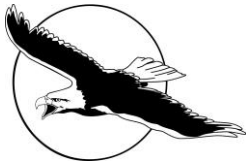


Agape Christian School

Student & Parent Policy Handbook 2015

Welcome to the family of Agape Christian School. We trust that your educational experience with us will be rewarding in every way. This handbook is designed to help us in two ways:

1. To provide a convenient reference book for you, as an Agape Christian School student or parent, of the many privileges, services, and activities at Agape; and
2. To help us all know and fulfill our responsibilities so that the students grow to their full potential both academically and spiritually.



Purpose

The beginning place for determining purposes is to ask, "What does the Lord want at the end of the process?" It is His desire and therefore ours, "...that we may present every man perfect (mature, complete) in Christ Jesus." (Colossians 1:28) Since we are therefore involved in a process of leading young people to be "conformed to the image of Christ" (Romans 8:29), we need a vision for what He wants in their lives. The following is a general list of qualities that are essential:

- Becoming more dependent on Christ;
- Submitting to the authority of God, parents, teachers, the laws of the land, etc;
- Not being self-centered, but serving others;
- Sharing the Gospel with others (evangelism, discipleship);
- Developing the desire for lifelong service to God;
- Becoming academically prepared to pursue any calling God gives.

Therefore, our purpose is to help the students be prepared in faith, virtue, and knowledge (2 Peter 1:5) to follow God's call ... whether to further education in college, to enter preparation for a particular ministry and/or to enter the work force with an excellent basic education. The approach to accomplishing our purpose is crucial. Briefly stated, our methods are guided by the following:

1. God's Word,
2. Turning hearts of children toward parent(s).
3. Leading others to seek and serve the Lord because they want to do it, not because they have to do so.

We believe that academic training is essential, whether it be for college preparation or for helping to make a living in the labour force. We believe that education is full and complete when Biblical principles are its basis and infiltrate a person's educational growth from cradle to grave. All students will study the life and teachings of Jesus Christ, memorize scripture for life training, and, if

they desire, will be shown the way to accept Jesus Christ as their personal Saviour.

Our administration, staff, and faculty are a group of diverse people. This diversity in age, colour, and denomination allows Agape Christian School to teach and work with a diverse group of students and parents and thus prove the wonderful completeness of God's creation. As members of Agape's workforce, individuals are required to be active, regularly attending members of local Bible-believing, Bible-teaching churches.

Programs and policies administered at Agape Christian School are not based on ethnicity, nationality, colour, or race, but on the command from Jesus to "... go into all the world..."

The Statement of Co-operation provides an agreement between you (the parent or student) and we (the administration, staff, and faculty) that we will all adhere to promoting the carrying out of school policies in a Godly fashion.

About Our School

Affiliation

Agape Christian School is a ministry of Marsh Harbour Gospel Association. We are affiliated with The Assemblies of Brethren in The Bahamas. Agape Christian School is registered and approved by the Ministry of Education of the Commonwealth of The Bahamas. We work alongside and are registered with the Evaluation and Assessment Department of the Ministry of Education. We are registered with the SAT Board and are an affiliate member of Christian Schools International.



The Lineage of Agape Christian School

Agape Christian School began as a dream and a prayer of some members of Marsh Harbour Gospel Chapel. The members researched the idea and presented it to the Elders, who shared this dream and prayer too. The grounds of Marsh Harbour Gospel Chapel were prepared and approved by the District Superintendent of Education. In September, 1994, the doors were opened and school began with twenty-nine students (Kindergarten 3 - Grade 4) and three teachers. Time flew and at the end of our second year, we had fifty-eight students up to Grade 5. A second facility was added in April, 1997, and completed by September, 1998. This facility houses Kindergarten 3 to Grade 2 with large rooms and a small bathroom in the corner. September, 1999, brought the addition of Grade 9, a staff of eighteen, anywhere from 140 to 150 students starting at age 3, and the need for another facility. 2002 brought about the realization of our first 12th grade

commencement with four young women graduating. 2003 saw four gentlemen and two ladies graduate and some additional classrooms. There have been many graduates since then. Some graduates have stayed home to work while others have pursued further studies at College of the Bahamas or in the USA. 2007 saw the building of The Caitlin Grace Gymnasium (Grace Gym) and the high school moving into classrooms located in the gym. We have plans with God's will to continue to grow and add further to the infrastructure.

Administration

The Administration strives to work with the parents, students, and faculty to meet the academic, emotional, and spiritual needs of the faculty so they in turn can provide the same for the students. Communication plays a large roll in keeping this school running in the most effective and God-like manner and allows the administration to assist you, the parent, in seeing that your children receive a quality, Christian education.

The administrative staff consists of:

Mrs. Cecile Albury - Principal/Administrator K3-G12
Assistant Administrators/ Vice-principals are appointed in the various divisions of the school as necessary

The Board of Directors consists of an Elder representative, a Deacon representative, a representative from Marsh Harbour Gospel Association, the Administrator/Principal, and several others (including a parent representative) who are appointed bi-annually by their perspective group. A teacher representative is appointed by the faculty and staff of Agape Christian School. The PTA representative is appointed by the Parent Teacher Association. The Elders of Marsh Harbour Gospel Chapel oversee the spiritual aspect of the school. The Deacons of Marsh Harbour Gospel Chapel oversee the physical structure of the facilities used by Agape Christian School.

The Chain of Command begins with the teachers who are accountable to the administration. The administration is accountable to the Board of Directors. The Board of Directors is accountable to the Marsh Harbour Gospel Association. All of these are ultimately accountable to God.

Academics

Achievement Tests:

Students of Agape Christian School take the Grade Level Assessment Test (G.L.A.T.) in Grades 3 and 6 each spring.

Bahamas Junior Certificate (B.J.C.) Exams are taken in Junior High School and Bahamas General Certificate of Secondary Education (B.G.C.S.E.) Exams are taken in Senior High School at the beginning of summer. Parents are encouraged not to schedule any appointments, trips, etc. during the dates of testing (normally May & June). Students will not be permitted to make up any portion of

the missed tests as these are national exams and college entrance exams.

ACT and SAT exams are taken by all senior high students in preparation for college.

City Guilds exams in computer are taken in grades 8 to 12 and are normally taken in December, March or June. The above exams, except the GLAT, are exams paid for by the student's family. These exams prepare them for the working world.

Curriculum:

Agape Christian School mainly uses the A Beka Book curriculum produced by Pensacola Christian College beginning at Kindergarten Three through Grade Six. This curriculum and the Bob Jones curriculum has proven itself to be excellent throughout the United States, The Bahamas, and other parts of the world. We use Bob Jones curriculum for Bible and some Language Arts from K -12 wherever it enhances their child's learning experience. We do add Bahamian Social Studies to our student's weekly routine.

High School uses a combination of Caribbean, Bahamian, ABeka and Bob Jones books as needed to complete the educational experience following the Ministry of Education Guidelines. Our purpose is to prepare our students for the national exams, college, the work world and life leading them towards God as they grow.

Bible/Religious Studies:

Bible study is recognized at Agape Christian School as fundamentally important and is a required subject. It incorporates the study of English, history, geography, math, and science. Without knowledge of Biblical truth, a student cannot be considered fully educated. The Bible gives direction for this life and the life to come. No other book can so enrich the minds and hearts of men as God's Word. Knowledge of the Bible is one of the greatest educational assets any person can have, in addition to the moral and spiritual values resulting from its study. Character development is the most important work of a school and a family. No other course offered in the school affords the great opportunities for laying the foundation for Christian character. Agape requires Bible memorization and uses the New King James Version of the Bible. Bible teachers are allowed to use other sound versions for teaching reference.

Grading Scale / Policy:

KINDERGARTEN Grading Scale

Kindergarten Reports will have the word grades of Excellent, Very Good, Good, Fair, Poor.

Conduct Grades Kindergarten

- O** - Outstanding,
- S** - Satisfactory,
- NI** - Needs Improvement,
- U** - Unsatisfactory

(If unsatisfactory Parent/Teacher conference needs to be scheduled)



Testing Policy:

Academic Requirements

- Parents are not permitted to administer a test/quiz.
 - No communication of any kind is permitted when a student takes a test or quiz. This will be dealt with as cheating. The first offense will result in an automatic loss of 15 points. The second offense will result in a grade of 0 % and detention.

