 26-27; 1 Cor. 6:19; 12:7-11, 13; Eph. 1:13-14; 5:18; 2 Thess. 2:1-10; Titus 3:5).

Salvation - We believe that all humanity is in a fallen state and in need of redemption. Man can only be saved by God's grace, through the faith He gives to man to believe in the completed work of His Son Jesus Christ. Salvation cannot be earned and is not deserved, but is received by those who believe (Rom. 3:23, 5:12, 10:9; Eph. 2:8-9).

The Church - We believe in the Church, both universally and locally, as the spiritual body of which Christ is the

Head. The church exercises Christ's authority until His return. We also believe that the church is entrusted with the sacraments of baptism and the Lord's Supper (Mt. 16:18; cf. Acts 1:5; 11:15; and 1 Cor. 12:13; Eph. 1:22-23; 4:11-16; 5:22-23; Col. 1:18).

The Great Commission - We believe that those whom God has saved are sent into the world by Christ as He was by the Father. Those sent are ambassadors, commissioned to go make disciples and make Christ known to the whole world (Mt. 28:18-20; Jn. 15:8; 17:18; 20:21; Acts 1; Rom. 10:14-15; 2 Cor. 5:18-20; Col. 4:2-6; 2 Tim. 2:14-26).

Elements of the program

Academics – a rigorous program of classical education classes including the subjects of Latin, Logic/Writing, Math, Science, and Literature. Classes take place one day per week, 34 weeks per year beginning at 8:30 am sharp and concluding at 4:00 pm sharp.

Speech – an elective class for most students but required in Rhetoric II which prepares students for NCFCA competition in the platform speech category.

Student-led Ministry – a student operated ministry bringing the love of Christ to a hurting world.

Integrated SAT Preparation – a deliberate and regular review of practical SAT strategies, practice questions, and timed essays throughout the year in grades 9, 10, and 11.

Academics

Rigorous academics are at the heart of the Equip Education program. Each student is enrolled in one class in each of five different tracks. The tracks are Foreign Language, Writing/Worldview, Math, Science, and Literature.

Curriculum – We use the word curriculum in the classical sense. The English word "curriculum" has its roots in the Latin word "cursus" which means "race-course". The idea is that a curriculum is a course, run by a student, which leads to a certain place. The Equip Education curriculum is designed to lead once place: discipleship. Our curriculum includes the academic subjects along with the mentoring activities and speech/debate club. A map of the academic curriculum map can be found in Appendix B.

Foreign Language – Students participate in three years of training in Latin and three in Spanish.

Writing/Worldview – Students participate in a six year writing and worldview program which includes English grammar, and composition (including a research paper) as well as two years of worldview training. The first three years of this track focus on writing and English grammar as a preparation for subsequent work.

Math – Students participate in a six-year mathematics program which progresses according to the following sequence: Pre-Algebra, Algebra I, Honors Algebra I, Geometry, Honors Algebra II, and Trigonometry/Pre-Calculus.

Science – The science program utilizes the Apologia Education Ministries texts in the following order: General Science, Biology, Chemistry, Physics, and Anatomy/Physiology. All equipment and most supplies for labs and experiments are provided by Equip Education. Dialectic II in the science track is an introductory Logic class.

Literature – The literature program is a six year program designed by the staff at Equip Education. Our rationale for the literature program can be found in the essay titled "Why Read the Classics?"

on our website. A complete reading list for the literature program can also be found on the website.

Mastery Approach – All of the subject materials at Equip Education are chosen for their mastery approach to learning. We believe that in education, less is truly more. Many schools attempt to cover more material than a student is able to internalize in an effort to appear academically rigorous. We would rather our students have a mastery of less material than exposure to a great amount of material without mastery.

Methods of Evaluation – There are several components of evaluation in each class. These include but are not limited to quiz scores, examinations, writing assignments, and conduct and participation. Equip Education instructors grade all assignments and maintain a grade point average for the student.

Research Papers – Students are introduced to the research paper in 11th grade. They are instructed in the Turabian style of documentation and will complete at least one research paper in 11th and 12th grades.

Weekly Assignments – Each week, students are provided with the coming week's assignments through our online system SnapGrades. This allows students to pace their work through the week so that they are well prepared for classes the following week and allows parents to direct their involvement with the student's studies efficiently.

Grading and Academic Records – see the Grading and Academic Records section of this handbook.

Electives

For the 2011-2012 academic year, Equip Education is introducing one class period where the student has a choice of class. There are three electives:

speech, yearbook, and missions. Speech is a requirement for Rhetoric II students. All other academic levels have their choice.

Speech

Equip Education believes that effective self-expression is an indispensable asset for any servant of Christ. Therefore, a the speech class must be taken as an elective at some point. The class is modeled on a NCFCA speech and debate club but is limited to one speech category: platform speech. Students are encouraged to take their speeches to competition.

