

# PARENT HANDBOOK 2018



ACCREDITED BY SACS



## PARENTS RIGHTS AND RESPONSIBILITIES

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<http://www.agapejracademy.us>

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# SKILLS FOR SUCCESS

## **COURTSEY**

BE POLITE, HELPFUL, AND CONSIDERATE

## **LOYALTY**

BE FAITHFUL TO JESUS AND OTHER PEOPLE

## **RESPECT**

LOVING OTHERS DESPITE THEIR DIFFERENCES

## **PERSEVERANCE**

ALWAYS CONTINUE TO TRY

## **HONOR**

BE KIND TO ALL PEOPLE AND SAY NICE THINGS ABOUT OTHERS

## **INTEGRITY**

BE HONEST, SINCERE, ASK FOR FOGIVNESS AND BE FORGIVING

## **SELF-CONTROL**

BE RESPONSIBLE FOR YOUR ACTIONS

## MISSION STATEMENT

The mission of Agapé Jr. Academy is to apply tried and proven methods and emerging research and technologies to foster an environment in which creative thinking, the quest for academic excellence, a healthy social consciousness, and analytical problem solving skills are developed in every student. This mission includes a commitment to the development of the moral, social, and spiritual values that contribute to positive social engagement, so as to optimize the emotional, physical, and intellectual gifts with which every child is endowed.

## MOTTO

“Whatever It Takes”

## VISION STATEMENT

The vision of Agapé Jr. Academy is that it becomes a sanctuary of education where the quest to know is nurtured and facilitated, and where learning is consistently fostered in a safe environment. This vision includes the instilling of confidence, an individual sense of responsibility, and a recognized need for a plan for a future filled with life-enhancing goals and realized potential in each student. We seek to motivate all students to Anticipate, Justify, and Accomplish set goals.

## CREED

I will walk with pride.

I will talk with dignity.

When I sit down I will sit with the idea that I am worth more than a priceless pearl.

My mind will grow to be a strong and mighty chain, and I will be happy to answer when you call my name.

Watch me grow and you will see, because the very best lies ahead of me.

**-Author Unknown**

“We fail when we fail to aim high.”

**P. Emeagwali**

## TEXT

“Whatever your hands find to do, do it with all your might...” **Ecclesiastes 9:10**

## **STATEMENT OF PHILOSOPHY**

Agapé Jr. Academy is dedicated in helping all students reach their full potential. It is our aim to help each child become self-sufficient spiritually, mentally, socially, and morally so that they can meet demand of constant changing demands of society and have the adaptability skills in order to cope. It is our aim to personalize instruction by keeping a small teacher-to-student ratio and individualizing instruction and assignments according to student need.

Further, it is the intent of the faculty to lead students towards being disciplined, productive, and informed, in order to become productive citizens. To achieve these goals mutual respect and understanding must be present in the learning process on the part of all participants, the faculty, students and the community.

## OUR FAMILY COMMITMENT

1. As parents and guardians we agree to support the policies of the Agapé Jr. Academy Board of Directors, Faculty, and staff.

Please be advised that the program operated at Agapé Jr. Academy is not licensed under Bright from the Start and is not required to be licensed by the State. Exemption from licensure has been applied for, and we are therefore not required to adhere to child care rules other than the exemption rules.

Agapé Jr. Academy is fully accredited under the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement (SACS CASI), and has met and compiled with zoning regulations, fire inspection, health department requirements, and has obtained a certificate of occupancy. Agapé Jr. Academy does carry liability insurance.

2. I/we acknowledge that through our participation and involvement in the school, by attending the regularly scheduled PTMs and other school functions, we will demonstrate to our child our support and concern regarding their academic, social, emotional, and spiritual development. We agree to attend and support school functions.
3. As part of the school family we pledge to provide help in areas where we are capable and able.
4. We agree to assist our child with homework or projects and to assure that he has complete school supplies daily.
5. We agree that our child will only bring approved items to school (see supply list) and that other items may not be brought to school.
6. We agree to read all newsletters, notes, and planners and be informed regarding school news. We also agree to ensure that our child is organized and turn in homework and projects in a timely manner.
7. We agree that the tuition contract is a binding contract between us and the school. Payment is due at the beginning and no later than the seventh of each month.

