



**Agape Christian Academy
Student & Family Handbook**

For Families with Students in
Kindergarten through Twelfth Grade

Equipping God's children to be a transforming influence

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School Contact Information

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I. Overview

1. Our History

Agape Christian Academy (ACA) opened in 2005 as a non-denominational Christian school in Burton. It opened in a two-room building serving 10 students from eight founding families. Since 2005, the school has grown to serve more than 250 students in Preschool through Twelfth Grade from six counties and more than 20 school districts. Agape purchased the Burton Campus property from the Ohio Free Methodist Conference in 2008 and added 6,000 square feet of classroom space. In 2009 the Board, following a presentation by a parent committee, voted to begin a Middle School and High School at a former elementary school in Troy Township. In September 2010, Agape opened its second campus for grades Seventh through Ninth at the former Troy Elementary school. The school celebrated its first graduating class in June 2013. Agape purchased the Troy Building in 2018 and added a regulation High School Gymnasium in 2019. Today, Agape serves students in Preschool through Fourth Grade at the Burton Campus and Fifth Grade through Twelfth Grade at the Troy Campus.

2. Our Mission

Our mission is to partner with the home and church to disciple students through Christ-centered education, forming Ambassadors for Christ.

3. Our Vision

We envision every graduate as an Ambassador for Christ – **changed** by God, **conformed** to Christ, and **commissioned** to make Him known.

4. Our Principles

We believe the Bible is the foundation for education and that God, being the essence and source of all truth, is the final authority in our lives. Since God's ultimate purpose for man is to glorify Him, we have four guiding principles for education at ACA:

- 4.1. To provide the student with a balanced education and growth academically, spiritually and physically. Luke 2:52
- 4.2. To train the student in the way he or she should go. Proverbs 22:6
- 4.3. To equip the student with absolutes for their lives through the understanding of truth. John 14:6
- 4.4. To facilitate growth in the grace and knowledge of our Lord and Savior Jesus Christ. II Peter 3:18

5. Our Statement of Faith

The Agape Christian Academy is a Christ-centered, non-denominational school that is organized and operated in accordance with our fundamental beliefs:

- 5.1. We believe the Bible, both Old and New Testament, to be the inspired Word of God, inerrant and infallible and the supreme and final authority for faith and life (II Timothy 3:16, II Peter 1:21).
- 5.2. We believe in the Triune God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit, equal in essence and having the same attributes, while distinct in personality and function (Genesis 1:1, Hebrews 11:3, I Corinthians 8:6).
- 5.3. We believe in Jesus Christ the eternal Son of God, equal with the Father and Holy Spirit, conceived by the Holy Spirit and born of the virgin Mary, shed His blood as atonement for sin (John 1:14, 18, Isaiah 7:14, Hebrews 1:2,8). We believe that in Christ only is salvation (Ephesians 2:8-9).
- 5.4. We believe in the Holy Spirit, a Divine Person equal to the Father and the Son, who convicts the world of sin, righteousness, and judgment. He bears witness to the truth and by Him, the believer is born again into God's Kingdom, indwelt, empowered, and gifted for the work of ministry within the church (Ephesians 1:13, John 16:18, 13, I Corinthians 12:4-7).

- 5.5. We believe that God created man in His image and likeness, yet by nature and choice, all mankind has sinned and is alienated from God (Genesis 1:26-27, Romans 5:12, 19, 3:32).
- 5.6. We believe that a Christian is one who acknowledges and turns away from sin, trusts Christ for forgiveness, and by faith receives Christ as personal Savior and Lord (John 1:12-13, Ephesians 1:13-14, I John 1:9, 5:11-12).
- 5.7. We believe that Satan is the open and declared enemy of God, His work, and His people. He is the evil one and the whole world lies in his power yet, he is destined to judgment of an eternal punishment (Colossians 2:15, I Peter 5:8-9, Revelation 20:10).
- 5.8. We believe in the personal, visible and imminent return of our Lord and Savior Jesus Christ (Titus 2:13, II Thessalonians 2:8, Acts 1:11).
- 5.9. We believe in eternal judgment, the bodily resurrection of the Christian and non-Christian, the eternal conscious suffering of the lost in hell and eternal fellowship of the saved in heaven (I Corinthians 15:50-53, I Thessalonians 4:13-17, Hebrews 9:27, Revelation 20:4-6, 11-15).
- 5.10. We believe in the Church, the Body of Christ that is made up of all who have believed in Jesus Christ and the Great Commission to the Church to make disciples (Ephesians 1:22-23, Romans 12:5, Matthew 28:18-20).
- 5.11. We believe that the institution of marriage was established by God and is intended to be between one man and one woman. What therefore God has joined together let no man separate (Gen 2:24-25, Matt 19:4-6).
- 5.12. We believe that gender is determined by God when we were created in the womb as male or female. (Ps 139:13-14, Gen 1:27).

6. Our Operations

Agape Christian Academy is recognized by the Ohio Department of Education as a non-chartered, non-public school which means Agape does not accept tax dollars from the state or federal government. Agape is registered as a 501(c)(3) organization by the

Internal Revenue Service which means that financial gifts to the school are tax-deductible.

Agape is a non-denominational, independent Christian school. It is not affiliated with any churches or denominations. At this time, more than 50 different churches are represented within our student population and some families who are not in a church or do not claim to have faith in Jesus Christ. All families sign the school's Statement of Faith that they agree with the statement of faith. The school's primary ministry is to the student and his or her family

Agape is operated on a day-to-day basis by the Head of School who reports to the Board of Trustees. The Head of School is responsible for overseeing and managing all aspects of the school including the hiring of staff. Each campus is led by an on-site Principal.

The Board of Trustees is the governing body for the school and is composed of seven to 15 members who serve three-year terms. The terms are staggered so there is a continuation of board experience when new members are elected. Board Members are elected by the Board, in accordance with the Bylaws. The board meets at least two times per year and is charged with establishing policies and overseeing the financial, spiritual and academic progress of the school.

7. Our Staff

The teachers and administrative staff are at the core of Agape's ministry. The school desires to hire godly, highly qualified teachers, principals, and staff because they are key to the school's success. Each of them has professed a personal relationship with Jesus Christ and is expected to integrate their faith experiences within the classroom experience. They are also expected to live out their faith in their personal life. Agape teaching staff hold a minimum of a bachelor's degree; most have degrees in education and have earned a teaching license. All of them are dedicated to their students and committed to developing relationships with parents.

II. General Information

1. School Hours

The school office at each campus is open between 7:30 am and 3:30 p.m., Monday through Friday during the school year. Drop off of students begins at 7:30am until the start of school, and pick of students must be completed by 3:30pm at closing. The school day for the Burton Campus is from 8:30 a.m. to 3:00 p.m. The school day at the Troy Campus is from 8:00 a.m. to 3:00 p.m.

2. Building Access

The exterior doors are always locked at both campuses. There are doorbells or buzzers at both buildings to alert the office of your arrival. Students are not permitted to open doors for anyone, including parents. Each campus will require that all visitors sign in and out of the building.

3. Transportation

Families provide transportation for their students; public school bus or reimbursement for public school transportation is not available to students of Agape because we are a non-chartered, non-public school. Agape bus transportation is available between the Burton and Troy Campuses for a fee. If you are interested in bus service, contact your campus office.

4. Financial Information

Tuition payments can be made over a ten-month period from August through May with each payment due the first day of the month.

Financial aid is available to families for students in Kindergarten through Twelfth Grade based upon need. Financial aid applications are accepted online through the school's Scholarship Granting Organization (SGO). The window for applying is

announced each school year. Families must apply for financial aid with each new school year.

5. Records Release

Transcripts and student records will not be released for any family with an outstanding tuition balance of \$2,500 or more, in alignment with Ohio Revised Code Section 3319.324. This includes requests for official or unofficial transcripts, report cards, or records sent to another institution. All accounts must be brought into good standing before such records can be processed or released. This does not apply to students who have been expelled.