Grading Policy:

- Misspelled words, incorrect grammar, punctuation, and capitalization on graded material (i.e. tests, quizzes, projects, reports) **in all subjects** for Grades 4 - 12 count for ½ point each, up to a total of ten points. 1 point each is taken in English language.

GRADES 1-12 Conduct Grades

These grades are numerical and are indicated with their code on their report cards.

GRADES 1 - 12 Grading Scale

LETTER	NUMERICAL	WORD	GPA	AWARD
A+	99.0 - 100 %	Superior	4.0	Golden Eagle
A+	98.0-98.9 %	Excellent	3.95	Super Honor Roll
A	97 %	Excellent	3.90	Super Honor Roll
A	96 %	Excellent	3.85	Super Honor Roll
A	95%	Excellent	3.80	Super Honor Roll
A	94 %	Excellent	3.75	Super Honor Roll
A	93 %	Excellent	3.70	Super Honor Roll
A-	92 %	Excellent	3.65	Honor Roll
A-	91 %	Excellent	3.60	Honor Roll
A-	90 %	Excellent	3.55	Honor Roll
B+	89 %	Above Average	3.50	Honor Roll
B+	88 %	Above Average	3.45	Honor Roll
B	87 %	Above Average	3.40	
B	86 %	Above Average	3.35	
B	85%	Above Average	3.30	
B	84 %	Above Average	3.25	
B	83 %	Above Average	3.20	
B-	82 %	Above Average	3.15	
B-	81 %	Above Average	3.10	
B-	80 %	Above Average	3.05	
C+	79 %	Average	3.00	
C+	78 %	Average	2.95	
C	77 %	Average	2.90	
C	76 %	Average	2.85	
C	75%	Average	2.80	
C	74 %	Average	2.75	
C	73 %	Average	2.70	
C-	72 %	Average	2.65	
C-	71 %	Average	2.60	
C-	70 %	Average	2.55	
D+	69 %	Below Average	2.50	
D+	68 %	Below Average	2.45	
D	67 %	Below Average	2.40	
D	66 %	Below Average	2.35	
D	65%	Below Average	2.30	
D	64 %	Below Average	2.25	
D	63 %	Below Average	2.20	
D-	62 %	Below Average	2.15	
D-	61 %	Below Average	2.10	
D-	60 %	Below Average	2.05	
F	0 - 59%	Failing		

Because our grading scale is higher and our academic requirements are greater, students who make “average” grades are doing well and are acquiring the needed skills. Above average and superior grades are earned by students who excel by ability and/or extra effort.

Homework:

Believing that homework is an important part of the school program, each teacher assigns homework to aid the students in the advancement of their studies. Therefore, all students are required to complete their homework assignments.

Homework is given for the following reasons:

- For reinforcement of concepts learned in school in order for the students to master the material.
- For practice of the skills taught in the classroom.
- For remedial activity which allows a student to strengthen weak points that they may have in a particular area.
- For special projects such as research reports, projects, essays, and book reports.
- To allow the parents a view into their child’s learning.

Homework is considered a subject grade:

Assignments will be reviewed twice a week for neatness and completion and will be graded once a week for accuracy, at the teacher’s discretion. High School grades for accuracy.

- Each student has a Homework Assignment Book in which he/she writes his/her daily homework for the parent/guardian to review, check the work for neatness and completion, and sign.
- Parents are expected to give full cooperation to seeing that their children complete all homework assignments on time. Even though parents should review assignments with their children as a matter of interest, they should not do any part of the assignment.
- Assignments must be completed and turned in when due. (If an emergency occurs which hinders a student from completing their homework, a note from the parent, explaining in detail the occurrence, must be given to the teacher the day the assignment is due.)
- Students who use poor penmanship when completing an assignment will be required during break and lunch, if necessary, to redo the assignment.
- For each day missed (excused absence), students will have one day to make up the assignments.
- Assignments that have been given before a prearranged absence must be turned in on the day the student returns to school.
- Students may not share or copy each other’s assignments. (This will be dealt with as cheating.)

Elementary Grade for Incomplete Homework Assignments:

- Complete Homework =100% Grade
- Complete but not signed by parent = 90% Grade
- Incomplete Homework = 75% Grade
- No Homework assignment done = 0% Grade
- 5 incomplete homework assignments = detention
- * The first homework detention will not count against the Behaviour Honor Roll.

The second homework detention in the semester will

High School Grade for Incomplete Homework

Assignments:

3 incomplete homework assignments per class, per quarter (9 weeks) = detention

If there is a problem in the classroom or with homework, please call the school at 367-4777 (K3 – Grade 6) or 367-3557 (Grace Gym, Grades 7 – 12) and ask the office staff to have your child's teacher return your call. Often this is where a minor problem can be addressed so that it does not become a major problem. If this effort does not get acceptable results, contact the school to schedule an appointment with the principal. The principal will do his/her best to resolve the matter. If the results are not satisfactory, then contact the board in writing via the principal so that it can be handled in the best possible way.

We must work together because students cannot serve two masters. Criticizing the teacher, principal, or school in your child's presence can be detrimental to the student - school relationship.

Help Classes:

Students in grades 1-12 who are earning a "D" or below or a "POOR" grade in Kindergarten are advised to enroll in help classes.



Awards Ceremony and Criteria

At the end of the school year there are awards ceremonies for the various grades. The students perform for the audience and are presented with awards that they have earned.

Kindergarten Awards:

Perfect Attendance Award - this award is earned by semester or academic school year. The student must be at school every day with no more than 10 un-excused tardies or one excused absence.

Behavior Honor Roll - this award is presented to students who do not receive discipline notes sent home throughout the year.

Bible Memory Award - this award is given to students who maintain an "A" (90%) in all of the Scripture verses required during the school year. Students who transfer in during the course of the year may make up the verses missed in order to be eligible for this award.

Every kindergarten student receives an Achievement Award in the subject they are best in.

High Achievement Award

Any kindergarten student that earns an 'Outstanding' grade, in all subjects at the end of the year receives this award.

Grades One to Twelve:

Character Quality Award - this award is presented on behalf of the student body who vote for the following categories:

- The Most Honest Student
- The Most Cheerful Student
- The Most Helpful Student
- The Most Trustworthy Student
- The Most Obedient Student

Perfect Attendance Award - this award is earned by semester or academic school year. The student must be at school every day with no more than 10 un-excused tardies or one excused absence.

Behavior Honor Roll - this award is presented to students who do not receive a detention at any point during the school year.

Bible Memory Award - this award is given to students who maintain an "A" (90%) in all of the Scripture verses required during the school year. Students who transfer in during the course of the year may make up the verses missed in order to be eligible for this award.

Most Improved Student Award - this award is presented to the student in each grade level whose Grade Point Average has improved the most. The improvement is assessed by comparing the difference between the G.P.A. of the first nine weeks and the year end average. In the case of a tie, the difference will be taken to the nearest 100th of point. Past this, a tie will be declared.

Soaring Eagle & Flying Eagle: these awards are given to the students in High School who have completed the required levels of the fitness challenge over the course of the year.

Honor Roll Award - this award is received by students for the semester or the year. The qualifications are that the student maintains a "B+ or A-" average, 88% - 92% or a 3.45 - 3.65 G.P.A.

Super Honor Roll Award - the students who maintain an "A" average, 93% - 98.9% or a 3.7-3.95 G.P.A. for a semester or the year receive this award.

Golden Eagle Award - any student who maintains an "A+" average, 99.0% - 100%, or 4.0 G.P.A. will receive this award.

My Best Subject

Promotion Policies:

It is the opinion of the Kindergarten teacher that a student is not mature enough to do the next level of work in our school or if the student maintains a grade of "poor" for the academic year, we reserve the right to not promote that student into the next grade for their own benefit.

In grades 1-12, a final grade of "F" in any one subject or two "D" grades in any of the subjects may result in the student not being promoted.