Student-led Ministry

Equip Education maintains a student-led ministry known as VANGUARD Ministries. Under the mentorship of Equip Education staff, students participate in ministry including: fundraising, identification of ministry opportunities, delivery of ministry, media, and ministry accounting.

The goals of VANGUARD Ministries are to allow students to put hands and feet to their faith, offer them the opportunity to carry real responsibility in a real organization, and help them gain community service hours for their college application.

Active enrollment with Equip Education is a requirement of participation in Vanguard ministries.

Integrated SAT Preparation

After a review of much of the SAT preparation material available in the marketplace, Equip Education has designed its own program of SAT preparation. This program utilizes the best parts of several approaches. It includes both instruction in the material covered by the test as well as strategies designed to "beat the test".

SAT preparation is integrated into the curriculum during 9th, 10th, and 11th grades. Preparation for the math sections of the test are handled during math classes and writing sections are handled during literature classes.

Family Responsibility

The work done at Equip Education is dependent upon the work done at home. It is in the home that the most important things happen: a relationship with Jesus Christ, training in personal holiness, knowledge and understanding of God's Word. In the absence of these things, a Christian leadership education is impossible. I Corinthians chapter 3 says that the only foundation that can be laid is Jesus Christ. The best and easiest and most important place for your child to see Jesus and get to know Him is in your home. Without that foundation in the student's life, Equip Education is building on the sand.

As homeschoolers, each family is ultimately responsible for the education of the student. While the academics at Equip Education are rigorous, it is important to remember that under Florida law, the parent cannot delegate responsibility for the student's education to any other party. More importantly, we should remember that it is parents, not teachers, that are the recipients of the promises of God in Scripture. Our academics are supplementary to your program of home education. When you join Equip Education, you agree to maintain supervisory responsibility of your child's education, to work with the student at least four days per week in addition to their day at Equip, and add the elements necessary to your student's education which are not covered by Equip. The law covering home education can be found in the Florida Statutes Title XLVIII, Chapter 1002.

It is our desire to see students prepare ef-

fectively for the adventure of walking with Christ. However, we recognize that homeschoolers have greatly varying schedules and are called by God to activities unrelated to Equip Education. Therefore, we have set a threshold of accountability in the program. The program has a requirement for receiving a final grade in a class. If a student attends less than 85% of the sessions of a class or completes less than 85% of any category of assigned work (e.g. tests, homework, papers, etc.), then the student is not eligible to receive a final grade for that class.

Therefore, if a family is away on vacation and the student is not able to turn in assignments, the student will not be given a zero grade for those assignments. Rather, there will be no grade entered for the assignment (thereby protecting the student's grade point average). However, the student's average of work turned in will be affected. This may cause the student to fall below the 85% threshold. This requirement is designed to ensure that the family is employing deliberate decision-making around the student's engagement with the academic material.

Admissions and Re-enrollment

Equip Education accepts applications for 7th grade students. 8th and 9th grade students are accepted if the student is able to demonstrate necessary academic proficiencies and space is available.

Upon receipt of a completed application, a family home meeting is arranged. Both parents and the participant must attend this meeting.

New applications are handled on a case-by-case basis. New applications should be submitted no later than July 20th for the following academic year.

A participant is guaranteed admission for

any year in which the participant completed the prior year with Equip Education in good standing. Returning participants are at risk of losing their place if tuition is not paid on time.

Admission is contingent upon available space and upon a positive recommendation from a member of the Admissions Committee.

Priority for admissions is set according to the following hierarchy:

- Returning participants.
- Siblings of current participants.
- Siblings of prior participants.
- New participants on a first-come, first-served basis.

Attendance

Equip Education will make its best efforts to accommodate the varying schedules of homeschool families. However, regular attendance is required. Numerous absences which prevent the orderly operation of the class and prevent the student from acceptable academic performance will be regarded as a violation of the Code of Conduct.

Class Size

As a general matter, classes do not exceed 12 students. The exception to this is when a student enters the program above the 7th grade level but still needs Latin I. Because of this situation, Latin classes may vary in their sizes.

Code of Conduct

Galatians 5:22 is the guide for conduct. It bears being repeated:

“But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law.”

This is what we expect.

Last names among students and instructors with the appropriate prefix are required during the school day (e.g. Miss Bolton).

There shall be no boyfriend/girlfriend relationships at Equip Education. There will be no public displays of affection. Students will not segregate themselves to study or eat lunch as a couple. We are all in this together.

Cell phones and other electronic devices are not used during the school day, including during lunch and breaks between classes. The only exception to this is the rare necessity for a student to speak to a parent.

Profanity, especially taking the name of the Lord in vain, will not be tolerated.

Plagiarism and cheating will be dealt with harshly.

No tobacco products of any kind are permitted.