6. Past Due Tuition

We recognize that financial hardships can arise, and in such cases we desire to work with families to find a path forward. However, it is essential that families communicate these circumstances proactively, so that appropriate arrangements can be made before balances carry over. This policy ensures fairness to all families, supports the financial stability of the school, and reflects our shared responsibility in the partnership of Christian education.

Families who carry an unpaid balance from a prior school year may be denied re-enrollment for the following year. Enrollment decisions are contingent upon all past financial obligations being satisfied in full, or upon an approved arrangement being made in advance to address the outstanding balance. If such an arrangement is made, it must be faithfully followed. Should a new school year begin with a past due balance and the agreed payment plan is not honored, the family may be subject to removal.

7. School Closings

Unplanned school closings are announced through Agape's text alert system. Additionally, closings are reported by media outlets throughout Northeast Ohio.

8. Reporting Absences and Illnesses

When a student will not be at school, the family should call the appropriate campus office by 9:00 a.m. If the student is ill and has been diagnosed with a communicable disease (an illness that is easily transmitted to others), please notify the student's campus principal or office personnel so we can provide the appropriate follow-up and determine whether the student can attend school. Communicable diseases that should be reported to the school include Covid, Chickenpox, Conjunctivitis (pink eye), Croup, Diarrheal Diseases, Fifth Disease (slap face), Influenza, Hand/Foot/Mouth Disease, Head Lice, Hepatitis A, Hepatitis B, Herpes Simplex Virus (manifested in and around mouth), Impetigo, Measles, Meningitis (bacterial and viral/aseptic), Mononucleosis, MRSA, Mumps, Pinworm, Ringworm, RSV, Rubella, Scabies, Scarlet Fever/Strep Throat, Thrush, Tuberculosis, and Whooping Cough.

If students have a fever of 100.4 degrees or higher, they will be isolated from the classroom and parents will be contacted to pick them up. Students should be fever-free with no medication for at least 8 hours before returning to school. Please do not send your child to school with a fever of 100.4 degrees or higher. When a communicable disease is communicated to the school, the school will notify families through an email that the illness is present along with symptoms to watch for – this helps to limit the spreading of the illness at school.

9. Administration of Medication

Students requiring medication when they are under the direct supervision of the school will need to have the medication (prescription and over-the-counter) stored in the campus office and administered under the supervision of office personnel. Parents must complete the Administration of Medication paperwork when submitting the medication to the school. These forms are good for one school year and must be resubmitted each school year or sooner if the prescription changes. At the Burton Campus, students must also submit cough drops to the office for administration. Medications will be stored in a locked cabinet in the school office.

10. School Visitation

Parents are always welcome to visit the school and participate in school programs. To minimize disruptions, the following procedures have been recommended:

- 10.1. All visitors must sign in at the office.
- 10.2. If you want to discuss your child's progress, it must be done in private where there are no other students or parents. The best way to do this is by arranging for a conference time to meet with your child's teacher. The campus principal will be available to attend the conference (as needed) case by case per the teacher's or parent's request.
- 10.3. If visiting in the classroom, please remember the teacher's primary focus must be on the class and the students.
- 10.4. ACA allows visitation of former students who have made arrangements through the office. Prospective students are permitted to shadow without parent supervision when arrangements are made in advance through the respective campus office.

11. Holiday Celebration Philosophy

At Agape, we do not recognize holidays from a worldly perspective. In regard to holidays, we have the following guidelines:

Halloween: We do not recognize or celebrate Halloween. Many of our elementary classes recognize and celebrate the beauty of fall or have a harvest celebration during October. Students are not permitted to wear costumes to school.

Thanksgiving: We recognize this holiday and celebrate its rich Christian tradition. We also focus on our thankfulness to God.

Christmas: We focus on Christ's birth. We do not focus on the world's Christmas traditions such as Santa Claus or gift-giving. We do not allow gift exchanges among students. Both campuses participate in the Geauga County Sponsor a Family program

to provide food, household/toiletry items and gifts for needy families in the community.

Valentine's Day: We recognize Agape love. We do not allow the exchange of Valentine's Cards or the discussion of "love" from a romantic perspective but from the perspective of Christ's love.

St. Patrick's Day: Students might study the history of St. Patrick; however, we do not include some of the legends and folklore identified with this date such as leprechauns, pots of gold, etc.

Easter: We focus on Christ's Resurrection. We call our break "Easter" break not "Spring" break. We do not focus on the world's traditions of Easter.

April Fool's Day: We do not recognize this day. Students and staff members are not to play tricks on each other.

III. Student Guidelines

Student Dress Code Overview

1. Student Dress Code Overview

The dress code at ACA has been established to develop student attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth.

"All things are lawful, but not all things are profitable. All things are lawful, but not all things build up. Let no one seek his own good, but that of the other person" (1 Corinthians 10:23-24).

"Doing nothing from selfish ambition or vain glory, but with humility of mind regarding one another as more important than yourselves, not merely looking out for your own personal interests, but also for the interests of others" (Philippians 2:3-4).

Likewise, I want women to adorn themselves with proper clothing, with modesty and self-restraint, not with braided hair and gold or pearls or costly clothing (1 Timothy 2:9).

Paul uses the words to "build up" to convey spiritual growth, which is ultimately striving to be more like Jesus Christ. Therefore, ACA believes it is imperative to conduct ourselves in a manner that glorifies God and pursues Christlikeness in all that we do, including how we dress. That we dress with humility, not primarily concerned with our own interests, but looking out for what is best concerning other students in our godly, modest, clean, practical and safe dress. Paul implores modesty and self-restraint in the way women dress but also applies to men.

Additionally, while Agape Christian Academy is a Christian ministry seeking to serve God and convey the gospel of Jesus Christ, it is also an institution of education and a place of business. ACA aims to provide a serious, but comfortable place to learn and conduct the ministry of educating students. This reasoning, combined with the biblical principles above, are why ACA has adopted the following dress code for students.

The following are student dress code standards charts for young men and women. In accordance with article 12 of the Agape statement of Faith, boys and young men will

dress in accordance with the standards for boys and young men and women will dress in accordance with the standards of younger girls and young women.

2. Dress Code Standards for Boys and Young Men

2.1. Polo shirts

Style: Long-sleeved or short-sleeved polos with a collar.

Description: The shirts must be solid colored –any color – and free of lettering, patterns, or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

2.2. Dress/Button Down Shirts

Style: Long-sleeved or short-sleeved oxford cloth with a collar.

Description: Shirts must be solid colored – any color – and free of lettering, patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

2.3. Pants/shorts

Style: Khaki, black, gray and navy-blue dress slacks and shorts must be worn at all times. Shorts no shorter than two inches below the fingertips. Shorts may be worn August through November and April 1 through June. No athletic shorts.

Description: Solid color navy blue, gray, khaki, or black. Boys may wear “golf style” pants and shorts. No cargo pants or cargo shorts. No rivets or carpenter loops. Must not be ripped, split or frayed. No denim, sweatpants, joggers or other leisure/lounge pants.

2.4. Sweaters

Style: V-neck, crew neck sweaters and/or vests, zip. Must be over a school uniform shirt. No sweatshirts/hoodies of any kind.

Description: Sweaters must be solid colored – any color – free of lettering, patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

2.5. Agape Fleece

Style: Quarter zip pullover, available through the Agape store.

Description: Cold weather clothing option where dress code shirts are still visible through quarter zip.

2.6. Shoes

Style: Dress shoes/casual shoes/boots or clean tennis shoes. Sandals are permitted at the Burton campus.

Description: No flip-flops, slippers, slides or crocs are permitted. Outdoor boots should only be worn outdoors.

