



# AGAPE ACADEMY

## **Parent/Student Policy Manual**

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## **Agape's History**

One of the pillars of the mission of Agape Church is to *Serve People Passionately*. Agape Academy is an outreach of the church that does just that. Founded in 1985, as a ministry to the families of Agape Church, our first years were spent in the basement of the church building. In 1992, the current school building opened and welcomed families from throughout the community. The Family Life Center was added in 2002 and helped further our mission to provide excellence in Christian education to the families of central Arkansas. Today, at the start of our thirtieth year, we are vibrantly growing and looking forward to many more years of service, instruction, love, and ministry.

## **Mission Statement- Love God, Love Children, Teaching and Reaching our World**

### **STATEMENT OF FAITH**

Agape Academy is a branch of Agape Church and adheres to the following beliefs:

1. We believe the Scriptures, both Old and New Testaments, are the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the final authority for all Christian faith and life (John 1:1; 2 Timothy 3:16-17; 2 Peter 1:20-21).
2. We believe the one true God exists eternally in three persons: Father, Son, and Holy Spirit. These three are equal in deity, power, and glory (Matthew 28:19; 2 Corinthians 13:14; John 14:26).
3. We believe Jesus Christ is God incarnate, fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, and offered himself as a substitutionary sacrifice for sinners. He was raised on the third day and ascended to the right hand of the Father. He makes intercession for the saints (Isaiah 7:14; Hebrews 7:25; Romans 8:34).
4. We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ. The Holy Spirit also convicts unbelievers of their need for Christ and imparts spiritual life through regeneration (the new birth). We believe that the Lord Jesus Christ baptizes believers in the Holy Spirit (Matthew 3:11; John 15:26-27; 16:7, 8).
5. We believe Adam was created in the image of God and without sin. In consequence of his disobedience, Adam's posterity are born subject to sin and moral corruption. (Genesis 1-3; Romans 5:9-18; Ephesians 2:1-3).
6. We believe we are justified by grace through faith in Christ. No ordinance, ritual, work, or any other activity on the part of man is required in order to be saved. This saving grace of God, through the power of the Holy Spirit, also sanctifies us by enabling us to do what is pleasing in God's sight in order that we might be progressively conformed to the image of Christ (John 1:12-13; Acts 16:30-31; Ephesians 2:8).
7. We believe water baptism and the Lord's Supper are the two ordinances of the church to be observed until the time of Christ's return. They are not a means of salvation but are

sacramental channels of God's sanctifying grace and blessing to the faithful in Christ Jesus. Only those who have personally and consciously placed their faith in Jesus Christ as Lord and Savior are qualified to receive the sacraments (Matthew 26:26-29; Romans 6:3-11; 1 Corinthians 11:23-34).

8. We believe God's original creative design, as set forth in Scripture, is for complete fidelity (physically, emotionally, and spiritually) within heterosexual and monogamous marriage. Regardless of one's marital status, we believe the Christian should pursue purity and abstain from sexually immoral practices such as adultery, premarital sex, homosexuality, and pornography (Matthew 19:4-6; 1 Corinthians 6:9-20, Ephesians 5:3-14).
9. We believe when Christians die they pass immediately into the blessed presence of Christ. We believe when the unsaved die they are consigned to hell, there to await the day of judgment when they shall be punished with eternal separation from the presence of God (2 Corinthians 5:1-10; Philippians 3:20-21; Revelation 20:11-15).

## **Christian Philosophy of Education**

Agape Academy presents all learning objectives from a Christian perspective and a Biblical worldview. A personal relationship with Jesus will affect the student's academic, social, emotional, physical, and spiritual development.

Agape Academy's Christian Philosophy of Education is as follows:

- We believe the fear of the Lord is the beginning of knowledge and all knowledge has its foundation in the Word of God (Proverbs 1:7).
- We teach the Bible as God's inspired Word and help the students to develop attitudes of love and respect toward it (2 Timothy 3:16).
- We train the students to set their hope in the Lord, love Him, and keep His commandments (Jeremiah 17:7-8).
- We encourage our students to develop a desire to know and obey the will of God as revealed in the Scriptures (Deuteronomy 6:2).
- We seek to impart an understanding of the purpose of discipline and to teach the student to govern himself by the power of the Holy Spirit (1 Corinthians 2:10-16).
- We promote the student's involvement in the local church and his/her participation in the Great Commission (Acts 1:8).