The principal/administrative team will consider the report card grades when making the promotion/retention decision. When retention is required, a student must be retained for his/her own good.

We recognize that our standards for promotion are higher than those of some other schools; however, above-average results cannot be obtained without the above-average expectations.

Reports

Student's Grades can be viewed on-line. Grades should be up-loaded weekly. Please make sure the web master and school secretary have your current e-mail address so you will be notified when new grades have been up-loaded.



Mid-semester check-ups are issued twice a year (November and April). These are emailed to you at announced times. This report serves as a check up for the parents to know how their child is progressing academically and socially before the final report in January and June.

Report cards are issued at the end of January or first part of February, for the first semester. A signature of receipt of report must be signed by the parent for the school's records. In June the second semester report is completed along with the year summary. The parent receives a permanent copy of the child's academic year. If a student's account still has charges on it, then the report card and transcripts relating to the current year will not be given to the child's parent, until the account is clear. If a parent does not collect the report card, then it will stay in the school office.

Admissions

Admissions Policy:

- Prospective students must have reached the appropriate age of the Kindergarten class by December 31st, when enrolling for September (Fall Semester) of the new school year.

- Prospective students for Grades One through Ten, take a placement test. The fee for this test is \$50, payable the day of the test.

- The prospective student's prior academic and behavioral record must be in order (i.e. having successfully completed all the requirements for a given grade level in school). Students who have been suspended or expelled from another school may not enroll at Agape Christian School, unless they have attended another school (after the disciplinary action) occurred and shown significant progress for at least nine weeks, prior to registering with A.C.S.

Parents of prospective students may register their child in the office, Monday through Friday, from 8:45 a.m. to 3:30 p.m. or at other hours by appointment. Enrollment of a student will be finalized when the following has been completed.

All fees exclude VAT.

- Completed Registration forms turned into the office.
- \$30 for a placement test completed for students from G1 - G11.
- \$100 enrollment fee paid in full – non refundable.
- A copy of their last report card.
- Interview between a parent/guardian and principal or administrative assistant is completed.
- The Accident Insurance Fee of \$20 for the year.
- High school students will pay a lump sum of \$20 per year for their remaining years of high school for their locker. This is non-refundable.
- The First two months' installments.
- A copy of their transcript from their previous school sealed in an envelope.
- A completed Agape Christian School Medical Form. (All immunizations required by the Bahamas Ministry of Education apply.)
- A copy of their birth certificate or copies of the first four pages of their valid passport.
- A recent passport size photo.
- Two reference letters from reputable individuals.
- The Statement of Co-operation signed by the student's parents/guardians and the student (if entering Seventh Grade or higher) after the parties have read in full this Student & Parent Policy Handbook.
- Notarized copy of the Court Order of Final Judgment of custody arrangements (in the case of divorced or separated parents).
- The above fees are subject to change without prior notice.

(For further information about school fees please see "Financial Information".)

Re-enrollment Procedures

During the month of February, re-enrollments for the fall term are accepted on a first-come, first serve basis. Re-enrollment forms must be completed by all current students and returned to the office. **Re-enrollments are accepted within 30 days of being issued and only if account balances are clear.** If you fail to turn in the

form by the due date a seat will no longer be held for your child. In this case you will have to complete the above procedures (under Admissions Policy) if you wish for your child to attend Agape the following year.

Attendance Policies

Promotion

Any student who is absent (excused or un-excused) twenty days or more may not be promoted into the next grade. Their circumstances may be reviewed and a final decision will be made by the administrative team.

Awards

In order to receive the annual Perfect Attendance Award, a student must attend school every day of the school year and not have more than one absence or ten un-excused tardies.

Un-excused Absences

-Students whose absences are UN-EXCUSED will receive zeros for all missed work (i.e. tests, quizzes, homework) and will NOT be permitted to make up the work.

- No refunds on tuition are made because of absences.

Absences/Sickness or Family Death

- Students are expected to be in school, unless they are ill or there has been a death in the family.

-The student is required to bring a note from the parent stating the specific reason for the absence upon returning to class.

- A student who is sick more than two days must submit a doctor's medical note upon returning to school.

- In the case of an absence, a parent or guardian should phone the school before 9:30 a.m. on the day of the absence to inform the office.

- If you desire to have class assignments/homework for your child who is absent due to illness, please notify the school office before 10:00 a.m. Assignments will be ready to be picked up at 3:00 p.m. (We cannot guarantee that assignments will be ready if we are notified after 10:00 a.m.).

When the child returns to school, the parent must give a dated note to the teacher explaining the reason for their absence. This note must be received within three days after returning to school or the absence will be recorded as unexcused. A note received after three days will NOT change the type of absence. (see above example)

- Students whose absences are EXCUSED must make up the missed assignments, homework, tests, and quizzes. If a student misses two days, they have two days to make up the work. Parents are responsible to get the makeup work from the child's teacher in Kindergarten through Sixth Grade. High school students (Seventh Grade up) are responsible for contacting the teacher to request makeup work. If the high school student does not do this, their grades will be recorded as zero (0).

- Students who are absent during the school day may not participate that day in after school activities (i.e. sports, clubs).

- If your child becomes ill while at school, we will contact you to come and pick them up. A student that is ill will not be allowed to leave school until a parent or guardian comes to pick them up. This is for your child's safety.

- A student who must leave before 9:15 a.m. must be counted absent for the school day. Students who leave after 11:00 a.m. but before 1:30 p.m. will be counted present one-half day. Students leaving after 1:30 p.m. will be counted present for the entire day. Missed work needs to be made up. If a note stating the reason for leaving (doctor's appointment, etc.) is presented, signed by a parent, and received the day the student returns to school the missed work can be given. (see example on the next page)

- Any student who must leave school during class hours for any appointment or any reason must bring a note signed by a parent stating the reason they had to leave school. (see example). **The student must be signed out by the parent/guardian at the school office. If returned to the school the parent/guardian must return the student to the school office and sign them back in.**

Student Absentee Note	
Dear (Teacher's Name)	
(Child's Name) was absent from school (Day), (Month), (Year) because he/she was _____ (Reason for Absence)____	
(Parent's / Guardian's Signature)	(Parent's/Guardian's Name)

Hurricane or Natural Disaster

In the event of a hurricane or natural disaster school fees are still due unless you are otherwise notified from the School Board.

Please keep in mind that teacher's salaries still have to be paid for time out of school due to unforeseen circumstances. Also you pay a yearly tuition, which the board (at the present time) allows to be paid in ten monthly installments. Students will make up the work and not suffer academically.

Doctor's Appointments

A note similar to this is required if a student has an appointment that had to be scheduled during school hours.

Student Doctor's Appointment Note Agape Christian School	
Dear (Teacher's Name)	
(Child's Name) has a doctor's appointment for _____ (Day), (Date/Month), (Year) and will be away from school from _____ (Time) _____ until _____ (Time) _____	
(Parent's/Guardian's Signature)	(Parent's/Guardian's Name)

Extended Illness

If a student has an illness that causes them to miss more than a month, the Administration will review any possible change in payment of tuition. A request for this must be submitted to the board in writing.

Vacation/Trip

- Family vacations and trips should be scheduled during school holidays, since it is very difficult for a student to make up work missed during an absence. -Should it be necessary for a student to miss school for personal reasons, a parent or guardian will need to write a letter and submit it to the principal no less than one week prior to the expected date of absence; otherwise the absence will not be excused and no work can be made up. For extended trips for more than two or three days, one day notice should be given for each day the child will be out of school (Ex. Letter is submitted two weeks before departure if the absence is going to be two weeks in duration. If permission is granted for the trip the student will have two weeks after returning to complete missed assignments.) In Kindergarten or Elementary/Primary grades it is the parent's responsibility to work out a schedule with the class teacher for make up work, homework, tests, and quizzes. In High School it is the student's responsibility to arrange a schedule with their class teachers for make up work, homework, tests, and quizzes. (see example below).