We agree that our child will be enrolled for the entire school year as Agapé Jr. Academy sets its budget accordingly. We agree that we will be responsible for the remainder of the tuition should we decide to withdraw before the end of the school year. There will be no refund. (See financial information).



8. We agree to one of the following plans:

- Full tuition payment for the school year due at the end of June.
- Ten (10) month payment plan beginning August 1st, which includes first and last month tuition.
- Eleven (11) month payment plan beginning July 1st, which includes first and last month tuition.

NSF fees (\$35) and late fees (\$50) are also part of the financial agreement.

9. We also understand that nonpayment of tuition for two consecutive months will result in the relinquishment of our child's place and that records will not be forwarded to a new school until all outstanding tuition and fees have been paid.

Late fees of \$50 will be applied to payment received after the 7th of each month and will accrue each month there is an outstanding balance. If the seventh (7th) falls on a weekend or holiday the payment becomes due before the seventh (7th) except payments made by direct deposit.

10. We understand that no refunds or reductions will be made for temporary absences or illnesses and that a thirty day written notice must be given to this school before withdrawing our child.

11. We pledge to be engaged in school fund-raising events at least two times per year for at least \$200 or donate the sum of \$200 to the school by February.

## ACCREDITATION

Agapé Jr. Academy is **accreditation** by the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement (SACS CASI).

**SACS CASI** is an accreditation division of ADVANC-ED and has as its motto "Advancing Excellence in Education Worldwide."

Agapé Jr. Academy holds membership with the Association of Christian School International (ACSI), a premier provider of professional services for Christian educators worldwide.

## ADMISSIONS

All prospective families are required to visit our school prior to completing an application for enrollment and submitting the registration fee. After, the school will conduct an informal interview. If appropriate, the enrollment process follows: this includes completion of the enrollment payment packet, and payment of fees and tuition.

## NON-DISCRIMINATION STATEMENT

Agapé Jr. Academy prohibits prejudicial discrimination on the basis of race, color, national origin, age, parental status, gender, and or religion. As an educational institution, K-8, we are committed to providing equal opportunities and access. All qualified applicants seeking enrollment will receive equal consideration.

## ATTENDANCE

Regular attendance is vitally important for success in school as learning takes place each and place every day. All children are expected to be in attendance each day unless they are ill or a family emergency arises.

Parent/Guardian must call before 8:30am the day of the absence and leave a message. Give the child's name, grade, and reason for absence. Please call for each day of absence. **If a student has been sick with a fever, he/she must be fever free for 24 hours before returning to school. Please be reminded that when the child returns he/she must bring a note explaining his absence.**

## ABSENTEE POLICY

It is the policy of Agapé Jr. Academy, Inc to work with parents, and guardians of children in its care to attend school regularly. The following reasons are considered appropriate for a child to be absent from school:

- a. **Illness;**
- b. **Death in the family;**
- c. **Religious holiday;**
- d. **Instances which attendance could be hazardous as determined by the principal, and or school Board;**
- e. **Service as a Page in the Georgia legislature.**

Persistence in poor attendance is considered a disruption to the child's academic progress and work of the class. Parents who do not comply with the attendance policy are in violation of their legal duty and responsibility.

The school cannot give parents permission to keep their child out of school for other reasons listed above. Should the parent(s) fail to carry out their duty in bringing the child to school when school is open, then the absence will be considered and treated as unauthorized.

**State law indicates that any parent/guardian who does not comply with compulsory attendance mandate (O.C.G.A 20-2-690.1[a] shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offence (O.C.G.A. 20-2-690.1[c].**

## **EXCUSED ABSENCE**

We provided ample holidays within the school calendar and request that parents help reinforce good attendance habits in their child. If it becomes necessary for a student to miss school for planned family activities, we ask that a written letter be submitted at least one week in advance. Should it be an emergency, the parent should submit a letter of the absence when the child returns to continue his/her formal education.