## **Accreditation/Affiliation**

Agape Academy is accredited through: International Christian Accrediting Associations (ICAA), AdvancEd, and a member of Arkansas Nonpublic School Accrediting Association (ANSAA).

Agape's preschool program is licensed by the Arkansas Department of Human Services.

## **Goals for Faculty**

The administration of the school will endeavor to provide:

- A safe, orderly, and wholesome environment that is conducive to learning
- A well-qualified, Christian staff committed to Christian education and ministry
- The best educational curriculum with a Biblical worldview and the tools possible to facilitate learning
- A superior education which equips Godly instructors for the development of Christian character in the lives of the student entrusted in our care
- Ministry to the whole child: body, mind, and spirit
- Opportunities that will equip students to become strong Christian leaders who serve the Lord in their vocation

The faculty of the school will endeavor to:

- Work with students, parents, and community to provide an atmosphere of mutual respect and trust
- Challenge students, parent, and fellow staff members by word and Christian example
- Instill into the heart of our students the attitudes of obeying God, loving God, as well as loving our country

## **Goals for Students**

We would like each of our students to strive to meet the following goals:

- Conduct themselves in a respectful, obedient manner by obeying Christian standards as directed by the Bible
- Succeed academically, physically, and spiritually by mastering the precepts set forth by our Christian curriculum and our Christian staff

## **Cooperation Agreement**

Agape Academy is a Christian school with a unique educational philosophy. By choosing Agape Academy, parents agree to support all policies and principles as conveyed in this manual. Parents may contact administration to discuss any questions or concerns regarding our policies.

## **Nondiscrimination policy**

Agape Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. Agape Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic and other school administered programs.

## **ACADEMIC INFORMATION**

### **ADMISSION CHECKLIST**

Thank you for enrolling your child at Agape Academy. The following list is a helpful guide for completing the admission process.

#### Entrance Age Requirements

- Preschool
  - Students ages three and four must be completely potty trained before the first day of school placement
  - Students ages three or four with a birth date after August 1 will be required to repeat K3 or K4 due to the Arkansas State Age Requirements for Kindergarten
- Elementary
  - Kindergarten students must be five years old by August 1
  - First grade students must be six years old by August 1

#### New Enrollment

- Parents and Students
  - Interview with administration
  - Read and sign the Agape Academy Policy Manual Agreement form to document agreement with all policies, procedures, and educational philosophies
- Items for all Students
  - Student application completed and approved
  - Copy of social security card *before the first day of school*
  - Copy of birth certificate *before the first day of school*
  - Copy of current immunization records *before the first day of school*
  - Medical Liability Release Form
  - Playground Liability Release Form
  - Talent/Photograph Release Form
  - Teacher Information Card
  - Library Permission Slip
  - Medication Form
  - Aftercare Program Financial Agreement
- Additional Items for Transfer Students
  - Former school records (report cards, IEP's, etc.)
  - Previous achievement test records

- Completion of an entrance test for elementary level students if required by administration

#### Re-enrollment

Parents/Guardians must re-enroll their student(s) for each school year. Re-enrollment packets are available in the school office.

## **COMMUNICATION WITH PARENTS**

Agape Academy teachers understand the importance of parental involvement in their students' education experience. Below are a few ways our dedicated teachers try to keep parents informed about learning experiences in the classroom:

- **Daily Behavior Charts**  
For preschool and kindergarten students, our teachers provide a daily behavior chart to help parents monitor the progress of their child's social, emotional, behavioral, and academic learning needs.
- **E-mails**  
Much of our school's calendar and activity information is communicated in emails. Parents should provide an email address that they check on a daily basis. Also Social Media updates through Facebook, Academy and PTO.
- **Parent Text Alerts**  
Agape Academy will send text alerts to each parent/guardian to communicate essential information. Text alerts are usually reserved for unusual circumstances such as school closings.
- **Parent-Teacher Conferences**  
Parent teacher conferences are held twice a year to enable parents and teachers to fully discuss the development of each student. The conferences provide an opportunity for parents and teachers to strengthen the ties between the home and school.
- **School Website/RenWeb**  
Basic information about our school and policies can be found on our website. Parents should also view their RenWeb account on a regular basis for constant access to all student data such as attendance records, lunch orders, progress reports, homework assignments, and behavior goals.
- **Take Home Folders**  
Preschool and elementary students will have a designated take home folder. This folder allows parents to quickly determine if school papers should be left at home or returned to school.
- **Other**  
Parents are welcome to contact the classroom teacher anytime they have a question about their child's educational experience. Teachers will be glad to return phone calls or email after school or even schedule an informal conference to help keep parents informed of their child's progress.