<p>Student Trip/Vacation Notice Agape Christian School</p>
<p>Dear_(Teacher's Name)</p> <p>(Child's Name) will be away from school for a family trip/vacation from (Day), (Date/Month), (Year) Until (Day), (Date/Month), (Year) _____ (Reason why this trip had to be scheduled during school time)_____</p> <p>I am requesting any work that he/she can do now to make up what he/she will miss.</p> <p>(Parent's/Guardian's Signature) (Parent's/Guardian's Name)</p>

Tardiness Policies

- A student is considered tardy if they are not on the school campus and in class at 8:35 a.m.
- When a student is tardy he/she should have a note stating the reason why they are late. (see below). "Joey was late today," "Joey was late today because I was late," "Joey was late because we overslept" are not adequate reasons for an excused tardy. "Joey was late because we had a flat tire, mechanical problems, illness, death in family" would be an adequate reason for an excused tardy.
- Excused tardies (ex. doctor's appointment – missed less than two hours) are recorded but do count toward the 10 tardies allowed for a perfect attendance. Missed work can be made up.

- With your help we are teaching our students the importance of being punctual now so when they become adults they will be on time for their jobs.
- Our most precious times are when school first begins. The pledge to the flags, morning assemblies, and morning routines should not be missed.

<p>Student Tardy Note Agape Christian School</p>
<p>Dear_(Teacher's Name)</p> <p>(Child's Name) was tardy for school today (Date/Month), (Year) because (Reason for tardiness)</p> <p>(Parent's/Guardian's Name) (Parent's/Guardian's Signature)</p>

General Information

Arrival at school

Students are expected to arrive at school by 8:30 a.m. so they can put their books away, sharpen pencils, write their homework down, get water, and go to the bathroom in order to be ready to start school at 8:45 a.m. Students arriving before 8:30 a.m. will gather on the courtside and during inclement (rainy) weather will gather in the Chapel. Thursday High School gathers around the round about to await chapel. Other school days the High School students meet at Grace Gym.

Visiting Students During School Hours

If you must bring something to your child during school hours, please take the item to the school office so the secretary can give it to your child at the next break in class.

If you need to see your child for any reason, stop at the office. The office staff will get your child from class and bring them to the office to see you. Please do this only when it is absolutely necessary.

Students are encouraged to bring their own lunch. Each parent receives a lunch menu so they can order lunch if they so desire. Parents who bring lunch are asked to leave it at the kitchen or the office so the staff can give it to student at the right time.

Cancellation of Classes

In the event of severely inclement weather your child's teacher will give you a call in the morning and inform you of the cancellation of school. The decision to cancel school because of inclement weather is usually made by the staff around 7:00 A.M. on a given morning. Local radio stations will also announce the cancellation_of school if it is necessary. We will also, when possible, utilize Facebook and other social media.

Address or Telephone Number Change

Please notify the school office immediately of any change of address or telephone number (home or

business). We must have current information in order to contact parents in case of an emergency.

Drop Off Procedure

When entering the school parking lot, please do not use the round-a-bout unless it is raining. Please park in the parking areas in front of the building or in the parking lot. Kindergarten parents are asked to escort your child to the court side between 8:15 - 8:30 a.m. or directly to the classroom after 8:30 a.m. During rainy weather, the round-a-bout at the main entrance of the chapel may be used K3-G6. We ask that in order for traffic to flow more smoothly that you **keep right**, drive slowly, stop by the double doors of the Chapel and let the students off.

Pick Up Procedure

Students in Kindergarten are dismissed at 2:45 p.m. and students in Grades 1-12 at 3:00 p.m. Please park in the parking areas in front of the building or in the parking lot. Students from Grades Four through Six will be dismissed at the round-a-bout. A teacher will be on duty until 3:15 p.m. Students left will go back into the building and should be picked up by you from the room of the teacher who was on duty. A charge of \$5 for every 15 minutes a student remains will be charged to the parent. Students from Grades Seven through Twelve will be dismissed from the Gym.

If it is raining students will gather in the chapel to wait for you to pick them up at 2:45 p.m. Please remember when you enter the round-a-bout to keep right, drive slowly, stop by the double doors of the Chapel and pick up your children. If they are not there yet continue on and re-join the queue. At 3:15 p.m. the remaining students will go back into the building and should be picked up by you from their classroom. Grades Seven through Twelve students will still be picked up in the Gym.

If your child has an afternoon detention then it will be served in the designated room; you may pick up your child at the time given on the detention slip.

If there is a change in who will be picking up or dropping off your child/children then written notification should be given to the child's teacher or accompany the person and be given to the teacher on duty. (see example below) Please notify anyone else who is dropping or picking up your child of the parking and driving procedures.

Pick-up/Drop off of Student Change Notification
Agape Christian School

Dear (Teacher's Name),
(Child's Name) will be picked up by (Name of person picking child/children up)

(Day), (Date/Month), (Year) until (Day), (Date/Month), (Year)
I am giving my permission for you to let my child go with this person.

(Signature)
(Parent's/Guardian's

Early Class Dismissal

In the event of inclement weather making an early dismissal of school necessary, you will be called. If it is

an early dismissal because of severe inclement weather follow the directions given above for rainy days.

Student Vehicles

Students in Grade Twelve, age seventeen, with a valid Bahamian Driver's License, and written permission from their parents to drive a vehicle to school may do so under the following guidelines.

~ The letter of permission must also list whom they can have travel with them in the car with a signed release of liability form.

~ A letter from the parents of each child listed giving permission for them to travel with said driver with a signed release of liability form.

~ The car keys are turned into the office secretary every morning and must be signed for by the student after 3:00 pm. There is no going to the car to get something.

~ Under no circumstances are students permitted to leave the school grounds before dismissal time without permission from the principal.

~ Students must show a current Bahamians driver's license to the office in order to obtain a parking permit.

~ All vehicles brought to school by students must be registered in the office. A parking permit must be purchased (\$5.00 fee) and be affixed as indicated. No vehicle is to be removed from the property during the school day unless permission is granted from the principal.

~ No student is to drive or ride another's vehicle, including bicycles, motorcycles, trucks, etc. without written permission from parents of all students involved.

~ No student is to go to his vehicle during school hours without permission from the principal.

~ A five mile per hour speed limit is to be observed on school property and surrounding roads leading to and from the parking area. **DRIVE SLOWLY.**

~ Inappropriate bumper stickers or political paraphernalia are not permitted on cars parked on school property.

~ Playing loud music (radio, CD, etc) is not permitted on school property.

~ Upon arrival at school, students should leave the parking area and go immediately to the assigned waiting areas near the classroom building. There is to be no loitering in the parking area before or after school.

~ "Squealing" of tires or reckless driving of any kind is prohibited on or around the campus.

Any violation of the above may result in the temporary or permanent loss of driving privileges.

Dating

As the students mature through the years, dating the opposite gender will become a fact. An Agape Christian School student who is dating someone from the school will be expected to behave in a proper manner. No physical contact will be allowed on the school grounds at any time.

If a student is dating a person, of the opposite gender, who is not attending A.C.S., there will be no contact during the school hours 8:30 a.m. to 3:30 p.m. on school grounds. If the boyfriend/girlfriend is allowed to drop off

or pick up the student, the school must receive a letter of permission from the student's parents with a release of liability form signed by all parties.

If a student decides that it is necessary to date a person of the same gender, we will have to, with regret and sorrow, ask them to disassociate themselves with Agape Christian School. They will be asked to not visit the school campus during school hours.

Field Trips

Each class will take at least two field trips during the school year. Additional funds may be required to cover the cost of transportation, tickets, meals, etc. Parents may attend field trips as drivers/chaperones, if requested by the teacher. All students are required to ride in the designated vehicle to and from the destination. Students must abide by the school discipline and dress policies. Students may not bring electronic games and equipment (i.e. tape/CD players, radios). Siblings, not in the same grade, are not permitted to attend field trips. If a student is disrespectful or disobedient prior to a scheduled field trip or while on the field trip, the teacher will enforce the next step in the discipline structure. Our statement of co-operation, signed by you the parent/guardian, gives us permission for such outings. You should receive proper written notification beforehand, so you know how to plan, pray, and/or assist.

Holidays

All school holidays are printed on the school calendar which you will receive from the school office.