Violations of the Code of Conduct are dealt with according to the Disciplinary Policy.

Communication

The organization sends out periodic emails to keep parents and students informed of happenings and upcoming events. The Equip Education calendar is available on the website.

Instructors typically send out email notifications on a regular basis to both parents and students. Parents and students are able to email and call Equip Education instructors and administrators directly.

Grades are available online typically within a week of the assignment being turned in or the test being taken. Therefore,

mid-term progress reports are not sent out.

All relevant contact information can be found at equipeducation.org.

Covenants

We define covenant as a voluntary obligation entered into by one party on behalf of another party, the performance of which is not determined in any way by the behavior of the second party. Covenants are signed by all members of the Equip Education program - including instructors, students, and parents. Samples of these covenants are presented in appendix "A".

Disciplinary Policy

The purpose of the Disciplinary Policy is to have an understanding with students and parents about how problems will be handled. A goal of the policy is to allow the student to make corrections without involving the parents. We desire to show respect to students and interact with them like young adults who are capable of managing their own affairs. Therefore, when conduct problems arise (including failure to prepare academically), they will be dealt with in the following fashion:

First, an instructor will privately remind the student of the standard and ask for compliance. This may happen more than once prior to proceeding to the next part of the policy.

Second, the instructor will appeal to the standards in Scripture and warn the student that further instances of problematic behavior will be brought to the attention of the parent. At this point, it is very likely that the disciplinary problem is being reflected in the conduct portion of the grading system.

Third, the instructor will enlist the assistance of the parent.

Fourth, the instructor will explain to the student and the parent that disciples of Christ willingly submit themselves to those God has placed in authority over them and that further violation of the Code of Conduct will indicate that Equip Education is not the right fit for the student.

Fifth, the student will be expelled from the program.

Any student expelled from the program must be approved for re-admission by a unanimous vote of the Admissions Committee.

Dress Code

Uniforms are required each class day. Uniform specifications are outlined at the beginning of each year and communicated to parents.

No piercing jewelry is permitted with the exception of earrings in females.

Hair length is not to impede eye contact with others.

The dress code will be strictly enforced.

Financial

Tuition for the 2011-2012 academic year is \$1,900. The tuition is due on the following schedule: \$950 on August 1st, 2011 and \$650 on November 1st, 2011, and \$300 on February 1st, 2012.

Upon admission to the program, a payment of the registration fee plus a \$200 deposit will reserve the student's place in the program. The deposit is applied to the August tuition payment.

The tuition covers all classes and participation in Vanguard Ministries. Books and materials are additional expenses borne by the family.

Failure to make the first tuition payment on time may result in the cancellation of the student's enrollment.

Transcripts are not delivered unless the student's account is current.

Academics and Homework

In order to advance to the next academic level, all students must finish the prior academic level with a cumulative grade point average for that level of 2.50 or greater. If a 2.50 is not achieved, Equip Education staff will consult with the parents to determine if repeating the level or finding another educational alternative is in the best interests of the student. A student's ability to repeat a level may be prevented by class-space limitations. Students rising to the next level have priority over students required to repeat a level.

There are several components of evaluation for each class: conduct and participation, quiz scores, examinations, and writing assignments. These elements are typically weighted fairly evenly but exact weights will vary from class to class. Component weights for each class can be found on the syllabus for each class received by the student at the beginning of the academic year.

Once a student has completed a full year at Equip Education in good standing, the student and family have an Academic Record on file which can be printed at any time.

As mentioned in the Family Responsibility section, attendance at less than 85% of class dates or completion of less than 85% of any category of assignments, e.g. homework, tests, etc., will disqualify a student from receiving a grade for the class.

It is necessary that academic assignments are turned in on time. If a student is absent or **prior approval** is granted,

there will be no consequences for assignments turned in late. Otherwise, the following penalties will be assessed for assignments turned in late: 1 week, 10%; 2 weeks, 25%; 3 weeks 50%, 4 weeks or greater, 100%.

All students must have access to an internet connected computer. Weekly assignments are provided by way of the internet as are computer files which must be printed on a frequent basis.

Beginning in Dialectic II, instructors have the right to require that certain assignments are turned in typed. Therefore it is in the student's best interest to have completed a typing program prior to Dialectic II.

Grades and progress reports are not delivered unless the student's account is current.

As homeschoolers, it is necessary that the student accomplish the majority of work at home. Therefore, families should expect an average of 4 to 5 hours of assigned homework four (4) days per week or 16-20 hours total per week. This will allow the student to cover the necessary material and be prepared for regular evaluations. Some students require more time to complete the assignments.

Homework assignments are found in the Snapgrades system.

Instructors expect that students are completing their assignments across four days or greater each week. It is not acceptable for a student to pack 4 days of work into fewer days per week. Learning for mastery is the goal of Equip Education. Cramming does not fit in with the educational model.