2.7. T-shirts

Style: Long-sleeved or short-sleeved crew neck shirts are permitted under uniform shirts.

Description: T-shirts must be solid colored – of any color – cotton/poly blend. No print should be visible through outerwear. No thermal underwear.

2.8. Hair and Facial Hair

Style: Well-groomed and only their own natural hair color. No facial hair permitted.

Description: Hair length is not to extend beyond collars. Dying or bleaching of hair is not permitted, only unaltered, natural color. Young men should be clean-shaven.

2.9. Other Items | Tattoos, piercings, hats, caps, sunglasses.

No visible tattoos are permitted; this includes hand drawn, temporary tattoos. Hats, caps and sunglasses are not to be worn in the school building. Jewelry is not permitted in body piercings.

2.10. No Uniform Days | Sporting Event Days

On no uniform days, students may wear clothes outside of dress code (dress clothes, jeans, etc.). Pants must be free of holes. No leggings worn as pants, pajamas, or offensive words or images. Agape wear/Agape spirit wear tops with sleeves are acceptable on No Uniform days or when the student has an Agape sporting event scheduled that day.

2.11. Auburn Students

Auburn Students must be in dress code at all times when at school. Students are permitted to leave class to change five minutes before leaving for Auburn and must change into dress code immediately upon arriving at school.

3. Dress Code Standards for Girls and Young Women

3.1. Polo shirts and polo collared dresses

Style: Long-sleeved or short-sleeved polos with a collar or a polo dress with a collar – long- or short-sleeved.

Description: The polos shirts/dresses must be solid colored – any color – free of lettering patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

3.2. Dress/button down shirts

Style: Long-sleeved or short-sleeved oxford cloth with a collar.

Description: Shirts must be solid colored – of any color – free of lettering, patterns or stripes. No sheer or see-through material.

3.3. Skirts, Skorts, and jumpers

Style: Neat and clean with no holes and modest fitting. No shorter than 2 inches below the fingertips.

Description: Solid colors – navy blue, black or khaki free of lettering, patterns or stripes. Students may wear leggings underneath skirts and jumpers.

3.4. Pants

Style: Full length dress pants (boot leg or flare), capris or crops. May be pleated or flat front, no rolled cuffs; no yoga pants or leggings (except worn under skirts).

Description: Pants must be solid colored navy blue, black or khaki, free of lettering, patterns or stripes (all cotton or cotton/poly blend). No rivets or carpenter loops; no rolled cuffs. Must not be ripped, split or frayed. No denim, leggings, or sweatpants. Girls are permitted to wear joggers due to their modest fit.

3.5. Shorts

Style: No shorter than two inches below the fingertip. Shorts may be worn August through November and April through June. No athletic shorts.

Description: Shorts must be solid colored navy blue, black or khaki, free of lettering, patterns or stripes. No denim. No athletic shorts

3.6. Sweaters

Style: V-neck, crew neck or cardigan sweaters and/or vests worn over a uniform. No

sweatshirts/hoodies are permitted.

Description: Sweaters must be solid colored – any color – and free of lettering, patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

3.7. Agape Fleece

Style: Quarter zip pullover, available through the Agape store

Description: Cold weather clothing option where dress code shirts are still visible through quarter zip.

3.8. Shoes

Style: Dress shoes/boots, clean tennis shoes. Sandals are permitted at the Burton campus

Description: No flip-flops, slippers, slides or crocs are permitted. Outdoor boots should only be worn outdoors.

3.9. T-shirts

Style: Long-sleeved or short-sleeved crew neck shirts are permitted under uniform shirts.

Description: T-shirts must be solid colored – of any color – cotton/poly blend. No print should be visible through outerwear. No thermal underwear.

3.10. Hair

Style: No extreme in hairstyle. Natural hair colors (no purple, pink, etc.); Natural color highlights are acceptable.

Description: Headbands and hair clips are permitted. No headscarves, colored or decorative hair extensions, or feathers.

3.11. Other | Tattoos, piercings, hats, caps, sunglasses

No visible tattoos (permanent or temporary/play); hats, caps, and sunglasses are not to be worn in the school building. Jewelry is not permitted in body piercings except for ears.

3.12. No Uniform Days | Sporting Event Days

On no uniform days, students may wear clothes outside of dress code (dress clothes, jeans, etc.). Pants must be free of holes. No leggings worn as pants, pajamas, or

offensive words or images. Agape wear/Agape spirit wear tops with sleeves are acceptable on No Uniform days or when the student has an Agape sporting event scheduled that day.

3.13. **Auburn Students**

Auburn Students must be in dress code at all times when at school. Students are permitted to leave class to change five minutes before leaving for Auburn and must change into dress code immediately upon arriving at school.

4. **Dress Guidelines for Physical Education for middle school and high school.**

These physical education dress guidelines are to ensure safety, cleanliness, and modesty.

- 4.1. All students must wear black, loose-fitting athletic shorts, sweatpants, or athletic joggers for physical education. Shorts must be at least fingertip length. Small manufacturer logos of no more than one inch are permissible. No yoga pants or leggings are allowed.
- 4.2. All students are required to wear a solid-colored t-shirt, free of designs and wordage. Manufacturer logos of no more than one inch are permissible. A sweatshirt/athletic pullover is permissible for warmth.
- 4.3. Proper athletic/tennis shoes are required at all times.
- 4.4. Students are expected to change into their physical education uniforms at the beginning of each class and back into normal school-day uniforms at the end of each class unless otherwise instructed.

2. Discipline Guidelines

1. Discipline Philosophy: All Agape Students

The goal of Agape Christian Academy is to provide the best possible learning environment in a Christian atmosphere. We desire to address the needs of the whole child – spiritually, academically, emotionally, socially, and physically. Each student is given boundaries and consequences by which to grow to a greater level of responsibility, self-discipline, and understanding. To this extent, we believe discipline is an integral part of teaching, learning, and growing in faith. We believe the school, church, and parents need to share in this cooperative effort.

Discipline will reflect Biblical principles and will be used to help the student change his or her behavior. The character of a student will influence his/her behavior. In Proverbs 20:11 it says, “The character of even a child can be known by the way he acts – whether what he does is pure and right.”

Everyone in our school has the right to expect the school environment to be safe, well-organized, and conducive to teaching and learning. It is our commitment to provide discipline that will enable each student to develop a lifestyle pleasing to the Lord. When a student’s character is shaped by wisdom from above, their life will reflect clear behaviors in their everyday relationships. In James 3:17, we are given the qualities that result from God’s wisdom “first pure, then full of gentleness, peace-loving, reasonable, full of mercy, and good deeds, unwavering and sincere, without hypocrisy.” We desire that all students reflect these qualities and discipline will be used to instruct the students in these areas.

All disciplinary procedures should provide respect for the dignity of the individual, as well as, respect for the personal rights of other students, authority and established standards.

It is the hope of Agape Christian Academy that any discipline taken in the school will be reflective and supportive of discipline taken in the home. Students at Agape Christian Academy are expected to dress and act in an orderly and respectful manner that shows reverence to Jesus Christ.

We believe enrollment in Agape Christian Academy is a privilege, and as such, students are expected to show deference to all policies of our school and to exhibit the character qualities of Christ. It is our goal to help the student develop the following characteristics in their life, which will be reflective of a life based on God’s wisdom.

Honesty

Self-control

Kindness

Respectfulness

Gentleness

Excellence

Obedience

Patience

Above all these qualities, the staff commits to providing a loving environment whereby each student can grow and mature. We believe that discipline done in a loving environment will encourage rather than discourage the student. To this end, our disciplinary practices are intended to:

- a. Be preventive in nature
- b. Promote self-discipline and develop personal responsibility
- c. Show concern for the welfare of the student, family, and school
- d. Promote a working relationship between students, families and the school staff
- e. Provide disciplinary responses that are appropriate in degree and context to the misbehavior and the age of the student

2. General School-wide Behavioral Expectations

Noncompliance with any of our general school-wide behavioral standards will result in disciplinary action following the respective discipline policies of the student's campus as defined in this handbook.