Lockers/Desks

Lockers/Desks are to be kept neat and tidy. Items that belong at home should be kept at home. They will be inspected periodically and without warning. Students are not permitted to go into other people's lockers/desks.

Toys

Toys, games, electronics, cards etc. are not permitted at school unless permission is given by the teacher. These items will be confiscated and returned later in the year.

Library

The library will open during lunch time or other posted hours. Twenty-five cents a day will be charged for overdue books (weekends excluded). Overdue books may not be renewed. Books are considered lost if not returned within four weeks, at which time the student's account will be charged. Students will be charged the cost for replacing a damaged or lost book. If a student owes money for library books, he will not be permitted to check out books.

Kindergarten through second graders are not permitted to take library books home. Students and adults should be quiet while in the library.

Boat and Bus Transportation

Students who travel by boat and/or bus are expected to conduct themselves in an orderly fashion. They are expected to obey the directions of drivers in charge of

their welfare. They are also expected to wear their uniforms on a decent and presentable manner from when they step on the vehicle until they get off in the afternoon.

Lost and Found

Lost items are kept in the "Lost and Found" closet in the office. You need to check with the office if your child has lost something. Remember, if everything that your child brings to school has their name on it then they will be returned to you as soon as possible.

Lunch Program

Hot lunches are available through local eateries. You will be provided with an updated menu in September along with Lunch Order Envelope Forms. Any day you are ordering lunch for your child, please complete the form, enclose the money, and send it with your child to class. If the menu or prices change, you will be notified immediately. Although the meal does not cost you any extra each establishment that we order from gives us a small commission which goes back into the school. Please help the school and yourself by ordering through the school, when you can. Please include the spoon or fork your child will need. You will be charged for these items if we supply them.

Lunch items are also on sale from the snack room. Please fill out the lunch order envelopes for these orders as well, as it helps alleviate long lines during the lunch hour. You may also wish to include your child's snack items on this envelope.

All lunches are to be brought to the school kitchen to be distributed by the lunch personnel. No child is to come to the car nor is a parent/guardian to take the food to the classroom or lunch area.

Lunch orders are to be completed before arrival, including items to be purchased via the snack room.

School Office

When arriving at the school during the school day, please come directly to the office and not to the classroom. All students must be signed out, if taken during the school day; and all volunteer parents need to sign in before volunteering. Anyone coming to the school must sign in and out at the school office.

School office hours are from 8:30a.m. – 4:00p.m. Summer office hours are announced and normally run ½ days.

Telephone Use

Students are not permitted to use the school telephone, except in cases of emergency. If a parent calls to speak to a child or asks to have them return a call, the student will be notified and allowed to return the call during their break.

Withdrawals

Withdrawal from school must be made by the parent, in writing to the office at least 10 school days prior to the withdrawal date.

Health and Safety

For the welfare of your child and others in the school, all children who are ill must be kept at home. If your child has a fever of 100 degrees or more, please do not send them to school. If your child was sick during the night please keep him/her at home.

All Ministry of Education guidelines for immunizations must be complied with for a child to be apart of our school family.

Clinic

Students are sent to the office (clinic) for injuries and illnesses that occur during the school day. Parents are called any time there is an injury to the head or face or when there is a serious or questionable injury. If a student vomits or has a fever during the school day, their parents will be called to come pick him/her up.

Head Lice

Head lice are usually transmitted from one infested person to another by direct contact with the hair. Therefore, it is expected that the student be kept at home until the situation is better.

Financial Information

Tuition/Fees

All fees excluding tuition, BJC's, and BGCSE's are VATable.

Registration Fee for New Students or those who fail to return their re-enrollment forms in time: \$ 100.

The fee must accompany the registration papers and is non-refundable and non-transferable.

Entrance/Placement Testing Fee: \$ 30

Students registering for Kindergarten 5 and above must take the entrance test, prior to attending Agape Christian School. They must be registered before taking the test.

Student Accident Insurance Fee: \$ 20 (subject to change without notice from insuree) Colina Insurance Company offers a \$20 student accident insurance plan that covers the student twenty-four hours a day, in and out of the school as well as in and out of the country when an accident happens. This does not cover regular illness/sickness. You, the parent, pay the original bill, have the doctor complete the claim form, you complete your portion. We complete the form. It is then your responsibility to turn the claim form with the receipt of payment into the insurance companies' office.

Transcript fee: An application form must be completed in order to obtain a transcript. Transcripts take a week to prepare. Your first four transcripts are free, any subsequent transcripts will be \$10, VAT inclusive.

Visa Letter Fee: \$5 will be charged for the preparation of a Visa letter, that is VAT inclusive.

Tuition:

Kindergarten to Grade Twelve fees are available through the school office. They are charged for the year and can be paid:

- ~ in full for the year with 5% discount
- ~ ½ a year (June/January)
- ~ the first of the month.

The School Board reserves the right to increase tuition with a sixty day notification to parents.

The tuition for the school year has been broken into ten equal payments. Each payment covers one tenth of the total number of school days. Tuition is due by 3:30 p.m. on the first of the month (or on the first day of the school week when the 1st is on a weekend).

For all the students, the first payment secures a position in a class and must be paid in advance by June 15th for returning students or upon registration for new students joining our family. If the June 15th deadline is not met, the student's reservation will be canceled to make room for those on waiting lists.

School fees not paid by the 15th of the month, when they are due, will be considered delinquent and the student(s) will not be allowed to attend school until the account is settled.

If a child is withdrawn, no portion of their tuition is refundable, barring a family emergency or moving off island.

Payment Schedule

The payment schedule below is to be followed:

June 1st or upon Registration ~ 2 of 10 monthly INSTALLMENTS

1st of every month the monthly payment is due. If your payment is not up to date the 1st of the next month your child is not allowed at school.

Please note that each payment in an installment of the yearly tuition which has been broken down to make it financially easier on you. However the board reserves the right to enforce full yearly or bi-yearly payments on accounts that are continuously delinquent (not paid by the 15th of each month).

The School Board reserves the right to increase tuition with a sixty day notification to parents.

Tuition Discounts:

Once you have two or more students in school the following tuition discount scale is followed:

1 st child	Full tuition
2 nd child	Full tuition less 10%
3 rd child and above	Full tuition less 25%

Book Fees

Book fees are a part of the tuition payment.

Supplies



General supplies for students in Kindergarten to Grade Twelve are the parents/guardians responsibility. The supply list is available via the school office.

Computer Fee: \$40 (Grade 4 - Grade 12)

The students who use the computers for class, projects, and after school activities will be charged this fee in October of the school year.

Kindergarten Graduation Fee: \$ 100

The graduation fee is to be paid between September and December of K5 year. Tuition and fees must be current in order for a student to take home their report cards after the program. These students may take home the head tassel as a memento of this accomplishment in their academic career.

Grade Six Graduation Fee: \$ 150

The graduation fee is to be paid between September and December of G6 year. Tuition and fees must be current in order for a student to take home their report cards after the program. These students may take home the head tassel as a memento of this accomplishment in their academic career.

Grade Twelve Graduation Fee: \$300

The graduation fee is to be paid between September and December of G12 year. Tuition and fees must be current in order for a student to take home their report cards after the program. These students may take home the complete cap and gown ensemble as a memento of this accomplishment in their academic career.

Returned Checks:

There is a \$20 charge of whatever the current bank charge is for each check returned to us by your bank for any reason. If two checks are returned your account will have to be paid in cash from then on.

School Records and Awards:

Child school records will not be released, if there is a balance owed on the child's account.

Sending Money to School:

Money should always be sent in a sealed envelope with the following information on the outside:

- ~Child's Name
- ~ Amount
- ~ Purpose (i.e. tuition, field trip, lunch)
- ~ Teacher's name and grade

Payments may be made to the office directly between 8:45 a.m. - 3:30 p.m. Monday – Friday during the school year except school holidays, and (hours will be posted) Monday – Friday during the summer interim.