## **GRADING SCALE (ACADEMICS)**

### **Preschool Scale**

Preschool children do not receive report cards. They are evaluated on skills mastered during the school year.

### **Kindergarten Scale**

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **Elementary Scale**

Core Academic Subjects		Fine Arts, Conduct, Penmanship, and Physical Education	
A	90-100	E	Excellent
B	80-89	S	Satisfactory
C	70-79	N	Needs Improvement
D	60-69	U	Unsatisfactory
F	59 and below		

An "I" indicates an incomplete or missing assignment for the grading period. Incomplete work at the end of a grading period may result in a zero percentage grade for each missing assignment.

## **GRADING SCALE (CONDUCT)**

Student conduct is graded at the end of each nine week period. Classroom conduct rubrics are used to disaggregate student demeanor into the following categories: academic, attention, behavior, and social. One overall grade is determined using the following scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unacceptable

## **HOMEWORK**

Homework is a fundamental part of a school program. Homework benefits the student in the following ways:

- Allows the student time to practice new skills
- Provides opportunities to enhance critical thinking methods
- Develops time-management skills
- Assimilates the student's responsibility for his own learning

The amount of homework varies by the student's developmental skills or grade level. The homework agenda purchased through the school office provides a record of daily homework assignments for parents to review. Assignments may also be viewed via RenWeb. Students are expected to complete all homework assignments within the designated time frame provided by the classroom teacher.

### **PROMOTION/RETENTION**

Agape Academy strives to meet the academic and spiritual needs of every student. While teachers may provide notifications of low achievement scores, parents are also encouraged to monitor their child's learning through RenWeb on a regular basis. Students who struggle in core academic areas such as reading, phonics, language, or math might be required to attend tutoring. If a student receives a failing grade for the final average in a core subject area, administration will schedule a conference with the parents to evaluate the promotion or retention of the student.

### **RENWEB**

Renweb is a secure student information website that manages all school related evidence per each student. Each parent/family has a personal account that allows constant access to all student data such as attendance records, lunch orders, progress reports, homework assignments, and behavior goals. RenWeb also provides parents with complete access to all school related calendar activities and events. Parents are asked to check their RenWeb accounts regularly for daily academic progress of their child/children and to update any changes in contact information.

### **REPORT CARDS/PROGRESS REPORTS**

Progress reports are emailed to parents at the approximate midpoint of each quarter to give parents and students an assessment of academic development. Report cards are issued at the end of each nine week grading period. However, it is recommended that parents view grades on RenWeb on a weekly basis to stay informed of their child/children's progress.

### **STANDARDIZED TESTING**

All elementary students are assessed using the Terra Nova norm-reference test in the spring of each year. Test scores are used for curricular decisions and programming. Results of the tests are provided to parents, and a copy of the results are placed in the student's permanent school file.

# ATTENDANCE

## ABSENCES/TARDINESS

In order for students to gain the most from their educational experience, it is best if they arrive at school on time and attend all classes regularly. Daily attendance is a vital part of student success.

Students should not miss more than 12 days per semester. Excessive classroom tardiness and/or absences may prohibit promotion to the next grade level or future enrollment at Agape Academy.

Agape's policy on absences/tardiness is as follows:

- Only the following absences are deemed excused:
  - Family Emergencies
  - Unavoidable Medical Appointments
  - Illness of student-parents should notify the school office by 9:00 a.m. on days when the student is absent due to sickness
  - Other- absences cleared with administration and the classroom teacher

*When returning to school, parent(s) should send a signed note/email with a brief explanation of the absence.*

- All other absences are considered unexcused.
- Tardiness
  - Students arriving after 8:15am will be considered tardy and must be signed-in through the front office by their parent.
  - Six days of tardiness within a quarter will require parental consultation with administration before the student is admitted to class

Students are responsible for completing all missed assignments within an appropriate time frame provided by the classroom teacher. They should not expect delays in test schedules due to an absence prior to test day. Consideration to circumstances will be provided if a student misses several consecutive days.