- a. Loud talking, disruptive voices, running, shoving, or other energetic play is not permitted in the hallways, cafeteria, classrooms, or on the school bus.
- b. Students are not permitted to sell items to students at school unless previously approved by the Campus Principal.
- c. Students are not to bring personal items from home unless instructed to by the teacher. Personal items include items such as music, reading materials, electronic games, toys, and sports equipment. If a student brings their personal items to school, the Principal will take them until the end of the day. If the student continues to bring items from home, the Principal will take them and a parent will need to come to school for the materials.

- d. The classroom is the student's home for the day and center for learning. The teacher is a primary and central authority figure and respect in accordance with biblical obedience is expected. Regardless of the classroom, students must demonstrate respect and love for one another in their words and actions.
Colossians 3:12
- e. Unacceptable behavior includes but is not limited to:
 - a. Talking without permission during instructional or quiet times
 - b. Getting up from your seat without permission during instructional times
 - c. Turning around to talk to or disturb others
 - d. Creating a disturbance in class
 - e. Destruction of school property
 - f. Throwing objects
 - g. Gum chewing
 - h. Writing, passing, or reading notes
 - i. Leaving the classroom without permission
 - j. Encroaching on another student's personal space
 - k. Conduct unbecoming an Agape student
 - l. Playing outside the designated playground areas 7th -12th
- f. Punctuality is also a part of the student's training. Students should arrive at school and classes on time.
- g. Once a student enters the school building, the student is not allowed to leave the school grounds until the end of the school day, unless the student has a valid reason and permission from the school administration. For example, trips to Dollar General will not be permissible. The school day starts at 8:00 a.m. and

ends at 3:00 p.m. Monday – Friday. During athletic programming season, all practices will be scheduled as close to the end of the day as possible. All doors leading into the building will be closed at the end of the school day. The door from the gym to the school will be locked at the end of the day.

- h. Food is limited to designated times and areas. No food is permitted outside the lunchroom unless authorized by the administration. Fifth and sixth grade teachers may allow for snacks. All food must be kept in bags, lunch bins, or lockers until lunch. Sealed water bottles (students' responsibility to purchase) are permitted in the classroom.
- i. Students will be expected to complete homework assignments on time and come to class prepared with books and necessary supplies. Students are expected to maximize any study hall time to complete homework assignments.
- j. There will be no touching (this includes kicking and poking) by students during the school days. This includes in the classroom, in the hallways, in the gym, and on the playground. The exception to this is “tag” or “touch football,” or other accepted sports activities that involve physical contact. Public displays of affection are not permitted at school or at school-sponsored activities between students. Public displays of affection include students hugging each other.
- k. Electronic media equipment is not permitted at the school or on the school bus. This includes but is not limited to smartphones, smart watches, smart rings, portable gaming systems, radios, and cameras. If they are brought to school, they must be turned into the office or to the bus driver at the start of the day and may be picked up at the close of the school day. This includes field trips unless an exception is made by the Campus Principal. If parents desire that their students have cell phones available to them, the student must turn the phone into the office or to the bus driver at the beginning of the school day and pick it up at the end of the school day. This includes field trips unless an exception is made by the Campus Principal. Should a student need to make a phone call, they should make that request in the office. If a student is found to be non-compliant with this policy appropriate disciplinary action will be taken following policies 2.5 and 2.6.

- a. Medical reasons warranting electronic devices such as smartwatches may be permissible when communicated by the parent and approved by the principal.
- b. GPS tracking devices that are not smartwatches or other devices able to be used for communication may be permitted if requested by the parents and approved by the principal.
- l. Flash drives used by students should be labeled at the beginning of the school year with the student's name. They are to be used exclusively for schoolwork and may not contain any other content such as but not limited to personal music or personal photos.
- m. **Troy Campus Hallways**- Students are not allowed to be in the hallways during class time unless they have one of the following:
 - a. A hall pass issued by their teacher or another staff member.
 - b. A medical or personal emergency that requires immediate attention.
 - c. A scheduled appointment with a teacher, principal, or other service provider.
- n. Students who are in the hallways during class time must follow these rules:
 - i. They must carry their hall pass or appointment slip with them at all times and show it to any staff member who asks for it.
 - ii. They must walk quietly and respectfully, without disturbing other classes or activities.
 - iii. They must go directly to their destination and return to their classroom as soon as possible.
 - iv. They must not engage in any inappropriate or disruptive behavior, such as running, shouting, fighting, vandalism, or loitering.

- o. Any AI-generated images of another student or staff photo are strictly prohibited. If a student or Agape family member posts information on a personal social media site that is deemed to be derogatory or not respectful toward Agape, an Agape staff member, or an Agape student, the Principal will request that the information be removed and this may lead to disciplinary action based upon the content and nature of the information.

3. Classroom Guidelines

During the first several weeks of the school year, classroom management process and expectations with students will be communicated.

1. Each teacher is responsible for overseeing the behavior of the students in his/her class.
2. Each teacher/staff member will work with the students and their parents to change behavior that is not consistent with the guidelines in the student handbook. Prayer will be a part of this process.
3. When the behavior has not changed, the teacher and the Principal will decide upon disciplinary steps. The campus Spiritual Life Director will be brought in to aid in the discipleship process to address the condition of the heart.
4. The Principal has the responsibility to ensure disciplinary measures are applied in a consistent and fair manner appropriate for the behavior and student in conjunction with the teacher.

4. Inappropriate Items

Because of our commitment to a clean and safe environment, students may not have the following items at school:

- a. Gum
- b. Knives or other sharp objects

- c. Guns (including paintball guns and airsoft guns) or explosives
- d. Ammunition, or any implement or instrument used for hunting
- e. Drugs, drug paraphernalia, cigarettes, e-cigarettes or other smoking material
- f. Alcohol
- g. Matches, lighters or other incendiary devices
- h. Items that are deemed dangerous, illegal or inappropriate for Christians to possess

5. Code of Conduct

Agape Christian Academy (ACA) is a nondenominational Christian school representing Jesus Christ throughout the various communities we serve. The Bible says we are to be careful how we walk, not as unwise men (Eph 5:15). We are to conduct ourselves with wisdom especially toward outsiders (Col 4:15). In order to accomplish this, we have established certain Biblical standards by which those affiliated with Agape are expected to model. For example, ACA requires its employees to be “born again” Christians (John 3:3) and annually sign a lifestyle statement by which they commit to living their lives as Christian role models (Rom 10:9–10) so as not to raise questions regarding their Christian testimonies.

Even though students are not required to be professing born-again Christians when seeking enrollment/admission to the school, their behavior is expected to reflect Biblical behavioral values based on Biblical standards in God’s word which reflect Jesus Christ and are expressed in this code of conduct. The code of conduct expresses student behavioral qualities that each student is expected to exhibit both on and off the campus. The code of conduct consists of **four** areas based on Matthew 22:37–40, Colossians 4:5 and Romans 12:17. This code of conduct applies to all students regardless of grade level and is taught and reinforced at an age appropriate level. For students in Grades 7 through 12, it is expected to be signed by the student and a parent/guardian as a part of the initial request for admission. And, as with the Lifestyle Statement for employees, the Code of Conduct will be re-signed at the beginning of

each new school year by the student and a parent/guardian for those students entering grades 7 through 12.

1. Code of Conduct Principles

The following principles provide ACA expectations and a model for student behavior while attending Agape Christian Academy.