## **EXTENDED ABSENCES**

Agapé Jr. Academy does not provide refunds nor make up days for families who choose to take their children out of school for any amount of time, that is, from one day to an extended absence. This covers holidays, vacations, and emergencies. There are no fractional payments.

### **Arrival/Tardy Policy**

Arriving late is an interruption of the morning activities already in progress and is unacceptable to a healthy learning environment. All classes begin at 8:00am and any student who arrives later than 8:00am will be documented with an unexcused tardy. Students who arrive late may go directly to their classroom. The teacher will document the tardy. The principal will meet with the student and parent after three unexcused tardies.

## **BILLING/PAYMENTS/TUITION:**

### **BILLING**

The tuition is due and payable on or before the seventh (7<sup>th</sup>) day of each month. Credit is not given for illness or other non-attendance. Each account must have only one responsible party for payment of all fees (such as in the case of divorce). Checks and money orders must be made payable to Agapé Jr. Academy. A fee of \$10 will be incurred if checks are dishonored due to insufficient funds to cover bank charges. Payment is the responsibility of the person who signed the tuition agreement. Tuition and fees are subject to change from year to year. After two months of non-payments the account will be sent to a collection agency and reported to the credit bureau.

### **PAYMENTS**

The preferred methods of payments are: cash, check, credit card, direct deposit, and money order. Checks and money orders must be made out to Agapé Jr. Academy. Direct deposit arrangements must be made with the office to set up withdrawals. A receipt will be given for cash payments.

### **TUITION**

Tuition is charged at a yearly rate and is divided into semester 1 and semester 2. Payments may further be divided into 10 or 11 equal payments. However, the parent may choose to pay the tuition in full each semester or for the school year. In the event of a student withdrawal, the bursary office must be informed in writing at least 30 calendar days before the withdrawal date. The responsible party shall uphold the terms of the tuition agreement through the end of the school year.

### **TUITION AND FEES**

See financial information under the parent tab on the website.

## **LATE PAYMENT FEE**

**ALL** payments are due on or before the 7th of the month and late after the 8th day. Payments made after the 8th must include a late payment fee of \$50.00.

## **CANCELLATION, TERMINATIONS, AND REFUNDS**

Application, enrollment, and assessment fees are not refundable under any circumstances. When a student is withdrawn, thirty (30) days of advanced written notice to the administration is required in writing. Payments will still be due for the remainder of the school year.

## **SCHOLARSHIP FUND**

Scholarship funds may be procured through Golden Dome or Parent's Choice. Please review their websites for further information. Applicants must meet the school's criteria. Until a scholarship determination has been made payments are expected at time of service.

## **CHEWING GUM**

Chewing gum is not permitted in classrooms or on campus.

## **DOCTOR/DENTIST APPOINTMENTS**

Attempts should be made to schedule appointments outside of school hours. If appointments are necessary during school hours, please send a note to the teacher. If you must interrupt your child's education for an appointment, you must sign your child out at the front office prior to taking him/her out of class. No parents should go to the classroom before first going to the office to check out a child. The office will notify the teacher that the child is being checked out. If your child returns to school after his/her appointment, please sign him/her back in at the office. The child will then be escorted to class.

If your child has sustained an injury, or for another reason must decline from participating in the P.E. class for a period of time, please submit a note from your pediatrician to the office.

## **DRESS CODE AND OVERALL APPEARANCE**

Students should be appropriately dressed at all times in the approved uniform attire. Parents will accept the judgment of the administration of Agapé Jr. Academy as final in matters of school policies and procedures, including dress code for the preschool and elementary school. Students in this academic setting are expected to be clean and neat in their personal appearance, observing dress standards of good taste. It is the parent's responsibility to ensure that the student complies with the dress code on a daily basis while on school grounds and/or on school field trips.