Fundraising

Agape Christian School endeavors to keep reasonable tuition rates for the benefit of each parent. For this reason, we conduct annual fund-raisers and **expect** each student's and their parent's participation in helping

raise additional funds needed for the designated school projects. Please keep in mind that Agape Christian School is a NON PROFIT ministry. Most years our budget is set, keeping in mind that fundraisers will have to happen in order to keep the school running. Our teachers feel they are called by God to this ministry of teaching your children, they are here. Fundraisers are needed to cover expenses and extras. Our PTA is a fantastic way to involve parents is the development of the school, other than academically.

Discipline

Agape Christian School believes that all students can behave at school. We feel all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor classmates from learning, nor violates the best interest of any individual in the school community. In order to encourage our beliefs, the following discipline plan has been established to govern behaviour at school.

Parent Notification

Parents are notified in writing of detention, corporal punishment, suspension, or expulsion. Each notification must be signed by the parent and returned to the school the first school day after receipt of notification.

Corporal Punishment

Is generally administered by the principal with notice to parents. In the case of kindergarten, because the younger students have a difficult time remembering what they are being punished for, they are not required to wait for the principal or administrator; the teacher or assistant has permission to apply one or two swats to the student's bottom. This will not to be applied abusively and the parent will be notified the same day when the child is picked up.

Classroom Guidelines:

We all

~ raise our hand and wait for permission to speak. No communication of any kind without permission (i.e. notes,



gestures, talking).

- ~ keep our hands, feet, and objects to ourselves.
- ~ stay in our seats unless given permission to get up.
- ~ show respect to everyone at all times. (i.e. no name calling, etc.)

~ obey our teacher at all times.

~ leave chewing gum, candy, toys, etc. at home.



Consequences of Classroom Infractions (Kindergarten 3 - Grade 6)

~ 1st and 2nd violation - Student receives a verbal warning from the teacher

~ 3rd violation - Student receives a Lunch-Time Detention

~ 2 Lunch-Time Detentions - (This is served at lunch and the student does not go to the playground.)

~ 2 Afternoon Detentions - Student receives an Afternoon Detention (This is served from 3:05 p.m. to 3:35 p.m.)

~ 2 Corporal Punishment - Student receives Corporal Punishment (This is administered by the Principal, the Administrator (or a member of the school board, if necessary) in a private room.

~ 2 (3 day) In School Suspension - Student receives a 3 day In School Suspension (The student completes all the work in the regular classes, but may not receive credit for any quizzes, tests, projects, etc., they may not play outside for break or lunch.)

~ Expulsion - Notification of this depth of discipline is forwarded to the Ministry of Education and the Police Superintendent in writing.

Consequences of Classroom Infractions (Grade 7 - Grade 12)

~ 1st and 2nd violation - Student receives a written warning (incident notice) from the teacher, which is sent home to be signed and returned

~ 3rd violation - Student receives an Afternoon Detention (This is served from 3:10 p.m. to 4:00 p.m.)

~3rd Afternoon Detention - Student receives a 1-day Suspension (The student completes all the work in the regular classes, but may not receive credit for any quizzes, tests, projects, etc.)

~ One 3 Day Suspension - Student must complete all work, grades are recorded as zero and can include manual labour.

~ One 5 day Suspension - Student must complete all work, grades are recorded as zero and can include manual labour. Notification of this depth of discipline is forwarded to the Ministry of Education and the Police Superintendent in writing.

~ Expulsion - Notification of this depth of discipline is forwarded to the Ministry of Education and the Police Superintendent in writing by the administration.

Failure to Bring Supplies, Textbooks, etc. to Class (1st – 3rd Grades)

Students will lose two discipline pals (i.e. bears, lambs, crayons, etc.) when they fail to return books, signed tests, permission slips, detention slips, homework, etc., on the due date.

(4th - 6th Grades)

Students will be disciplined by their teacher when they fail to return books, signed tests, permission slips, detention slips, homework, etc., on the due date.

Failure to Bring Supplies, Textbooks, etc. to Class (7th - 12th Grades)

High school students are expected to be more responsible. When they fail to bring necessary material, supplies or textbooks, they will receive a 0% for any

assignments that day. Borrowing from a classmate is not allowed.

Photocopying and Other General Supplies

Copies can be made in the office for a small fee.

Supplies will be available in the snack room areas for a fee also. A limited number of pencils, pens, rulers, paper, notebooks, etc. will be available for purchase. P.E. uniforms, patches, and polo shirts (for high school) will also be available.

Dress Code

All students are expected to wear the prescribed uniform of Agape Christian School as follows:

** indicates that these pieces of uniform are required on Full Dress Uniform occasions.

Kindergarten Three - Grade Three

GIRLS:

~ ** White Blouse with Peter Pan collar

~ ** Uniform Plaid Jumper (touches the ground when she kneels down)

~ ** Uniform Plaid Tie

~ ** White socks (visible above the shoes) & Black shoes

~ Black sneakers may be worn on regular days

~ ** Hair accessories such as ribbons & bows should be the

colour(s) of the plaid uniform

~ Navy Blue jacket/sweater (winter)

~ White tights/thick stockings (winter)

~ Navy slacks may be worn on (Nov.1st. – Mar 1st) cold days which require the student to wear their jacket or sweater when outside.

BOYS:

~ ** White, Full Button Oxford Style Shirt with a School Patch sewn on left breast.

~ ** Navy Blue Long Pants

~ Navy Blue Shorts may be worn on regular days

~ ** Black Belt

~ ** White socks (visible above the shoes).& Black shoes

~ Black sneakers may be worn on regular days

~ ** Uniform Plaid Tie

~ ** Navy Blue jacket/sweater (winter)

Grade Four - Grade Six

See above:

Exception- Girls wear a uniform plaid skirt and a school patch sewn on the left breast of their blouse.

Grades Seven – Grade Twelve

On Chapel days full dress uniform is required.

See above: Exception

- Girls may wear a full button up Oxford style blouse and a tie.

- Boys wear long navy blue pants every day.

- Girls & Boys may also wear white or black socks (visible above the shoes) with their pants/slacks.

On the days that students have Physical Education the students wear their PE uniform properly. Failure to do so receives a lowered grade for PE. Three infractions earn a detention. PE uniforms are purchased through the school.

On the other three days each week students are allowed to wear their regular uniform shirts without a tie or a choice of the polo shirts bought from the school. The ladies are allowed to wear navy slacks (jeans and sweats are not allowed) or their uniform skirt. Ties and patches are available through the school office.

Full Dress Uniform Days K3-G12

Full Dress uniform is worn:

1. First Day of School in September, January, and after Easter Break
2. First Day of School after a public/school holiday (Ex. Discovery Day, Mid-Semester Breaks, Labour Day)
3. Every Chapel that the students' class is giving a presentation to the audience.
4. Every School Program
5. Any Special Event that the school participates in or attends.

(Please note that a student may be denied the opportunity to represent Agape in interschool activities such as Spelling Bees or Math Competitions if he/she shows up in an unkempt condition with dirty or faded uniform articles.)

Physical Education (P.E.) Uniform - ALL Grades

~ School P.E. uniform in the prescribed color for the students section of the school. (See below)

Kindergarten – Kelly Green

Primary (1-6) – Red

High School – Royal Blue

~ White Socks

~ Plain Black or White Sneakers

~ Navy jogging pants/sweats may also be worn on cold days

P.E. Uniforms are to be purchased from the school snack rooms.

~ Sweats or Jackets in navy with the patch on them can also be worn. (winter)

Casual (Out Of Uniform) Days

Students are to dress modestly with appropriate symbols on shirts for a Christian school. We do not want witches, ghosts, etc.

Swim Uniform

Until we have a regular swim program and choose official swim suit uniform the following dress code is to be adhered to at all swimming events including field trips or school picnics.

GIRLS: ~ Modest cut, full one-piece swimsuit (if not wearing a one-piece suit a dark-coloured t-shirt must be worn over top at all times)

BOYS: ~ Swim trunks (Speedo style only acceptable for a swimming race or competition, with P.E. uniform on over them when not in the water)

Jewelry

If the jewelry is NOT listed below, then it is NOT allowed in school.

GIRLS:

~ 1 Necklace with 1 charm

~ 1 pair of small earrings (ex. -stud or small charm/loop) with one earring per ear lobe.