- **1st Principle: Honor God:** Each student is expected to exhibit behaviors that honor God by following Biblical standards rather than being influenced by the culture we live in. All students will display behaviors that honor God by adhering to the Biblical standards in the Code of Conduct.
- **2nd Principle: Love for Others:** Each student is expected to show a positive and respectful attitude toward all members of the administration, faculty and staff as well as fellow students. In doing so they are expected to be an example in speech, conduct, faith, love and purity resulting in the student having a regard of others as being more important than themselves, looking out for the interest of others before themselves.
- **3rd Principle: Conduct Yourself with Wisdom:** The wisdom of God enables students to give their best effort to live lives as being set apart for God's glory and not their personal desires. As such they will be quick to forgive others and seek forgiveness of others when needed. They will also be quick to confess sin and seek repentance whenever they demonstrate any moral misconduct or behavior that violates the Code of conduct. The student will seek to serve others in both words and deeds in every opportunity
- **4th Principle: Respect What is Right:** In relation to others our words will be wholesome and always seeking to build up or encourage the other person. The student will be committed to truthful words and not words of deception or lying. Students will not advance ideas that are anti-biblical – ideas that are of the world and not of God, inconsistent with His word. The student will respect what is right in relation to others, school property and school authority knowing that to resist authority is to oppose God. Since we are created by God and our bodies are His temple we will show respect for each other's bodies and

our own. Since ACA believes that God is the source of all our facilities, each student will be stewards of school property.

In summary, these principles provide a general framework for student conduct at school and in the community. It is expected that my acceptance and personal commitment to this Code of Conduct will be reflected in personal behavior that accomplishes unity within Agape Christian Academy and reflects that we are “Ambassadors” for Christ

Commitment to the Code of Conduct

Parent/Guardian Commitment & Signature

As parents/guardians of a student seeking to enroll/attend Agape Christian Academy, I/we have read and understand the expectations of the Code of Conduct and agree that our student is expected to live in accordance with it. My signature acknowledges that I will be held accountable for any failure on the part of my student to uphold the principles in the Code of Conduct and I will support and work with the school's administration in working with my student to align with the behaviors expected in the Code of Conduct:

Signature

Date

Student Commitment & Signature

1. I commit to uphold the principles in this Code of Conduct.
2. I commit to love and respect my fellow students and Agape principals, faculty and staff.
3. I commit to demonstrate a positive attitude regardless of my circumstances.
4. I commit to pursue a lifestyle that glorifies God.
5. I commit to do my best as unto the Lord in meeting the academic expectations set forth at Agape.

Student Signature

Date

6. Discipline Process for Burton Campus

1. In partnership with the family, ACA will keep the parents informed and connected with the discipline process.
2. Given ACA's dedication to discipleship and evangelism, these disciplinary actions are not intended to be alone punitive but highlight the non-Christlike actions of students with the hopes of not only correcting the behavior, but to be means that God would use to point to the heart and bring about change and repentance. During prolonged and/or serious disciplinary action of a student, the principal should work in conjunction with the Spiritual Life Director to explore the benefits of counseling or other means of discipleship to aid in the needs and correction of student behavior.
3. The teacher/staff member will talk to, counsel and pray with the student.
4. If the problem persists, the issue will be made known to the parents by phone or email, and documented in Gradelink.
5. Teachers confer with the parent over the phone or in person, agreeing on steps both will take to address the problem.
6. If the problem continues, the parents will be notified that a meeting is requested with the parent and teacher which may also include the Principal. The purpose of this meeting is to agree on a plan of action.
7. On-going problems will result in severe disciplinary action which could include detentions and loss of privileges such as recess, probation or suspension from school. The type of action will have been included in the action plan created in step four. Ultimately, suspension or expulsion will be at the discretion of the Campus Principal.
8. Whenever a problem is serious in nature, the student will be removed from the classroom until the end of the day, at which time, a meeting will be held with the parent. A serious problem may include behaviors such as fighting, use or possession of alcohol or drugs, damaging school or personal property, use of

unacceptable language and cheating. This list serves as an example and is not meant to be all-inclusive.

9. During each step of the process, Agape Christian Academy agrees to pray for the student, teacher and family for successful resolution and restoration to full fellowship.

7. Discipline Process for Troy Campus

Discipline will be imposed when a student does not behave in a manner consistent with Agape Christian Academy's behavioral expectations outlined in the handbook. The process of discipline escalation will primarily follow the following steps: Written warning, lunch detention, after school detention, in-school suspension, out of school suspension and expulsion. Behavioral probation is available as an escalated disciplinary option that also involves a focus on discipleship. Steps may be repeated, even several times, before proceeding to the next step. All steps must be documented in Gradelink and communicated to parents via phone or email.

The Principal may bypass the discipline process defined in this section if the student is involved in a serious egregious offense. This could include aggressive physical behavior (pushing, fighting, etc.), malicious destruction of property; possession or use of weapons, drugs, or alcohol; use of profanity; threats of violence; and rebellious actions. At this time, it is possible that the student may be suspended, expelled, or asked to withdraw from Agape Christian Academy.

Types of Disciplinary Actions Available to Administration:

1. In partnership with the family, ACA will keep the parents informed and connected with the discipline process.
2. Given ACA's dedication to discipleship and evangelism, these disciplinary actions are not intended to be alone punitive but highlight the non-Christlike actions of students with the hopes of not only correcting the behavior, but to be means that God would use to point to the heart and bring about change and repentance. During prolonged and/or serious disciplinary action of a student, the principal should work in conjunction with the Spiritual Life Director to

explore the benefits of counseling or other means of discipleship to aid in the needs and correction of student behavior.

3. Removal from Class: Students sent to the office during class time for disruptive behavior. The student will remain in the office for the remainder of the period or longer if needed. The incident will be recorded in Gradelink and serve as a formal written warning, which will be sent home and/or emailed to parents or communicated over the phone. The staff member who removed the student must enter the incident into Gradelink. Any communication home and follow-up documentation will be handled by the office.
4. Lunch Detention: A lunch detention may be used as an intervention for inappropriate behavior and reserved in most instances to first-time behavioral offenses.
5. After-School Detention: An after-school detention may be used as an intervention for inappropriate behavior. After-school detentions will be served on Tuesdays and Thursdays from 3:15 to 4:00 p.m.
6. Behavior Probation: Behavior probation is intended to give the student a period of time to correct an identified problem. During probation, the student may forfeit any privileges the school may decide to withdraw including, but not limited to, participation in extracurricular activities, athletic eligibility, field trips, etc.
 - a. The principal will mail/email a probationary contract to parents of a student on behavior probation with goals set. If the student fails to make satisfactory progress during the probationary period, a principal will schedule a conference with the student, parents, and the superintendent. At this conference, a principal may request the parents to withdraw the student from school.
 - b. The behavior probation statement shall include: 1) rationale for probation; 2) expectations of student; 3) consequences; 4) beginning and ending dates; and 5) signatures of involved parties (parents of students).

- c. A focus on heart change and discipleship will be an emphasized part of the process.
- 7. In-School Suspension (ISS): The principal may assign a student up to five days of ISS for a single infraction or a series of repeated offenses of the behavioral expectations of the student handbook. ISS may also be used for serious first-time offenses at the discretion of the principal.
 - a. The principal will notify parents of ISS via email and will contact home through a phone call. A student on ISS is marked present for the day. Students are permitted to complete class work for credit while in in-school suspension. A student who receives an in-school suspension will not be permitted to participate or attend extracurricular or athletic activities until the suspension ends. The suspension ends at midnight on the last assigned day.
- 8. Out-of-School Suspension (OSS): The principal may suspend a student for up to ten school days for a serious breach of conduct, whether on or, off school grounds, or during a school or non-school sponsored activity. The standard of proof for suspension is a preponderance of the evidence. The evidence, including testimonies, must, when considered fairly and impartially, induce a reasonable belief that the facts at hand are true. A student on OSS is marked absent from school. Students will not be permitted to make-up class work for credit. A student who receives suspension will not be permitted to participate or attend extracurricular or athletic activities until the day after the suspension ends.
 - a. The principal will notify the student and parent(s) via email and a follow-up phone call regarding the terms of the suspension, the reason for suspension, and future action to be taken including intent to expel, if appropriate. If parents wish to appeal an OSS, they may make a written request to meet with the principal. The principal will grant a written request for a meeting between the principal, Head of School and parents.