## **PRE-SCHOOL**

Pre-School children are required to wear clean clothing in good repair (No rips, broken zippers, free of holes or exterior patches, messy hems, etc.) that is free from negative symbols, violent images, and/or inappropriate words or phrases. Children's shoes must be safe, non-slipping, closed toed, and heel strapped. Jellies, oversized boots, platform shoes of any type and high-heeled shoes are not acceptable. Parents are required to uphold the uniform standard for pre-school. You may purchase uniform and logo items at Buckhead Uniforms located at:

2100Riverside Parkway, #132  
Lawrenceville, GA 30043  
(678) 442-0817

<http://www.buckheaduniforms.com>

## **ELEMENTARY**

Elementary children are required to wear the approved uniform. You may purchase uniform and logo items at Buckhead Uniforms located at:

2100Riverside Parkway, #132  
Lawrenceville, GA 30043  
(678) 442-0817

<http://www.buckheaduniforms.com>

Clothing for the elementary child must be free of holes and exterior patches. Pants may not be tattered or shredded on the hem. Shoes must be non-slip, closed toed and with heel straps.

Jellies, oversized boots, platform shoes of any type and high-heeled shoes are not acceptable. Please refer to dress code page in this handbook for a more detailed outline of the uniform dress code.

If the student is out of dress code the parent will be notified and the child will be given appropriate attire from the clothes closet. Continued abuse of the dress code will require the parents to bring appropriate attire once notified by the school. If a parent continues to bring a child to school out of uniform dress code, by the third warning, the child will not be allowed to attend class and will be sent to the office until appropriate attire is brought. If appropriate attire is not forthcoming the student will be isolated until appropriate attire is acquired.



## **EMERGENCY PREPAREDNESS**

Agapé Jr. Academy has an emergency preparedness committee. The purpose of this committee is to implement procedures that provide for the safety of students and staff in case of a disaster during school hours. In order to ensure that students and staff act effectively when a disaster occurs, fire drills are conducted once a month, and tornado drills along with major disaster drills (earthquake) are conducted at least two times during the school year.

In the event of a disaster, children will only be released to an adult on their contact list. The adult to whom the child is released must show photo identification. Children will not be allowed to leave the campus with anyone who is not on their emergency contact information. The staff will remain with the children until they are all released. Parents are asked to keep their phone lines open. We will contact you.

Parents, please update your contact information when there are changes to your address, home, or cell phone number. It is important that you report these changes to the office. In the event of an emergency we will use this information to make contact. Please do not call the school, this will only result in a congested phone line and you may not get through. We will call.

## **EVENTS**

Please see the event calendar for activities throughout the school year.

## **FIELD TRIP**

Students must wear the approved uniform on field trip days unless otherwise instructed. The students must conduct themselves in good order. The field trip is an extension of the classroom and failure to uphold the rules and standards of the school will result in disciplinary action.

## HOME/SCHOOL COMMUNICATION

Each month school newsletters will be published to the parents e-mail. Newsletters will also be posted on the school's website found on the lower menu bar:

<http://www.agapejracademy.us>

Individual teachers may communicate via conference calls, emails, or telephone calls. Planners may be used for communication.

## INJURY/ILLNESS

Children who sustain an injury while at school will be evaluated and cared for if the injury is evaluated as minor. The teacher will inspect the injury and fill out an incident report and call the parent notifying them of the injury. For a serious injury, the child will be sent to the office. The office will call the parents and notify them as to the injury sustained. The school will notify the parents if it is necessary to call emergency 911 or if the child needs immediate medical attention.

The faculty and staff may not allow children who are sick to be dropped off or remain at school when they show signs of the following:

- A temperature above or below normal
- Vomiting or nausea
- Evidence of a communicable disease-eye infection
- Severe headache
- Spasm or convulsion
- Evidence that the child was sick at home prior to coming to school

## LUNCH

Lunch may either be provided by the parent or purchased at the school. Do not send meals that must be heated, cooked or refrigerated.

## MEDICATION

The physician and the parent must give permission for all medications to be administered by school personnel. At the time of the doctor visit, parents may request this approval that the doctor must give in writing. This form requires both parent and physician approval. All medication is stored in the office and is administered by the principal or her designee. All medication must have the following:

- original label with the student's name
- Name of the medication
- Dosage of medication
- Frequency and approximate time of medication administration
- Date of the order and discontinuation date
- Specific direction for administration
- Name of the licensed prescriber and telephone number
- The medication must be in a pharmacy or manufacturer labeled container



Students are not allowed to bring and keep in their possession over the counter medication or natural remedies.