## EARLY CHECK-OUT

Parents/Guardians must sign-out students through the school office for a child to be eligible to leave the classroom/campus during the scheduled day. The office will notify the classroom teacher, and students will meet parents in the office for departure.

## WITHDRAWAL

Parents choosing to withdrawal a student from the school permanently should contact the school office and complete a withdrawal form for administration. All outstanding payments and fines must be paid. Textbooks and library books should be returned. Permanent records will be released after all school accounts are settled.

# **DISCIPLINE AND CONDUCT**

## **STUDENT EXPECTATIONS**

Students at Agape Academy are expected to conduct themselves with self-control in a respectful manner that is glorifying to God.

Students are expected to:

- Show respect to adults and peers
- Quickly obey their authority figures (teachers, school administration, school staff)
- Submit to those in authority
- Always be honest
- Take responsibility for their own actions
- Exhibit manners at all time
- Use language and bodies in ways that exalt the Lord

## **DISCIPLINARY ACTIONS**

The discipline code has been put in place to guide students when an infraction has been made. Disciplinary actions will vary depending on the severity of the infraction and may include:

- Verbal warning
- Time out
- Student report form issued
- Partial or total loss of recess
- Parent contact
- Parent conference
- Probation
- Suspension
- Expulsion

## **STUDENT REPORT FORMS**

Student report forms will be issued if certain infractions have been made. These infractions include, but are not limited to:

- Disrespect to an authority figure
- Disrespect to a peer
- Excessive talking during class
- Roughhousing
- Disobedience
- Improper conduct in the classroom, playground, or lunchroom

- Uniform violation

In the instance of a report being issued, the teacher (or authority figure) will contact the parent directly to let them know a report form is being brought home that day. **The form must be signed and returned by the parent the following school day.** Two report forms in one semester will result in a mandatory parent-teacher-principal conference.

## **DRESS CODE**

### **BASIC UNIFORM**

Students' clothing reflect their Christian character. The classroom is an important attribute in student learning, and a student's clothing reminds him/her of its importance. God is glorified when our dress is appropriate for the occasion and free from distracting or offensive extremes. Therefore, we have selected a basic uniform for our students to wear.

All uniform pants, shorts, skorts, jumpers, and shirts must be worn at the appropriate size without being too large, too small, or too tight. All clothing pieces should be clean and without rips or holes. Shorts, jumpers, and skorts should be worn at a modest length.

### **BOYS' DRESS CODE**

Pants	Navy or khaki
Jeans (on uniform day only)	Blue or black
Shorts	Navy or khaki
Polo shirts (short or long sleeve; buttons and placket)	Solids or striped
Turtlenecks	Solid color under uniform shirt
Belts (must be worn with belt loops)	Any respectable style or color
Sweatshirts/sweaters	Solid color; over uniform shirt
Outerwear	Any respectable style or color
Hair	Conservative style; natural color
Jewelry	No jewelry
Shoes- No Flip Flops	Tennis shoes
Field Trip Shirt	Blue Polo shirt with school logo purchased through office

### **Fridays- Agape Academy Shirt and Jeans**

### **GIRLS DRESS CODE**

Pants	Navy or khaki
Shorts/Skort	Navy or khaki
Jumpers	Navy, khaki, or blue/gray with Peter Pan shirt
Bloomers	Navy, khaki, or white
Tights/Leggings (under jumper/skort)	Solid color
Polo shirts (short or long sleeve; buttons)	Solid color/striped or buttoned
Turtlenecks	Solid color under uniform shirt

Belts (must be worn with belt loops)  
Sweatshirts/sweaters  
Outerwear  
Hair  
Jewelry  
Shoes- No Flip Flops

Any respectable style or color  
Solid color; no emblem; over uniform shirt  
Any respectable style or color  
Modest; appropriate styling  
Modest; no more than one earring per earlobe  
Respectable tennis shoes; appropriate style and color

## **VIOLATIONS OF DRESS CODE**

Administration holds the right to modify in the dress code policy at any time. Determination of dress code violations is the responsibility of administration. Violations to the dress code will result in administration contacting parents, and students will need a change of clothing before returning to the classroom.

# **EMERGENCY PROCEDURES**

## **EMERGENCY DRILLS**

As part of a crisis management plan, students and faculty regularly practice earthquake, fire, intruder, and tornado drill procedures. All students are expected to follow the instruction and direction of their classroom teacher(s). Students are expected to take all drill procedures seriously and obey in a cooperative manner.