9. Expulsion: Expulsion of a student is reserved as an action of the Board of Trustees through the recommendation of the Head of School and Principal; However, The Head of School and Principal may recommend that parents withdraw their student. The Head of School and/or Principal will notify parents of their intent to recommend expulsion and inform parents that they may request an appeal hearing. Within two days of receiving this written notice, parents may send a written request for a hearing to the Board Chair who will bring the issue before the Board of Trustees.
- a. If parents do not present a written request for a hearing within two days of receiving a written notice from the Head of School and/or Principal, the Board Chair will inform the full Board and call for a vote or may request the Head of School and Principal to meet with the Board in person and then call for a vote. The Board should act on the recommendation within ten school days of receiving the Head of School and Principal's recommendation. The parents should receive written notice of the Board's decision.
 - b. Upon parental written request for a hearing, the Board Chair will appoint at least three Board members to schedule and conduct a hearing. The Board Chair may or may not be one of the three members. All attempts should be made to avoid conflicts of interest by Board members. The hearing should occur within one week of the written request if possible.
 - c. Expulsion hearings will be led by Board members. Board members are to allot parents and/or the student and principals time to express their concerns. Following this, Board members may ask questions of parents, students, and principal(s). Board members will close the hearing and dismiss parents, students, and principal(s). The appointed Board members will consider the facts, circumstances, and testimonies and communicate their conclusions and recommendations to the Board Chairman.

- d. The Board Chair will communicate the report to the entire Board, call for a vote, and notify parents and administration of the decision. Decisions should be reached within five school days of the hearing. No student shall be in school or involved in any school-sponsored event from the time of intent to expel until after notification of the Board's decision.

Any student expelled from ACA may be required to remain off school property and away from school events for at least 12 months after the date of expulsion.

8. Principles for Conflict and Disagreement: Troy Campus

Agape believes students should learn how to resolve conflict following a Biblical process as compared to approaches taught by the world. It is our desire to use clear biblical principles to equip them for dealing with interpersonal conflicts throughout their lives.

Whenever a student believes he or she has been sinned against by another student they are to follow the basic principles as outlined in scripture:

1. Students should be proactive in establishing peace and reconciliation whether we are the offended or offending party (Matthew 5:23-24; 18:15-22; Rom. 12:18)
2. Conflicts that create a safety concern or are not able to be reconciled should be brought before the appropriate authority for counsel and establishing what is right (Rom.13:1-3)
3. Students must avoid gossip, but directly discuss their concern with the person directly
4. Students must be careful to listen to one another and allow one another to explain himself/herself
5. A form for helping the student process and communicate conflict is available with the Spiritual Life Director along with helpful notes on what repentance, reconciliation, forgiveness, and rebuilding trust biblically look like in conflict resolution.

IV. Attendance Policy

1. Burton Campus: Grades K thru 4th

Students are expected to attend classes regularly and to be punctual in their arrival for school. The following outlines the tardy and absence policy:

- a. **Tardy**: If a student enters the building after 8:30 a.m. at the Burton Campus and arrives before 11:00 a.m. he or she will be counted as tardy.
- b. **Absence**: All absences should be reported to the office by the parent/guardian by 9:00 a.m. on each day of absence. The office will initiate a homework make-up form for the student's missed work. If a student arrives after 11:00 a.m. or leaves before noon, he or she will be considered a half-day absent.

2. Troy Campus: Grades 5-12

Students are expected to attend classes regularly and to be punctual not only on their arrival at school but to each class during the day. The following outlines the tardy and absence policy:

1. **Tardy**: If a student enters homeroom after 8:00 a.m. but signs in at the office before 11:00 a.m. the student will be counted as tardy. Students must check in at the office and pick up a tardy slip to enter class.
2. **Excused Tardy**: A student's tardy will be considered "excused" if the student has a note from a doctor or parent stating the tardy was of no fault of the student and resulted from a doctor's (orthodontist, etc.) appointment or the parent notes that there were circumstances (car troubles, power outages, etc.) outside of the student's control which led to the tardiness. A student will be allowed up to three (3) excused tardy days every quarter (nine-week grading period). After three (3) excused tardy days in a (nine-week grading period), all tardy days will be counted as unexcused. Students must check in at the office and pick up a tardy slip to enter class.

- 2.1. Students arriving late due the bus running late will not be classified as tardy.
3. **Unexcused Tardy:** Unless noted under excused tardies, all other tardiness will be deemed unexcused. The following consequences apply for excessive tardiness to school (Consequences are based on tardiness within an academic quarter).
 - 3.1. 2 unexcused tardies = letter home reminding student and parents of consequences
 - 3.2. 3-5 unexcused tardies = 45 minute after-school detention for each tardy, removal of privileges
 - 3.3. 6 unexcused tardies = 45 minute after school detention and scheduled conference with parents; other possible consequences allowed under school discipline policy
4. **Late to Classes:** Teachers will monitor tardiness to class. Students arriving late to class must present a pass and will be excused for acceptable reasons. Unexcused tardiness to class, by academic quarter, will be dealt with as follows:
 - 4.1. 1st unexcused tardy = verbal warning from teacher
 - 4.2. 2nd unexcused tardy = verbal warning from teacher, parents contacted
 - 4.3. 3rd to 5th unexcused tardies = Lunch detentions a 1:1 ratio (1 detention to 1 tardy), to be served with a teacher or principal. A conference with the teacher, student, parent, and principal, with other disciplinary options outlined in the discipline policy will take place after the 3rd tardy.
 - 4.4. 6th plus unexcused tardies = 45 minute after school detention at a 1:1 ratio (1 detention to 1 tardy)
5. **Absence:** All absences should be reported to the office by the parent/guardian by 9:00 a.m. on each day of absence. If a student checks into the office after 11:00 a.m. or leaves before noon, he or she will be considered a half-day absent.

6. **Excused Absence:** A student's absence will be considered excused if he or she has an illness or proof of medical or dental appointment.
7. **Special Circumstances for Absences:** Within this policy, at the discretion of school administration, exceptions may be made for special situations such as, but not limited to, long-term student illness, family emergencies, death in the family, mission trips, college visits and/or circumstances beyond the parent's/student's control. Any special situation will be considered on a case-by-case basis by the school administration at the request of the parents.
8. **Unexcused Absence:** All absences that are not due to illness, medical or dental in nature, or those defined under special circumstances for absences will be deemed an unexcused absence. After eight (8) unexcused absences, students will not be able to make up academic work and will receive a 0 for classwork, homework, tests, quizzes and projects.

V. Academic/Spiritual Development

1. Spiritual Development

We believe our guiding principles at school and in life are to love others as ourselves and glorify God in all we do. Therefore, the basis for our instruction is the Bible, the authoritative word of God and we accomplish this in four ways.