No more than 30 school day supply of the medication for a student will be stored at the school. Exceptions will include but limited to inhaler, nebulizer, or Epipen. Where possible, all unused, discontinued or outdated medication will be returned to the parent or guardian at the end of the school year.

## **DOCUMENTATION AND RECORD-KEEPING**

- The principal or her designee will maintain a medication administration record for each student who receives medication during school hours.
- No student will be given medication unless it is first registered in the office by a parent or guardian.

If your child needs an over-the-counter medication and you do not have a written prescription, a parent or guardian must complete a medical release form.

Students should not carry his/her own medication to school or possess medication on his/her person. Any misuse of medication by a student may be subject to disciplinary action. These are offences and penalties may range from a verbal warning to suspension.

## **PICK UP/LEAVING SCHOOL GROUNDS**

All children leaving school grounds during school hours must be signed out at the school's office.

When picking your child early from school, park in a designated parking spot and sign out your child at the school office. Then, you may pick up your child from the classroom. Do not leave an unattended child in a car at any time. Georgia law is very clear that this practice constitutes child endangerment.

## **PROBLEMS/CONCERNS**

If you have questions or concerns, we would like to talk to you. Our school thrives on direct constructive communication. If you have an issue, please contact the principal. For concerns about your child, please contact your child's teacher. If this is not satisfactory, please talk to the principal.

Please be aware that keeping your concerns to yourself or sharing them informally with small groups is completely counterproductive. To exhibit the best possible learning environment for your child, open sincere communication between parent and staff is essential.

## STUDENT BEHAVIOR

Please be familiar with the student's handbook of rights and responsibilities. Students are encouraged to take responsibility for their actions and behaviors. Students must understand and learn that they are loved, but hurting others, showing disrespect, or disruptive behavior do not solve situations. For their actions there are consequences that may range from verbal reprimand to suspension or expulsion. Suspension and/or expulsion is determined by the Board when the principal determines that the student has failed to demonstrate a change or desire to modify his behavior. A conference will be set up to explain the situation, resulting consequences and solutions reached. The parents may be called in and asked to take the child home for the remainder of the day. Please read and review the behavior policy found below with your child.

## BEHAVIOR POLICY

Agapé Jr. Academy, takes negative classroom behavior seriously. This policy provides all students to conduct themselves in a manner that will uplift the learning environment and make the classroom a place conducive to learning. If a child consistently disturbs and interrupt the learning environment that causes and prohibit learning, and if that child is spoken too by the teacher and asked to desist from disturbing that child will be put out of class and fined \$75.

The teacher will call the parent(s) and make them aware of the violation and the charges that will be levied on the child for classroom misconduct. The parent may opt to pick-up the child in 30 minutes to prevent being charged.

This fee of \$75 must be paid before the child can return to class. It is the parent (s) responsibility to review the student handbook and cause the child to be aware of this policy.

The following will be considered major classroom disturbances that require the teacher to remove the student from instructional time:

- **Excessive talking and volume.**
- **Classroom interruption.**
- **Student hits another student causing outburst/fight.**
- **Student pushes and bullies another student that creates an outburst/fight.**
- **Student out of seat excessively and not prepared for class.**
- **Student refuses to stop talking after given a direct directive from the teacher.**

## **REQUIRED BEHAVIOR**

- **Speak softly and lower your voice.**
- **Raise your hands to gain the teacher's attention before talking.**
- **Stay in your seat unless directed by the teacher.**
- **Keep your hands, and feet to yourself. Do not hit, call another student out of his/her name (see handbook on bullying).**
- **Stay in your assigned seat and have all of your materials for class.**
- **Be respectful of others and desist from talking during instructional time.**
- **If you finish your work before the period ends sit quietly and read a book.**

## **CONSEQUENCES**

- Warning
- Charged \$75
- Probation
- Suspension

## STUDENT CODE OF CONDUCT TEST

Students will be tested during the first week of school on the contents of the handbook. Each child must score 80% on the administered test.