## **INCLEMENT WEATHER/CLOSURE**

In the event of inclement weather or any other unforeseen event in which school must dismiss/close at an unscheduled time, parents will be notified through parent text alerts, emails, and the local KTHV television station.

## **SCHOOL SECURITY**

The academy building is locked at all times. Visitors are only allowed admission through the office entrance. Security officers are on the school campus from 7:30 a.m. until 6:00 p.m. Our security officers supervise the morning drop-off and the afternoon loading line, as well as rotate between school buildings, parking areas, and playgrounds throughout the day. Security cameras are located in all hallways, stairwells, and parking areas.

# FINANCIAL INFORMATION

## ACCIDENT INSURANCE

Agape Academy does not provide insurance for students.

## DONATIONS

Agape Academy is owned by Agape Church which is a nonprofit organization. Although tuition is allocated, Agape operates on the faith principle, and some expenses are met by donations and gifts. Non-designated gifts are tax deductible and gratefully accepted.

## FINANCIAL ASSISTANCE

Please contact the academy office for full details for applying for financial aid.

## FINANCIAL OBLIGATION

Parents of students withdrawing/dismissed from Agape Academy are still financially responsible for all tuition payments and fines accrued per a financial contract regardless of the exit date.

## FINES/DEBTS

Parents are financially responsible for all accrued fines that include but are not limited to:

- Overdue library books
- Damaged or lost textbooks/library books
- Damaged to school property
- Lunch fees- Sandwich lunch will provided when no lunch is brought (\$5 charge)
- Aftercare fees- See Aftercare agreement
- Tuition payments

Records and report cards will not be released to the parents or to transferring schools until all financial obligations are satisfied.

## LOSS/DAMAGE TO SCHOOL PROPERTY

Any cost to repair or replace school property that is lost or damaged by a student, regardless of intent, will be allocated to his account, and parents are financially responsible for all fines/debts.

## RETURNED CHECKS

There will be a \$30 charge for any returned check.

## TUITION PAYMENTS

Registration packets from the school office provide an itemized tuition analysis. Parents should carefully review all registration fees, tuition fees, payment schedules, and payment due dates that relate to their family's needs prior to signing the financial contract.

Below are additional details for tuition payments:

- All tuition payments may be made via check, cash, or credit card through the school office. Parents may pay online through RenWeb or establish an automatic bank draft method as well.

- Bank Draft Authorization  
Please consult your banking institution for auto bank draft solutions
- Late Fees and Outstanding Balances  
**Tuition paid after the 15<sup>th</sup> of the month could result in a \$20 late charge.** Final notices of payment will be sent after the 15<sup>th</sup>. If payment is not made by the end of the month, the student(s) may be dismissed from the school. Student records, report cards, or diplomas will not be released until the account is satisfied.
- Payment plans are for tuition only. All other fees (e.g. lunch fees or aftercare fees) are due when billed.
- Students with outstanding accounts from the previous semester or school year may not be eligible for re-enrollment until all financial accounts are satisfied.
- Finance Agreement Enclosed

## **GENERAL SCHOOL INFORMATION**

### **ACADEMY HOURS**

- Early Morning Drop-off begins at 7:30 a.m. Students arriving at school must stay with their parent/guardian until the building opens at 7:30.
- The regular school day begins at 8:15 a.m. and lasts until 3:15 p.m. Monday through Friday.
- Afternoon loading line is from 3:00 p.m. to 3:15 p.m.
- Aftercare begins at 3:30 p.m. and lasts until 6:00 p.m.

### **AFTERCARE PROGRAM**

Agape Academy provides an afterschool program for students whose parents are unable to pick them up by the end of the regular school day. Aftercare begins at 3:30 p.m. and lasts until 6:00 p.m. Any student not picked-up by 3:30 p.m. will automatically be sent to aftercare, and the aftercare fee must be paid that afternoon. All students must be picked-up by 6:00 p.m. to avoid an additional \$5 per minute late fee. During aftercare, students are provided an afternoon snack, recess, and study hall time. Please contact the office for a complete pricing schedule of daily, weekly, or monthly rates for our aftercare program.

### **ARRIVAL/DISMISSAL PROCEDURES**

All preschool and elementary students will be dropped-off and picked-up at the educational building.

