



AGAPE INTERNATIONAL ACADEMY

“Changing a Generation”



2010/2011

Family Handbook

From the Visionary's Desk

In the midst of an educational system that was created to establish and enhance development of Christian Faith, we now find ourselves involved in public education that is separated from church affairs and Christian principles.

Over the years, we have allowed Satan to gradually make strides in achieving his goals. Many think that the present situation began when prayer was taken out of the schools, but this assault by Satan began as early as 1875 with the separation of church and state—specifically in the area of public education.

Initially, his attack was not so pronounced leaving many unaware of its implications. The subsequent exclusion of religious holidays, Bible readings, and recitation of prayers and scriptures and religious literature from our public schools soon followed. Suddenly, we became aware of Satan's attack. We finally realized that children are no longer allowed to pray in school and in some instances, silent prayer is questionable. AGAPE International Academy purposes to "Change a Generation," by taking back what the enemy has stolen and allowing God to restore the provision for a Christian education for our children. We believe God's word! Isaiah 54:13 says, "and all thy children shall be taught of the Lord: and great shall be the peace of thy children." It is our hearts desire to develop Kingdom Minded young people that value learning and embrace the high standard of academic excellence to ultimately defeat one of the most formidable foes of their time - "The Enemy Called Average."

Hopefully, this handbook will answer your questions regarding the rules and regulations of AGAPE International Academy. We make no apologies for the Godly standards we aim to uphold. Please discuss them with your child(ren) because not only is the academy accountable for carrying out things "decently and in order," but also you and your child(ren) likewise will be held accountable.

We welcome you to AGAPE International Academy and thank you for helping us "Change a Generation."

*Bishop J. Alan Neal
Superintendent*

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Hours of Operation

Office Hours: 8:00 am – 2:00 pm M-Th

Academic Instruction: 8:00 am – 3:00 pm

School Age Child Care (SACC): 6:30 am – 7:45 am & 3:00 pm – 5:45 pm

Chapel: Wednesdays 8:00 am – 9:00 am

Parents are always welcome at AGAPE International Academy and the spirit of volunteerism is always encouraged. If you desire to visit your child's class for any reason, please contact the school office in advance. Either volunteering, dropping off lunch, homework, books, etc. please visit the front desk before proceeding to any classroom.

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Royal Blue & White*

*AGAPE International Academy Mascot
The Eagle*



Article I General Policies

A. Statement Of Belief

We disclose our Statement of Belief merely to let you know what we believe. Recognizing that there are many denominational beliefs within the Christian faith, we will only teach one doctrine- Jesus is Lord!

We Believe...

1. **The Scriptures:** The inspired, infallible, revealed will of God (2 Tim. 3:15- 17; Heb. 4:12)
2. **The One True God:** A triune being--- Father, Son, and Holy Spirit. (Deut. 6:4; Mark 12:29)
3. **The Salvation of Man:** The shed blood of Jesus Christ, grace through faith, believing in the heart that God raised Him from the dead, and confessing that with the mouth, will result in man's salvation. (Rom. 3:24; Rom.10: 9-10; Eph. 2:8)
4. **Water Baptism:** An ordinance of the church symbolizing to the world that one has died with Jesus and has been raised with Him to walk in newness of life. (Matt. 28:19; Acts 10:47-48)
5. **The Infilling of the Holy Spirit:** In the infilling of the Holy Spirit with the evidence of speaking in tongues. (Acts 2:1-4)
6. **Divine healing through faith, and that healing is included in the Atonement:** (Mark 16:18; Isa. 53:4-5)
7. **In the operations of the Gifts of the Spirit:** (Cor. 12:4-10;m 12:5-8; Eph.4: 44)
8. **The Lord's Supper:** An ordinance of the church symbolizing the broken body and shed blood of Jesus Christ as the new covenant between God and man. (1 Cor. 11:25, 28)
9. **The Church:** The Body of Christ, the home of God through the Spirit. Each believer born of God's Spirit is an integral part of the general assembly and church of the First Born, which is written in Heaven. (Eph. 1:22; 2:19-22)
10. **The Tithe:** In tithing (10% of our income) as support to the local church (Prov. 3:9; Mal. 3:10)
11. **Sharing Christ with Others:** Sharing through world-evangelism and missionary work in accordance with the Great Commission, with signs following (Matt. 28:19-20)
12. **Total Prosperity:**