## STUDENT EVALUATIONS

Parent/Teacher conferences will be held each semester. The conferences will evaluate how the child is adapting and whether he /she is working to his full potential. Agapé Jr. Academy offers the following evaluations during the school year:

- Pre and post-test are administered every 4 ½ weeks. The DIBELS test is given at the beginning and end of the school year to Kindergarten through grade 2.
- A writing test is administered to every student from grades 3 to 8.
- A norm reference test is administered annually in the Spring
- A criterion reference tests is administered at the end of each unit.

Parents can go online to <http://jupitergrades.com/> to follow the progress of their child's classroom academic work and see the results of tests, quizzes, homework, and class work. Parents can use the opportunity to schedule conferences with their child's teacher if homework, class work, and projects are not turned in.

Parents of Kindergarteners will receive their Friday packets. This must be signed and returned the following school day.

**Students with IEP's will be evaluated under separate accommodations depending on the IEP goals.**

## STANDARDIZED TESTING

Students in grades 1 through grade 8 are tested in the spring using the **Terra Nova** test. The testing provides important data for the school's overall direction and for parents to see how their child is achieving as compared to other students across the nation taking the test that are in the same grade level. The results are returned prior to the end of the school year.

## GRADING SCALE

Student grades reflect the achievement of a standard or goal, not merely perceived effort. Grades will communicate the attainment or lack of attainment of goals set for students. Students are expected to cooperate with the teacher in completing class assignments. The student who exhibits a disregard for meeting class requirements stands in danger of failing the grade. All homework and class assignments must be completed in a timely manner.

JupiterGrades is an online grade book program used by AJA to keep parents and students informed as to their academic performance, attendance, and homework postings. Each parent and child will be able to choose unique passwords for access. Please check the site periodically to be informed.

### Grades K-2

- **E**      **EXCELLENT**
- **S**      **SATISFACTORY**
- **N**      **NEED IMPROVEMENT**
- **U**      **BELOW 70**

### CONDUCT GRADE

**Satisfactory**            **S**  
**Unsatisfactory**        **U**  
**Need Improvement**   **N**



## **Grades 3-8**

### **Grading Categories Lists and Weights**

#### **Assessment during Learning: 25 %**

- **Quizzes**
- **Project**

#### **Guided/Group Practice: 45 %**

- **Home Work**
- **Class Work**

#### **Summative Assessment: 30 %**

- **Unit Test**
- **Final Exam**

## CELL PHONE USE

Electronic devices have become a growing problem and Agapé Jr. Academy has developed a policy to curb electronic device such as cell phone use on campus.

It is the policy of Agapé Jr. Academy that students with a cell phone do not use the cell phone during regular school hours. Regular school hours refer to hours spent on campus or away from campus on field trips. Cell phone use during school hours is prohibited. The use of cell phones, i-pods, and any other similar electronic devices that distract the learning environment may not be used. This includes but is not limited to sending and receiving messages, using the key pad as a calculator, taking pictures, and/ or video recording.

If, however, it is brought to the attention of a teacher or administrator that a cell phone was inappropriately used, which includes but is not limited to inappropriate photograph, text messaging, and videotaping, the said cell phone or electronic equipment will be confiscated. This matter will be referred to the police with the cell phone as evidence.

If a student brings a cell phone on the campus the device must be completely turned off. The cell phone is not turned off if it is on vibrate or on the silent mode. It is the responsibility of the student to make sure that his/her cell phone is completely turned off, out of view of teachers, staff, and other students. If the cell phone is sighted by another student who makes a report it will be confiscated. To say that you did not know that it was not turned off or should not be seen is no excuse.

A student who brings a cell phone or other electronic devices to the campus does so at his/her own risk. Agapé Jr. Academy will not be held responsible for a lost or damage cell phone and/ or electronic device (s). The school will not take any financial responsibility for lost or damaged electronic devices.