~ 1 Watch

~ Sunglasses/hats are to be worn outside only

~ 1 Class ring worn ONLY in 12th Grade

BOYS:

~ 1 Necklace (fire chain) with 1 (small) charm

~ 1 Watch

~ Sunglasses and hats are to be worn outside only

~ 1 Class ring worn only in 12th Grade

Administration reserves the right to indicate and confiscate jewelry that is too big.

General Appearance

GIRLS:

~ Clean, tidy uniforms, with no spots, wrinkles, or stains that alter the attractiveness of the uniform

~ PATCHES SEWN ON.

~ All blouses must be tucked in neatly

~ All Clothing must fit appropriately (Ex. Not baggy or form fitting)

~ All skirts are to be long enough to cover the knee in the front and reach the crease of the knee in the back.

~ Modest, neat hairstyle (beads only in moderation – no more than 50)

~ Hair is to be all one natural hair colour.

~ NO MAKEUP (lipstick, eye shadow, mascara, fake eyelashes, or blush)

~ No fake nails, only neat, decent length nails with no nail polish

~ NO TATTOOS, facial or body piercing (one earring accepted)

~ NO braids in front of the face.

BOYS:

~ Clean, tidy uniforms, with no spots, wrinkles, or stains that alter the attractiveness of the uniform

~ PATCHES SEWN ON.

~ All shirts must be tucked in neatly

~ ALL Clothing must fit appropriately (Ex. Not baggy or form fitting)

~ Modest, neat hairstyle (not below shirt collar, no tails, no plaits, no Mohawks, not in the student's eyes, no twining, no engraving, no corn rows) (The administration reserves the right at any time to insist that a boy get a hair cut before returning to school.)

~ Hair is to be all one natural hair color

~ NO TATTOOS, facial or body piercing

- ~ NO MAKEUP.
- ~ Facial Hair is to be kept trimmed and neat. Full unkempt beards are not acceptable. (The administration reserves the right at any time to insist that a high school boy shave his face before returning to school.)

CONSEQUENCES OF UNIFORM INFRACTIONS

Kindergarten to Grade 6

- ~ 1st infraction - Student will receive written warning
- ~ 2nd to 4th infraction - Parent will be called
- ~ 5th infraction - Detention will be issued
- ~ 6th infraction - A three day in-school suspension (school work is completed - 0% on all quizzes/class work)

Grade 7-Grade 12

- ~ 1st infraction - Student will receive written warning
- ~ 2nd infraction - Parent will be called
- ~ 3rd infraction - Detention will be issued
- ~ 4th infraction - A three day in-school suspension (school work is completed - 0% on all quizzes/class work)

Students who continue to be blatant in the uniform infractions will face the possibility that their case will be reviewed by the principal and the school board. Parents are expected to support the dress code by ensuring that their children wear the appropriate attire.

Uniform articles may be purchased from local vendors.

Rules of Conduct

Kindergarten Three - Grade Twelve

All Students of Agape Christian School will:

In the Hallways

- ~ walk at all times.
- ~ speak softly at all times.
- ~ avoid touching the walls or other students.

Anywhere on the school grounds

- ~ not have chewing gum, candy, toys, electronic devices, games, etc.,
- ~ speak respectfully to all adults and to each other.
- ~ obey all teachers and school faculty in a courteous manner, at all times.
- ~ refrain from any physical contact between the opposite gender.

On the Bus or Boat while travelling to school

- ~ behave and obey the driver or those in charge
- ~ wear their school uniform properly (keeping shoes, socks, skirts, etc. on).

On the Playground

- ~ not throw anything other than appropriate equipment.
- ~ stay within prescribed boundaries.
- ~ use equipment according to the rules.

- ~ not eat or drink on the playground but will sit at tables on the side to finish their break and then enter the playground.

At Lunch/ Break in the Eating Areas

- ~ speak softly.
- ~ put all trash into the proper containers.
- ~ will not throw anything.
- ~ will stay seated until given permission to get up.
- ~ will eat quietly at the proper lunch time.

In the Restrooms/ Bathroom

- ~ not linger there.
- ~ speak softly.
- ~ not leave personal belongings.
- ~ not leave them messy.

In the Chapel

- ~ show the proper respect to God during prayer.
- ~ enter and leave quietly.
- ~ sit in their assigned section.
- ~ have good posture.
- ~ listen respectfully to the speaker.
- ~ stand properly and respectfully when saying the pledges, prayer, motto, and when singing the National Anthem.

In the Classroom

- ~ sit like ladies and gentlemen during teaching and working times.
- ~ raise their hands to receive permission to speak or to leave their seats.
- ~ obey their teachers at all times.
- ~ leave their classrooms clean and tidy.
- ~ do their best in their work and in their behaviour.
- ~ Secular music, pop culture heroes and movie paraphernalia are not permitted in school, nor the display of their emblems on lunch boxes, book covers, clothing, pens, etc.)
- ~ Students are expected to show respect for all adults, peers, and school property or that of those around.
- ~ Students may not chew gum or suck on candy on the school property. (Permission to eat candy may be given by the teacher as a reward.)
- ~ Students are expected to have in their possession and bring to class all necessary class materials. Borrowing or loaning should not continually take place.
- ~ Students are expected to take care of all their and the school's materials, equipment, grounds, etc.



~ Students will not bring iPods, iPads, Kindles, iPhones, Cell Phones, radios, disc men, game devices and other electric or electronic equipment to school. Playing cards are not to be brought to school without permission. These items can be confiscated by the administration, detentions given and the item not returned. **If a child brings these items to school we are not liable for loss or damage to the said item. WE do reserve the right to confiscate the item if found in**

one of our bag/locker/desk searches. The item will be kept until the end of the school year.

At Dismissal

- ~ please have respect of those you are passing and be polite
- ~ please do not leave trash
- ~ please watch out for traffic in and outside of the buildings
- ~ please stay out of the planters.

Severe Behaviour Clause

Students who have blatant misbehaviour, defying authority, inappropriate use of the computer, vulgarities, profanity, fighting, cheating, biting, spitting, throwing stones or sand, lying, the use or possession of pornography, tobacco, alcohol or sexual misconduct (revealing one's private parts, touching in inappropriate places, sex, or using explicit sexual language, etc.).

1. (Grade 1 - Grade 6) will be sent to the school office. The parent(s) will be called and the student will be dealt with as follows:
 - ~ 1st infraction- Corporal Punishment (Spanking)
 - ~ 2nd infraction- Corporal Punishment (Spanking) & 5 day In-School Suspension
 - ~ 3rd infraction - Expulsion
2. (Grade 7 - Grade 12) will be sent to the school office. The parent(s) will be called and the student will be dealt with as follows:
 - ~ 1st infraction - 5 day In-School Suspension
 - ~ 2nd infraction – Expulsion

Anytime discipline is administered for severe blatant misbehaviour (Outlined above) The School Board, The District Superintendent of Education will be notified in writing. If a student is expelled the The District Superintendent of Education, The Police Department and other principals (where necessary) in the area will be notified in writing.

The use of illegal drugs, the purchasing or use of alcohol, or the possession of weapons for minors is illegal in the Bahamas. Therefore, if a student of Agape Christian School is found using either of these items on or off the school premises, we reserve the right to expel that student immediately. Also The District Superintendent of Education, The Police Department and other principals in the area will be notified in writing. If a student is caught with any illegal contraband on school grounds the Police will be called and then the parent.

Detention / Lunch-Time & Afternoon

A detention can be issued immediately at the discretion of a teacher or administrator if they deem it necessary. Students serving lunch time detentions will not be permitted on the playground during that time (Kindergarten 3 - Grade 6). Parents will receive the detention form after the lunch time detention is served.

Parents will be notified beforehand about the keeping of students (Kindergarten 3 - Grade 12) after school hours for disciplinary purposes. Failure to attend detention sessions as scheduled will result in the assignment of additional detention sessions and may result in expulsion from school.

Students will bring home a note stating the form of punishment and the date administered for you to sign and return to the teacher the following school day after you receive it. You sign the white copy and return it to school while keeping the yellow copy for your records. If this note is late the student could receive another detention.