Please note:

*The safety of our students and staff is priority; therefore, a 10 M.P.H. speed limit is required while on the Agape Academy campus. Please also note that cell phones are not permitted use in any Arkansas school zone. Please do not cut in or out of the drop-off or pick-up traffic line. This is extremely dangerous due to the foot traffic during these times.*

- Enter through the north gate (closest to the stoplight)
- Turn at Parking Lot B and drive around to Parking Lot A
- Stay to the left as you advance toward the educational building
- 1<sup>st</sup>-5<sup>th</sup> Grade students will enter/exit through the side entrance and proceed to their classrooms/escorted to vehicles
- Pre School and Kindergarten will escorted by parent/guardian through main office and signed in.
- Parents that wish to walk their child to class must park and enter through the office entrance, and sign-in to receive a visitor's badge
- Safety considerations
  - Do not block any driveway
  - Do not leave cars in line unattended
  - Do not park in faculty parking areas
  - Do not pass another vehicle while in line to drop-off or pick-up
  - Cell phones in the waiting line or while driving on campus are not permitted
  - Please follow the 10 mile per hour speed limit
  - Please follow all laws pertaining to child safety car seats

## **BIRTHDAYS**

Parents are welcome to send snacks/refreshments to school in celebration of their child's birthday. Please notify the classroom teacher in advance. Refreshments will be served during lunch time. Due to food allergies, no peanut products, or byproducts can be served.

## **CELL PHONES/ELECTRONIC DEVICES**

Agape Academy recommends that no electronic devices are brought to school. Any electronics that are brought must remain in the student's backpack and not be seen or heard during the entire school day. Violations will result in the electronic device being kept in the office until the parent is able to repossess it. Agape Academy is not responsible for any lost, broken, or stolen electronic device that a student brings in his backpack.

## **CHANGES IN POLICY**

Agape Academy's administration retains the right to make revisions to any policy for the benefit of the administration, faculty, or student body. Written notices will be provided to families if such changes should occur within a calendar school year.

## **CHAPEL**

Chapel service for all students is scheduled for Monday morning from 8:30 a.m. to 9:30 a.m. Parents, Guardians and Grandparents are welcome to obtain a visitor's badge from the school office and join in our worship service.

## **DISTRIBUTION OF OUTSIDE LITERATURE OR SALES**

Parents or students must obtain approval from administration before distributing any literature or products to be sold on school campus.

## **DOCUMENT REQUESTS**

When requesting forms such as recommendation letters, transcripts, or other school records, please allow one week for the school office to complete the request(s). No documents will be processed or released if any delinquent tuition payments or other fines/debts are unsettled.

## **FIELD TRIPS**

Throughout the school year, classes will take field trips to enhance the educational experience. These outings are privileges for students that might be earned by demonstrating appropriate academic and behavioral objectives in the classroom. A pattern of unfavorable behavior or academic achievement may prevent your child's participation on field trip days. Parents will be notified in advance if the teacher and principal deem their child ineligible to attend.

**FIELD TRIP FORMS MUST BE SIGNED BY PARENT/GUARDIAN FOR THE CURRENT SCHOOL YEAR**

## **FOOD IN CLASSROOMS**

Due to severe food allergies of our students, no peanut products are permitted at school. Students may bring approved drink containers and fill with water to keep at their desks. Special snacks or refreshments are only allowed at the discretion of the classroom teacher. No gum or candy is allowed without the classroom teacher's permission.

## **LOST ITEMS**

Unclaimed items in the lost and found box that are not labeled with a student's name may be donated to missionary needs.

## **LUNCHES**

Students have thirty minutes per day for lunch. They may bring a sack lunch, order a hot lunch, or have lunch with their parent(s).