## CONSEQUENCES

- a) First Offence-the cell phone or the electronic device will be confiscated with a warning. The student and parent may pick up the cell phone at the end of the day from the principal's office. The principal has the option to return the phone to the student per notification by the parent by phone.
- b) Second Offence-Parent(s) may pick up the cell phone from the principal's office at dismissal time. An incident report will be written and the students will serve 1 day of in-school suspension the next school day.
- c) Third Offence-Parent will pick-up the cell phone from the principal's office and the student will serve three days of in-school suspension.
- d) Fourth Offence-Out-of-school suspension pending a hearing

## **TERMINATION**

The tuition contract may be terminated and a child dismissed from the school by action of the Board after two months of nonpayment of tuition or fees or when the school determines it is unable to meet the needs of an individual child either through learning/behavior needs or the noncompliance of parents with the recommendation of the school to address that child's needs.

Parents will be given several opportunities to address the problem. The principal will try to communicate with you in person. We will attempt to work with you in resolving the problem, but failure to do so could result in one or more of the following:

- Fees or fines as specified under "Billing/Tuition"
- Suspension or termination of service
- Suspension or termination from the academic program

We will communicate in writing a minimum of two times. Monies owed to Agapé Jr. Academy must be paid in full. Failure to pay any remaining balances at the end of the school year or in the event of a termination for any reason will result in making future application ineligible for re-enrollment and/or your information will be sent to a collection agency.

Services may be terminated for the following reasons but not limited to the following:

- Delinquent accounts over 60 days.
- Three incidents of late tuition fees.
- If the parent or guardian refuses to sign or submit forms required for entrance or the continued enrollment of their child.
- If Agapé Jr. Academy is unable to meet the need of the child and/or parent.
- Refusal to comply with the policies and procedures outlined in this manual.
- When a child causes harm to himself or others due to dangerous or unsafe behavior.
- Bringing weapons on campus.

## **CANCELLATION AND REFUND**

Application, enrollment, and assessment fees are not refundable under any circumstances. Enrollment fees and tuition fees are charged annually and payments are considered installments on the balance due. When a student is withdrawn, 30 days of advanced written notice is required and given to the principal. Payments will be due for the remainder of the year.

## TOYS

We do not allow children to play with personal toys, toy weapons or to use toys in a weapon-like manner. If a child brings a toy on the campus, the school does not accept responsibility for it being lost or broken.

## TRANSPORTATION

All children must be in a seat belt or a child safety seat in Georgia. This is in accordance of Georgia State Law. All children under six years of age riding in a passenger automobile, van, or pickup truck while the vehicle is in motion on a public road, street, or highway of Georgia must be in seat belt or child safety seat. **Code section 40-8-76.1 (e) (3) stipulates that each minor six years of age or older who is an occupant of a "passenger vehicle" must be restrained by a safety belt.**

## CHILDREN MUST BE IN THE REAR SEAT UNLESS:

- There is no rear seating position or
- All appropriate rear seating positions are occupied by other children.
- Children in the front seat must be properly restrained in an appropriate seat used according to the manufacturer's instructions.

A private bus will provide transportation for field trips.

## VISITORS

All visitors are required to sign in at the front desk and pick up a visitor badge located in the office before being allowed on the campus. Volunteers are included in this policy.

## ZERO TOLERANCE POLICY

In the interest of providing a safe Christian academic environment, the following (this list is by no means exhaustive) are considered reasons or cause for suspension or expulsion from Agapé Jr. Academy:

- Harassed students, teachers, and staff
- Disrupted school activities, or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the

performance of their duties; this includes, but is not limited to, parents driving students and/or assisting on a field trip.

- Caused, attempt to threaten, or threatened to cause physical injury to another person
- Possessed or furnished any weapon which include but is not limited to firearms, knives, and explosives
- Unlawfully possessed, used, sold, or otherwise furnished or being under the influence of alcohol or toxicants of any kind. This includes but is not limited to tobacco products, cigarettes, cocaine, and marijuana.
- Caused or attempted to cause damage to school property. The parent will be charged for the damage done.
- Engaged in habitual profanity and/or severe name-calling.
- Made verbal or written threats of a serious nature to students, teachers, staff
- Bullying