- 1.1. **Bible:** There is age/grade (Pre-School through High School) appropriate Bible instruction throughout the school. The Bible curriculum provides principles and life applications from a non-denominational point of view. Our academic curriculum has Biblical values and applications integrated throughout all of the subject matter. All of the school's textbooks and curriculum are published by well-known and respected Christian publishers.
- 1.2. **Chapel:** In grades K-4, the students participate in chapel at the start of the school day according to the chapel schedule for the school year. Chapel consists of a time of prayer, pledges, teaching of Biblical principles, and testimonies. At the Troy Campus, grades 5 and 6, and Middle/ High School students attend chapel service one day a week. The services incorporate a time of worship with music led by Agape's worship team, a Biblical message and time of prayer, as well as, featuring testimonies, messages from area pastors and missionaries, and guest speakers.
- 1.3. **Missions Trips/Community Service Projects:** Throughout the year, grades K-6 may participate in service projects such as visiting area nursing homes or helping those in the community. Students in grades 7 through 12 will have planned ministry and mission activities and seniors will experience an international and domestic missions experience as a graduation requirement. Experiences may include serving at the Warren City Mission, Scranton Road Bible Church, Ivy Women's Center, International Ministries such as Ambassador's soccer in El Salvador or other location, regional, national or international organizations.

- 1.4. **Spiritual Emphasis Days:** Each school year a Spiritual Emphasis Days event is held at the Troy Campus for the Middle/High School students. The event is designed to challenge and encourage the students to trust and follow Jesus more, resulting in lives that love God and others. Guest speakers, testimonies, worship, discipleship team led breakout discussion sessions–these days are an important piece in building up students to be ambassadors for Christ.
- 1.5. **Other Activities and Programs:** Middle and High School students may also have the opportunity to participate in and/or lead spiritual development programs such as Bible studies, worship and praise music team, and discipleship team.

2. Academic Development

The guiding principles for a student’s academic development are that he or she receives an excellent education that equips them not to put their faith in the wisdom of men, but in the power of God (I Cor 2:5). This is accomplished by using curriculum for Preschool through High School that incorporates Biblical values with all subjects taught from a Biblical worldview. This is combined with Godly teachers who readily share their personal faith experiences.

Because it is the goal of ACA to enable a student to develop a Biblical worldview, each student in the Middle/High School will also be required to read selected books that provide insight into major doctrines and the Christian faith.

2.1. Textbooks

The textbooks for ACA are published by Christian publishers such as Bob Jones University Press, A Beka and Summit Ministries. Each student in grade four and above will use an age- appropriate planner to help develop organizational skills, keep communication clear between teacher and parent and keep schedules and expectations clear.

Students are expected to care for their books and supplies. Since our goal is to enable

each student to establish a Biblical worldview, secular textbooks will not be used by the students.

2.2. Homework

The students will have homework assigned that is considered to be age and grade-level appropriate. Each student will be responsible for his or her completion of the homework assignments. When absent, the teacher will give a list of assignments missed and the expected completion date. If an absence is for an extended period of time, the parent should contact the teacher to arrange make-up work. Students who are absent are expected to complete missed work. They will have as many days as they were out to complete the work to still receive full credit. For example, if a student is absent for two days, they will have two days after they return to complete the missed work. It is expected that families will make arrangements to pick up or receive work that is being missed during an excused absence. Students who fail to complete assignments may miss recess to complete the work. Parents can assist in their student's development of personal responsibility by helping him/her develop the discipline of completing and returning homework assignments when due.

2.3. Grading System:

At ACA, student performance and progress are evaluated and reported to the parents throughout the year. Report cards are prepared and distributed at the end of each nine-week quarter. Progress is measured objectively and subjectively. A parent-teacher conference will occur at least once each school year. Parents are encouraged to contact the teacher at any time should they become concerned about some aspect of their child's academic development. Families with students in Grades 4 through 12 can track their student's progress in the school's Gradelink student information system. Access is granted by the Campus offices.

The grading scale is different for each group of students at ACA. The following shows the grading scale for each group:

| Kindergarten and First Grade | Elementary Grades 2-6 | Middle/High School |
|---|----------------------------|---|
| Outstanding: + Satisfactory: ✓ Unsatisfactory : - | combination of both scales | 90 – 100: A 80 – 89: B 70 – 79: C 60 – 69: D |

Parents are encouraged to review the report card with their child and provide positive feedback where appropriate and encourage extra effort when necessary. Parents should contact individual teachers as needed to help understand more fully their child’s progress.

2.4. Promotion/Retention

Promotion or retention of students in Preschool through Kindergarten will be made on the basis of teacher recommendations and discussion with the parents where retention is being recommended. The discussion to recommend retention may not be solely based on grades. A meeting will be held with the teacher, parent and Campus Principal.

Students in grades 1-8 must pass at least four of five major academic subjects (math, reading, grammar/writing, science and social studies) to be promoted.

In High School, students pass or fail individual courses. Any failed course that is required for graduation must be made up before graduation. Grade placement for these students will be based on the total number of accumulated credits.

For grades 7-8, failing a course constitutes failing one quarter of a semester class with an overall “F” average, or 2 quarters for a full year course with an overall “F” average.

For Grades 9–12, credit is awarded by semester, where failing one quarter of a semester, with an overall "F" average for the semester will equal no credit for that semester.

Students must retake any failed semester of a core course required for graduation. Credit will not be awarded until the failed semester is successfully completed. For graduation–required core courses (like Geometry, English, Biology, etc.), students must earn passing credit for both semesters to meet the state’s 20–credit minimum requirements, plus the 4.5 credit hours required for Bible and missions.

Students with a “D” average in math may be required to take diagnostic and standardized tests and a meeting with the teacher, principal, and family to determine promotion. The school reserves the right to make the final decision on whether or not to promote a student.

For all grades, the teacher and Campus Principal may recommend to parents that a student repeat a grade or class in order to help him or her master important concepts and avoid difficulty at the next level. In this situation, a conference will be scheduled with the teacher, parent and the Campus Principal.

2.5. Standardized Testing

One of the tools used by Agape to monitor the academic progress of students is the Iowa Test which is administered to students in Kindergarten through Tenth Grade. Standardized achievement tests are administered in the spring of each school year.

Test results will be made available to the parents in report form during the summer following the testing period. In addition to measuring and tracking individual student progress, standardized tests are used to assess class performance and assess school-wide performance against national standards. Such a review enables ACA to evaluate our curriculum and teaching and identify any areas for improvement.

It is recommended that college bound students take the PSAT in the fall of their Sophomore and Junior year. Either the SAT or ACT should be taken at the end of the Junior year but no later than December of the student’s Senior year.

2.6. High School Pathways and Graduation

For a student to graduate from ACA, he/she must meet the graduation requirements which include a minimum number of credits in required and elective courses, a minimum number of credits in Bible, and credit in missions which is earned through participation in school sponsored mission/service activities and the senior international mission trip. Graduation requirements are reviewed with families as students enter Middle and High School.

Agape offers three options or pathways for students to pursue in graduating from high school and preparing them for their future – what the Lord has planned for each of them.

Ephesians 4:10 says, “For we are His Workmanship, created in Christ Jesus for good works which God prepared beforehand so that we would walk in them.”

Agape offers the following three pathways to graduation for students in Grades 9 through 12. Each pathway includes a solid foundation of required biblically-integrated classes which are taken each year by the student in order to equip them for their future with a Biblical worldview.

2.6.1. General curriculum coursework (grades 9-12)

2.6.2. Auburn Career Center program (grades 11-12)

2.6.3. Work Study program (grade 12)

2.7. College Credit Plus:

This program is available to students In Grades 7 through 12 and offers the student an opportunity to earn dual credits – meaning they can earn high school and college credit at the same time. Students enroll in college courses and adhere to the requirements of the college. This program is coordinated by ACA’s College and Career Guidance Counselor. Families apply to the Department of Education for CCP approval which pays for the college credits if the courses are taken at an Ohio college or university. Families should work closely with ACA when selecting classes – not all classes will count for dual credit for required courses at ACA though families can still

earn the college credit through the program. Dual credit for required courses can be earned from ACA’s three approved Christian Colleges: Cedarville University, Malone University or Ohio Christian College.