Homework assignments are turned in according to the standardized format that is explained to the student in class.

Miscellaneous

Parents understand that from time to time, Equip Education may take photographs of events and classes for marketing purposes and that students appear in those photos. Parents agree that these photos have no commercial or contractual value and that Equip Education may utilize those photos as long as no individual students are identified in the photos or associated marketing materials. Parents give their consent to identify their student in photos in Equip newsletters and yearbooks unless the parent has requested in writing that their student not be identified in newsletters and year books.

Non-Discrimination

Equip Education values diversity. The program admits students of any race, color, national or ethnic origin.

Parent Involvement

Equip Education expects that parents are willing participants in the discipleship of their children.

Parents are free to visit classes at any time (although younger siblings are not permitted in class rooms during class).

Parents are asked to provide ideas and input for improvement of the program. We want to hear from you!

Program Closings

In the event of a hurricane, decisions about closing the program will be made by Equip Education staff.

The goal of this policy is to safeguard students while maintaining a focus on the mission of the organization.

As a general rule, the program will close once a hurricane watch is posted for either Miami-Dade or Broward Coun-

ties. However, the final decision will be made by Equip Education staff as events transpire.

Vanguard

The Vanguard is our name for the students of Equip Education. The Compact Oxford English Dictionary defines vanguard as, "a group of people leading the way in new developments or ideas." That is how we see our students. These young people are Christians whom God is using and will use to change lives wherever they go.

Visitors

Parents are always welcome to join us at their convenience!

All non-parent visitors must receive approval from Equip Education prior to visiting the program.

Younger siblings are not permitted in classrooms while classes are in session.

For further information, a Frequently Asked Questions (FAQ) page is available on our website or contact us with the information below.

Equip Education
14359 Miramar Parkway
Suite 348
Miramar, FL 33027
info@equipeducation.org
www.equipeducation.org



Appendix A

Page 1

Name of Student: _____ Date: _____

Parent Covenant

- I agree that I have read and understood the Equip Education Handbook and I agree that I am bound by the contents of the Handbook.
- I covenant to take an interest in my child(ren)'s education, to be involved, and to monitor their academic progress.
- I covenant to make my best efforts to ensure my child(ren) arrives on time.
- I covenant to make my best efforts to ensure my child(ren) attends greater than 85% of academic classes during the year.
- I covenant to partner with the staff of Equip Education in the discipleship of my student(s).
- I covenant to pray for my child(ren) and their instructors regularly.
- I covenant to meet my financial obligations to Equip Education in a timely way.

Parent Signature: _____

Parent name: _____

Appendix A

Page 2

Name of Student: _____ Date: _____

Student Covenant

I agree that I have read and understood the Equip Education Handbook and I agree that I am bound by the contents of the Handbook.

I covenant to apply myself rigorously to my education.

I covenant to complete at least 85% of homework and other assignments.

I covenant to use my best efforts to behave in a Christ-like manner at all times.

I covenant not to leave the premises at any time.

I covenant dress in a neat, clean, and modest way.

I covenant not to use profanity.

I covenant not to utilize electronic devices during the day unless absolutely necessary.

Student Signature: _____

Student name: _____

Teacher Covenant

I declare that I have given my life to Jesus Christ.

I covenant to lead by example.

I covenant to pray for my students.

I covenant to challenge my students.

I covenant to be honest in student appraisal and reject favoritism.

I covenant to lead an orderly classroom.

I covenant to understand and continually improve my understanding of the material I teach.

I covenant to adjust my teaching style to the needs of my students.

I covenant to keep parents well-informed.

I covenant to respect parents and welcome their involvement.

I covenant to treat my students with respect.

All teachers at Equip Education have a signed covenant on file.



ACADEMIC MAP

DIALECTIC I	DIALECTIC II	DIALECTIC III	RHETORIC I	RHETORIC II	RHETORIC III
Classical Writing I Beginning Grammar	Classical Writing II Intermediate Grammar	IEW Writing Advanced Grammar	Worldview	College Prep. Writing Research Paper	Advanced Worldview Research Paper
Latin I	Latin II	Latin III	World History	American History	American Gov't/ Economics
Pre-Algebra	Algebra I	Honors Algebra I SAT Prep	Geometry SAT Prep	Honors Algebra II SAT Prep	Trigonometry/ Pre-Calculus
General Science with Lab	Introductory Logic	Biology with Lab	Chemistry with Lab	Physics with Lab	Honors Anatomy and Physiology with Lab
Literature I Love of Reading	Literature II Love of Reading	Literature III Christian Thought SAT Prep	Literature IV The Soul and Sin SAT Prep	Literature V Foundations of Western Thought SAT Prep	Literature VI

Elective: The 6th class is an elective chosen by the student from the available alternatives.