## **PLAY GROUND RULES**

- All playground equipment is to be used as it was originally intended.
- The playground structures are to be used appropriately by all students in every program. Only one child may slide down the slide at a time. No running or walking up the slide and no surfing down the slide on your feet. The poles are only for going down not up.
- Shoes must be worn at all times on the playground.
- Sand must be kept inside the sandbox.
- No toys, ropes, sheets, etc. are to be used on the playground structure.
- Students may not play behind the trees or bushes at any time. Keep clear of classroom windows while class is in session.
- Children are to leave all rocks, flowers, sticks, and plants in their places and respect God's creation.
- All playground equipment must be picked up and put away when the bell rings.
- Trash must be placed inside the trash bins.
- Report any injury directly to the teacher or principal.
- All students must listen to the teacher's instructions at all times as to the proper use of the playground equipment.

## **VOLUNTEER HOURS**

Each family is strongly encouraged to support the school by volunteering a minimum 20 hours per school year. This helps to build school spirit and keep our operating cost down. We anticipate your enthusiasm and kindness in lending your support.



186 NEW HOPE ROAD  
LAWRENCEVILLE, GA 30046  
Phone: 678 376-0883 Fax: 678 226-9718

## FAMILY COMMITMENT

1. As parents and guardians we agree to support the policies of the Agapé Jr. Academy Board of Directors, Faculty, and staff.

Please be advised that the program operated at Agapé Jr. Academy is not licensed under Bright from the Start and is not required to be licensed by the State. Exemption from licensure has been applied for, and we are therefore not required to adhere to child care rules other than the exemption rules.

Agapé Jr. Academy is fully accredited under the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement (SACS CASI), and has met and compiled with zoning regulations, fire inspection, health department requirements, and has obtained a certificate of occupancy. Agapé Jr. Academy does carry liability insurance.

2. I/we acknowledge that through our participation and involvement in the school, by attending the regularly scheduled PTMs and other school functions, we will demonstrate to our child our support and concern regarding their academic, social, emotional, and spiritual development. We agree to attend and support school functions.
3. As part of the school family we pledge to provide help in areas where we are capable and able.
4. We agree to assist our child with homework or projects and to assure that he has complete school supplies daily.
5. We agree that our child will only bring approved items to school (see supply list) and that other items may not be brought to school.
6. We agree to read all newsletters, notes, and planners and be informed regarding school news. We also agree to ensure that our child is organized and turn in homework and projects in a timely manner.

7. We agree that the tuition contract is a binding contract between us and the school. Payment is due at the beginning and no later than the seventh of each month.

We agree that our child will be enrolled for the entire school year as Agapé Jr. Academy sets its budget accordingly. We agree that we will be responsible for the remainder of the tuition should we decide to withdraw before the end of the school year. There will be no refund. (See financial information).

8. We agree to one of the following plans:
- Full tuition payment for the school year due at the end of June.
  - Ten (10) month payment plan beginning August 1st, which includes first and last month tuition.
  - Eleven (11) month payment plan beginning July 1st, which includes first and last month tuition.

NSF fees (\$10) and late fees (\$50) are also part of the financial agreement.

9. We also understand that nonpayment of tuition for two consecutive months will result in the relinquishment of our child's place and that records will not be forwarded to a new school until all outstanding tuition and fees have been paid.

Late fees of \$50 will be applied to payment received after the 7th of each month and will accrue each month there is an outstanding balance. If the seventh (7th) falls on a weekend or holiday the payment becomes due before the seventh (7th) except payments made by direct deposit.

10. We understand that no refunds or reductions will be made for temporary absences or illnesses and that a thirty day written notice must be given to this school before withdrawing our child.
11. We pledge to be engaged in school fund-raising events at least two times per year for at least \$200 or donate the sum of \$200 to the school by February.

**Parent's/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**After reading this parent handbook, please sign and return this page on the first day of school. Thank you.**

**Child's Name:** \_\_\_\_\_

I/We \_\_\_\_\_, parents/guardians  
of \_\_\_\_\_ in grade \_\_\_\_\_ at

Agape' Jr. Academy have read and understand the contents of this **PARENT HANDBOOK**. I /we agree to comply with the policies and procedures of the school.

**Mother's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Or**

**Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_