2.8. Graduation Requirements: (24.5 credits)

ACA fulfills the Ohio state graduation requirements 20 credits, broken down as follows:

| Subject | Credits |
|-----------------------|---------|
| English Language Arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| Social Studies | 3 |
| Health | 0.5 |
| Physical Education | 0.5 |
| Electives | 5 |
| Financial Literacy | .5 |

Additionally, ACA requires all students to complete 4 credits of Bible classes and a half credits for junior and senior missions trips.

2.9. Academic Dishonesty

The Bible teaches us that all we do should be done for God's glory. To cheat means to deceive or mislead another. Such behavior does not bring glory to God. The following are examples of such behavior:

- 2.9.1. Sharing, displaying or copying information from another during a test
- 2.9.2. Using someone else's work and submitting it as your own
- 2.9.3. Getting information from someone who has already taken a test or completed an assignment
- 2.9.4. Copying homework or submitting an identical paper not showing individualized work
- 2.9.5. Artificial intelligence (AI) is a powerful technology that can generate text, images, audio, and video based on various inputs and parameters. While AI can be a helpful tool for learning and research, it can also pose serious ethical and academic challenges when used for content creation in academic assignments. Therefore, the use of AI for any generative work (performing the research, thought generation, and generating written content) for the student is prohibited and is considered cheating

Every student who engages in cheating will receive a zero for the grade of the test, quiz, project or assignment. Depending on the situation, the teacher has the latitude, on the student's first offense, to use an instance of cheating or plagiarism as an instructional opportunity and give a level of credit for the assignment.

2.10. Participation in Athletics

Participation in Agape athletics is a blessing and a privilege that requires the student's good stewardship over not only their athletic abilities, but also their academics and Christlike behavior.

- 2.10.1. Fulltime students must maintain a minimum of a "C" in all classes to fully participate in Agape athletics. Students must have earned a "C"

(70%) or higher in a minimum of five one-credit classes (or equivalent) the previous grading period to be or remain eligible. The end of the school year does not “reset” the student’s eligibility. If a student receives a disqualifying grade in quarter 4, they would not be eligible at the start of quarter 1 starting the following school year.

- Students who maintain grades of 60 to 69.9% will be permitted to practice with their athletic team but are not permitted to participate in games/meets.
- Students who possess a grade lower than 60% at the end of the previous grading period will not be permitted to participate in the following grading period’s athletics in any capacity.
- Any eligibility issues stemming from behavioral circumstances must receive the approval of the principal if the student wishes to practice with an athletic team.

2.10.2. To be eligible for OHSAA related athletics, Agape and part-time students must be enrolled in a minimum of one-credit class (or the equivalent) that is required for graduation.

2.10.3. End of quarter/semester report cards are the sole determiner of eligibility for athletics. There are no reviews or reconsiderations for eligibility in between issued report cards.

2.10.4. Students who receive two behavioral write-ups in a week will not be permitted to participate in the next scheduled athletic game/meet/extra-curricular activity after obtaining the second warning (in addition to any other required disciplinary actions). Any additional write-ups within that same week will result in an additional game missed at a 1:1 ratio. Students serving any form of suspension, whether in or out of school will not be permitted to participate in any athletic or other extracurricular activities on the suspended days. If a student is suspended on a Friday, they are not permitted to participate in that weekend’s activities.

- 2.10.5. Students are required to follow the Agape Code of Conduct for Athletics, in addition to all the expectations in the Student Handbook.
- 2.10.6. Persistent non-Christlike behavior and disciplinary actions in/or outside of school could result in the forfeit of the student's eligibility at the discretion of the principal, or the authority delegated to the athletic director.
- 2.10.7. Students who are not designated as "present" for at least a half-day are ineligible to participate in all athletic events and extra-curricular activities that day, or Saturday if the day absent is a Friday. Any special circumstances will be considered on a case-by-case basis by the school principal at the request of the parents.
- 2.10.8. For homeschool students to be eligible to participate in Agap's OHSAA Athletics Programs and/or other extra-curricular activities, they must be enrolled in a minimum of one full-credit, core subject course (Math, Science, English/ELA, Social Studies).

2.11. Participation in Extra-Curricular Activities

- 2.11.1. Students must maintain a minimum of a "C" average to participate in extra-curricular activities. They must have passed each class in the prior grading period and maintain no failing grades (F) each week during the extra-curricular season.
- 2.11.2. Students who receive two behavioral write-ups in a week will not be permitted to participate in the next scheduled extra-curricular activity after obtaining the second warning (in addition to any other required disciplinary actions). Any additional write-ups within that same week will result in an additional activity missed at a 1:1 ratio. Students serving any form of suspension, whether in or out of school will not be permitted to participate in any extracurricular activities on the suspended days. If a student is suspended on a Friday, they are not permitted to participate in that weekend's activities.

- 2.11.3. Persistent non-Christlike behavior and disciplinary actions in/or outside of school could result in the forfeit of the student's eligibility at the discretion of the principal.
- 2.11.4. Students who are not designated as "present" for at least a half-day are ineligible to participate in all extra-curricular activities that day, or Saturday if the day absent is a Friday. Any special circumstances will be considered on a case-by-case basis by the school principal at the request of the parents.
- 2.11.5. Spiritual life development (discipleship, Bible studies, worship team, etc.) does not fall under the definition of extra-curricular activities.

2.12. Student Computer Usage

- 2.12.1. All computers at Agape Christian Academy are to be used for educational purposes only.
 - No student is to use a computer without approval and a supervising adult in the room.
 - Students may not upload or download any programs, videos or music, or create a personal wallpaper, screen saver or backgrounds on ANY school computer.
- 2.12.2. Students may only access the internet when needed for class and with teacher approval.
- 2.12.3. While we cannot control a student's use of computers off campus, we will endeavor to provide structure and guidance on the ethics and wisdom of computer use.
- 2.12.4. We encourage parents to be aware and involved with their student's computer use with personal email and social networking sites.

VI. Admission

The admission policy of Agape Christian Academy (ACA) is to admit students from homes where there is a desire for the student to be taught from a Biblical perspective and where the home intends to support Christian principles that emanate from a Christ-centered, Biblically integrated curriculum. The school administration determines a student's acceptance to the school based on this policy after reviewing the completed application and the signed Statement of Faith. A student's parents or guardians must sign a Statement of Faith (see page 4) indicating that at least one head of household is in agreement with the statement of faith or agrees to have their child taught in accordance with the Statement of Faith.

1. ACA admits students of any sex, race, color, or ethnic origin to all the rights, privileges, programs and activities offered at the school.
2. Students of currently enrolled families have priority over students of prospective families. Each year, current families will be offered an opportunity to enroll their current students and any other children from their home in January.
3. Kindergarten students must be five years old by August 31, and must complete a Kindergarten assessment prior to admission.
4. Parents must state in writing that they have read the school's Statement of Faith and at least one parent or guardian must agree to have their child(ren) educated in accordance with it.
5. An Application for Admission form must be submitted with a non-refundable application fee before the acceptance process is initiated. For Middle School and High School students, the Student Questionnaire must be completed by the prospective student and accompany the application. The questionnaire will be a part of the acceptance consideration.
6. Prior to a student's final acceptance, a Record Transfer Form must be completed.
7. Parents or guardians of each new student will participate in an orientation meeting with ACA principals to welcome them to the Agape family.

8. All enrollment and re-enrollment forms should be submitted to ACA prior to the first day of school and must be submitted no later than the first week of school.
9. Families with outstanding tuition balances from the previous school year will not be re-admitted to Agape until the outstanding bill has been paid or payment arrangements have been made.
10. Prospective students may be given standardized testing to determine academic needs and/or appropriate grade level.
11. Returning and new students should provide Agape with the student's most recent immunization record or a completed immunization waiver form. The family can request a waiver form from Agape.
12. Acceptance or denial of applicants will be communicated by the respective Campus Principal.