Spiritual	John3: 3, 11:2; 2Cor. 5:17-21
Mental	2 Tim. 1:7; Rom. 12:2
Physical	Isa. 53:4-5; Matt. 8:7
Financial	3 John 1:2; Mal. 3:10-11
Social	Prov. 3:4
13. **The Blessed Hope:** "Awaiting our blessed hope, the appearing of the great God and Savior, Jesus Christ..." (Titus 2:13)
14. **The Lake of Fire:** (Rev. 19:20; 20:10-15)

B. Mission Statement

AGAPE International Academy's mission is to provide a nurturing environment offering quality education supported by a strong foundation in Christian values to equip students in becoming effective leaders serving God, their families, and to positively impact their communities and the world.

C. Philosophy

At AGAPE International Academy, we believe that every student is an individual person who has been blessed by God with special gifts of personality, intellect, physical ability, and individual talent. The environment and experiences that are provided at the Academy are designed to nurture these God-given abilities, while assisting each student in achieving academic excellence and helping them learn to live and work in harmony with others.

It is our goal to assist each student in attaining academic excellence in a Christian environment. This goal will be achieved through the use and development of language skills, continuous exposure to new information, and the development of the mind in problem-solving situations that involve the application of our curriculum. Demanding challenges will be provided continually in language skills, mathematics, science, social studies, history, and physical education. Hard work is expected of all who are involved in the process: students, faculty, and parents.

D. Educational Goals

1. To prepare children spiritually by instilling in them a love for God and His Word.
2. To offer an instructional program that meets the academic needs of children and places strong emphasis on the basic fundamentals of education: reading, arithmetic, and penmanship.
3. To prepare children to communicate effectively.
4. To develop a sense of responsibility in each child.
5. To prepare each child for an outstanding position in life.
6. To develop an appreciation and desire for wholesome recreation.

E. Admissions Policy

AGAPE International Academy exists to offer an academic program of excellence in a Christian environment. Students will be expected to have high moral standards and to strive toward mastery of all schoolwork. An applicant may be asked to take an assessment test or furnish the school with the results of previous administered assessments. This will not be used to exclude the child from our program, but to assist us in identifying the specific needs of the child.

Applicants must submit the following:

1. A completed application package before the interview.
2. An official copy of the student's transcript and school record.
3. A birth certificate or legal copy.

- a. Students must reach their fifth birthday on or before September 1st to be eligible for Kindergarten.
- b. Students must reach their fourth birthday on or before September 1st to be eligible for PreK4.
4. A current immunization record.
5. Yearly registration fee and first month's tuition.

Notice of Non-Discrimination Policy

AGAPE International Academy admits students of all races, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to all students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of education policies, admission policies, scholarships and athletic and other school administered programs.

F. Withdrawal Procedure

Any family planning to withdraw a student from school must notify the school office in writing as soon as possible, but not later than four weeks prior to withdrawal. All tuition/fees must be paid. Report cards and school records will be released only when all financial obligations to the Academy have been fulfilled.

G. Attendance Policy

It is the responsibility of the student and parents to create the habit of being punctual and regular in attendance. Excessive and/or unnecessary absences encourage poor work habits and make it difficult for students to keep up with their academic requirement. Because the Academy feels that faithful attendance is necessary for the maximum benefit, any student who is absent more than 20 days during the school year may be retained. Cases of unusual or unavoidable circumstances will be addressed on an individual basis. Only excused absences will be given consideration. Students with excessive absences due to illness will be required to have a follow-up physical examination by his/her physician.