Corporal Punishment

Corporal punishment (Kindergarten Three to Grade Six) is administered by the principal, vice-principal, administrator, school board member or senior staff, given permission by the principal (in case of the principal's absence). It is normally administered in the office after a conference with the student and is applied with a belt to the bottom only.

Suspension and Expulsion

Severe behaviour or continued misconduct may result in suspension, out of school suspension or expulsion from Agape Christian School. The general and severe misconduct discipline structure is laid out on the previous pages and is a process that continues throughout the year. A permanent record of severe misconduct is kept in the student's file in the office in case a conference with the student's parents becomes necessary because of a continuing pattern. Should parental cooperation for discipline be lacking, the student will no longer be permitted to attend our school. If a student receives the first in school or out of school suspension, written notification is sent

- ~ to the parent to be signed and returned to the school
- ~ to the school board

If a student receives the second in school or out of school suspension, written notification is sent

- ~ to the parent to be signed and returned to the school
- ~ to the school board
- ~ to the District Superintendent of Education

If a student is expelled, written notification is sent

- ~ to the parent to be signed and returned to the school
- ~ to the school board
- ~ to the District Superintendent of Education
- ~ the Police Department

ANY STUDENT under expulsion is not allowed to visit Agape Christian School's property during school hours or school functions for one year from the date of expulsion. This student may return after one school year once their individual case has been reviewed by the School Board along with proof of the following:

- ~ school records establishing that they have attended another school during the year.

~ proof of their improved conduct.

Agape Christian School reserves the right to ask a student to transfer to another school. Notice will be given only to those directly involved.

The Administration of AGAPE CHRISTIAN SCHOOL seeks to base its programs and methods on the Word of God. Whenever disciplinary action is necessary, it will be lovingly administered to instill in the child the correct Biblical and moral principals. "He who spares his rod hates his son, but he who loves him disciplines him properly." Proverbs 13:24

Student Standard of Conduct

Students of Agape Christian School are encouraged to use the Bible as their basis for an acceptable life-style. Since certain types of actions and behaviours are deemed inconsistent with the disciple-making process taught at Agape Christian School, students should strive to:

(Always ask yourself, beforehand, "What Would Jesus Do?" in this situation and strive to be like Him).

Parents/Guardians Responsibilities

Handbook

READ THIS HANDBOOK! Many of your questions are answered right here, so keep it in a place that it is easy to refer to. This book allows you to know what is expected of you and your child, because ultimately even student responsibilities become Parental responsibilities,

Parent/Teacher Meetings

A Parent/Guardian is expected to attend all Parent/Teacher Association Meetings on behalf of their student. (If a child is not represented at two or more Parent/Teacher Meetings a year, the school will call a conference with that child's parents/guardians.) Your presence at these meetings show the school and more importantly, your child that you care about them. Failure to attend a conference may result in your child being asked to transfer to another school.

Homework

Parents/Guardians are expected to check daily that students have completed their homework, and (Kindergarten 5 - Grade 6) sign the homework book to indicate to the teacher that it is complete. This allows the school and parent to work as team to assist the child in their studies. In High School students are responsible to complete their homework without the signature of a parent.

Communication

Teachers are available for conferences after school. Please call the office to set up a time that is convenient for you and your child's teacher. If there is a question for the teacher, then please leave a message for the teacher to call you on a break; you should receive your answer the same day.

In case of an emergency call or go to the office and explain to the secretary or principal so they can remove the teacher or your child from the class in an orderly manner so as not to alarm your child or class inappropriately. Thank you.

If there is a problem in the class, please make an appointment via the office to discuss this with the teacher first. If it cannot be resolved, then request a meeting with the vice-principal or principal. If the problem continues then the school board can be notified in writing.

A parent or Guardian is NOT to call or come to school with an angry or belligerent tone or attitude. By NO means is a parent or guardian to go to or call a teacher's or principal's home with a complaint. This may result in all of your children having to find a new school.

General Problems Questions

If there is a general problem in the school, please inform the principal. If the problem continues, then the school board can be notified. The worst thing you can possibly do for your child is to criticize the teacher, principal, or school in their presence.

Appeals

If you believe any school board decision, policy, or regulation listed in this handbook (or any other aspect of the school) is itself contrary to THE WORD OF GOD or unfair in some way, you are encouraged to contact the school board in writing via the principal. Until such time as the board revises the policy with which you disagree, you are, of course, expected to abide by its stipulations. In case of strong disagreement, it is conceivable that a student might be withdrawn from school rather than submit to the policy in question. We sincerely hope such action can be avoided by carefully following the above procedure of communication.

Damage

Parents are financially responsible for any damage willfully or negligently done to school property by their child. Any child willfully damaging property will be disciplined with:

Kindergarten Three - Grade Six

- ~ 1st infraction - Afternoon Detention
- ~ 2nd infraction - Corporal Punishment

- ~ 3rd infraction - Two Day In-School Suspension
- ~ 4th infraction - Expulsion

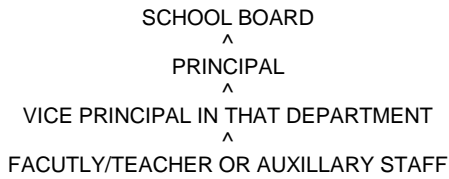
Grade Seven - Grade Twelve

- ~ 1st infraction - One Day Suspension
- ~ 2nd infraction - Three Day Suspension
- ~ 3rd infraction - Expulsion

As well as the responsibility of paying for the repair or replacement of the item. Discipline is subject to change depending on the severity of the damage caused.

NOTE: All rules herein are subject to change by the Agape Christian School Board and you will be made aware of them if they are.

Structure of the School





School Crest

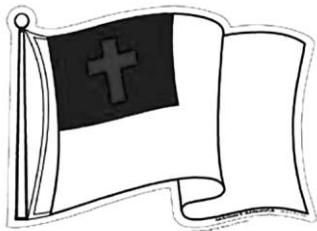
School Motto

“Study to show thyself approved unto God...” 2 Timothy 2:15



School Prayer

“O Almighty Father, we bless and praise Thy Holy name,
For all the blessings which we every day receive.
Continue Thy fatherly care over us this day,
And grant that we may show our thankfulness,
Not only with our lips but in our lives,
By giving of ourselves to Thy service,
Through Jesus Christ our Lord.”
AMEN!



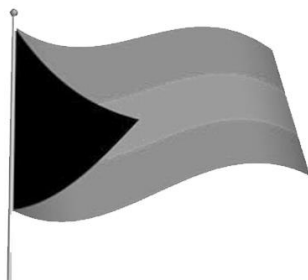
Pledge to the Christian Flag

I pledge allegiance to the Christian Flag
And to the Saviour for whose kingdom it stands;
One Saviour crucified,
risen, and coming

again,
With life and liberty to all who believe.

Pledge to the Bahamian Flag

I pledge my allegiance to the flag
And to the Commonwealth of The Bahamas
For which it stands;
One people united in love and service.

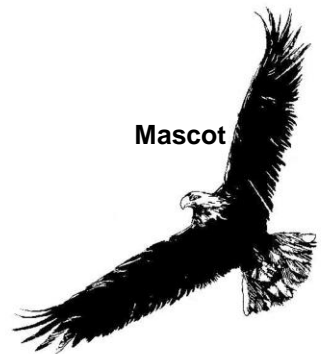


National Anthem of the Bahamas

Lift up your head, to the rising sun,
Bahamaland;
March on to glory, your bright banners waving high.
See how the world,
Marks the manner of your bearing!
Pledge to excel, through love and unity.
Pressing onward,
March together to a common, loftier goal;
Steady sunward, tho' the weather,
Hide the wide and treacherous shoal.
Lift up your head to the rising sun, Bahamaland;
'Til the road you trod, lead unto your God.
March on, Bahamaland.

**School Team
The Eagle**

Mascot



School Team Motto

“They that wait upon the Lord, shall renew their strength;
they shall mount up with wings as eagles; they shall run,
and not be weary; they shall walk and not faint.”
Isaiah 40:31

**School Swim Team Mascot
The Eagle Ray**



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