- **Sack Lunches**
  - Please do not send any peanut products
  - Please do not send any caffeinated or carbonated soda or energy drink

- **Hot Lunch/Milk Orders**
  - Orders for hot lunch must be paid by Thursday afternoon of the week preceding the order dates
  - Parents of students with any food allergy are responsible for checking the school lunch menu to ensure their child can eat all items being served each day. Parents are responsible for sending a sack lunch on any day their child is unable to eat any food item that is served due to food allergies.
  - Students who are absent on a day when hot lunch has been purchased will not be reimbursed.
  - Milk/juice may be purchased separate from hot lunch orders.
  - Payments for hot lunch may be processed through the academy office or through RenWeb
  
- **Lunch with Parents**
  - Parents are welcome to have lunch with their child on any day
  - Parents will need to obtain a visitor's badge from the office before proceeding to the lunch area
  - Parents may order food from the Agape Café or bring a lunch
  - Parents may only order a lunch from the Agape Café for their child if they are present to eat lunch with the child
  - Parents must eat lunch with their child in the designated area
  - Please do not bring any peanut products
  
- **Forgotten Lunches**
  - Parents of students who forget to bring a sack lunch will be contacted
  - Parents may choose to bring the child a lunch or pay to have a lunch prepared for their child
  - School lunches prepared to replace a forgotten lunch will be a cold-cut sandwich, one bag of chips, and milk. Hot lunch will not be provided.

## **MESSAGES/TELEPHONE USE**

Should a parent need to speak to the student or teacher during a school day, he/she will need to leave the message with the school secretary. Class time will not be interrupted unless an emergency has occurred. Students' use of the office telephone to contact their parent during the day is limited to emergencies as well.

## **PETS**

No animals/pets are allowed on school campus during school hours unless permission is given by administration.

## **PICTURES**

Individual and group yearbook pictures will be taken in the fall of each year. Notifications of the date and cost will be provided in advance.

## **PUBLIC DISPLAYS OF AFFECTION**

We believe God's plan for boys and girls is to fellowship together in a respectful manner while functioning as brothers and sisters toward each other as members in the larger family of God. The pattern of early dating or demonstrating any public displays of affection are not acceptable at school or during school functions.

## **RECESS**

Students are provided outside recess time(s) each day unless weather conditions are unfavorable. Please check the daily weather to ensure your child is dressed appropriately. Students are expected to follow all playground rules/procedures provided by their classroom teacher.

## **SUMMER PROGRAM**

Agape Academy provides a summer program for both preschool and elementary students. This program is an option for parents who need child care during summer months or for parents who wish to help their child avoid the summer slide in academics. A summer program includes a daily Bible, math, reading, and language class. Students also attend weekly field trips and are involved in fun science experiments. Please contact the school office for pricing and availability of our summer program.

## **VISITORS**

Parents are welcome to help or observe in their child's classroom. All visitors should sign-in through the school office and wear a visitor's badge at all times. This includes all volunteers as well as parents who are attending chapel service, visiting a classroom, conferencing with a teacher, or having lunch with their child.

# **HEALTH/MEDICAL POLICIES**

## **COMMUNICABLE/CONTAGIOUS DISEASES**

A student diagnosed with a contagious disease will not be allowed to return to school until the student has been fever free for 24 hours without the help of medication. The following illness will require a physician's written consent to be readmitted to the classroom: chicken pox, fifth disease, impetigo, measles, mumps, pink eye, pinworms, pneumonia, ringworm, scabies, shingles, swine flu, whooping cough. If a child vomits twice in one day they will be sent home immediately and must not return until at least 24 hours has passed.

## **HEAD LICE**

School screenings for head lice may be conducted if the need arises. Students found with head lice will be sent home and allowed to return after they are free of both lice and nits.

## **IMMUNIZATION**

Students enrolling in the preschool or elementary program must provide immunization records prior to the beginning of school. All immunizations must correspond to the current Department

of Human Services guidelines for preschool and elementary age students. Please contact the school office for detailed information.

### **MEDICAL EMERGENCY FORM**

All parents enrolling a student in the preschool or elementary program must complete the Medical Emergency Form. Parents are responsible for maintaining accurate contact information (e.g. name and phone number of doctor and emergency contacts).

### **MEDICATIONS**

Parents/guardians must complete the medication form before any prescription or nonprescription medicine is administered at school. All medications must be given to the school office. Students should not have any medications or medical equipment in their sole possession at any time on school campus.

### **PROCEDURE FOR CONTACTING PARENTS**

In the case of small, superficial cuts or mild discomfort due to slight illness, the school office will administer first aid. Documentation of the injury report form or phone calls will be provided to parents.

In the case of major injuries or extreme discomfort due to illness, parents will be notified and asked to collect their child. Such cases include but are not limited to the following: fever above 100 degrees, vomiting, head injuries, broken bones, diarrhea, and lacerations requiring stitches, impalements, or unconsciousness.