Excused Absences

1. Personal illness.
2. Injury or doctor appointment, which cannot be scheduled after school hours.
3. Illness in the immediate family that requires the student's presence. (*This does not include routine babysitting with an ill sibling*).
4. Death in the family.
5. Absence with prior approval from the office.

6. Unattended field trips due to chaperone unavailability.

Students will be required to bring a note to school the first day back after an absence. This note should include the following: exact dates and times of absence, reason for absence, and the signature of the parent or guardian.

It is the responsibility of the student/parent to get a list of lessons missed from the teacher. The student will have no more than the same number of days absent, to complete all assignments after returning.

Unexcused Absences

Any absence **not** meeting the requirements under “Excused Absences” will be considered unexcused unless discussed and previously agreed upon by the parent/guardian and the principal. Parents will be contacted for a conference after the third unexcused absences.

1. Truancy

Truancy is any absence from school without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the school day or staying out of any scheduled class without permission. Truancy will not be tolerated and may result in suspension or dismissal.

2. Early Dismissal

Parents should aim to schedule all appointments after school hours wherein, checking students out of school early is strongly discouraged! However, if it is unavoidable, a request must be submitted in writing to the school office. At the time of check out, parents should obtain a visitor’s pass from the Reception Desk, before proceeding to the classroom. The parent and child will come back to the Reception Desk, where the parent will sign the child out. Not following these guidelines will result in an unexcused absence.

3. Tardiness

- a. It is important that students always be on time to school and class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life.
- b. Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared. After the third unexcused tardy, a conference with the parents and/or issuance of other disciplinary means to discourage this behavior, will occur.

4. Excused Tardiness

- a. Students arriving to school after 10:00 a.m. must have a note and be signed in by the parent to receive credit for that day’s attendance.
- b. We understand at times conditions exist beyond parental control (i.e. automobile troubles, traffic delays due to accident, inclement weather conditions, etc.) that will

cause students to arrive to school late. These infractions will be considered an excused tardy.

H. Financial Policy

Financial support for AGAPE International Academy is provided from gifts, tuition, and other fees. To maintain a high quality faculty it is critical that we contract teachers for the entire school year. The number of staff & faculty hired is determined solely by the number of students registered; therefore, it is imperative that we protect our salary base by requiring a parent to sign the agreement at Appendix A of this handbook, forming a legally binding contract for a minimum of 10 months. *This will ensure we have adequate funds to pay our faculty & teachers for the entire year!*

1. **Gifts:** From time to time, parents and others may be asked to donate books, classroom equipment, and other items. Anyone who desires to make a donation may check with the principal to determine the school's specific needs. Gifts may be designated as follows:
 - a. To a specific project.
 - b. Deposited into the general operation fund for the AGAPE International Academy.
 - c. **The Sponsorship/Scholarship Fund.** A sponsor has the right to designate the student recipient. If requested, the Academy will designate sponsorship gifts based on need and academic potential. Even though need and academic potential are basic considerations for awarding sponsorship/scholarship, the Administration reserves the discretion for the designation of recipients.

2. **Tuition for Students of Contractor Sponsored Personnel.** Contractor sponsored personnel must provide the Academy Finance Office with Contractor correspondence referencing the intent of the contractor to sponsor employees child, address for forwarding Academy invoice, and point of contact at contractor's facility. The following outlines current charges for contractor sponsored personnel:

Tuition for Federally Connected Contractors*

Cat I	Kindergarten & Grades 1 - 6:	12,402 Euros	(.71 Rate)	\$17,468.00
Cat II	Grades 7 - 8:	13,050 Euros	(.71 Rate)	\$18,380.00
Cat III	Grades 9 - 12:	13,707 Euros	(.71 Rate)	\$19,306.00

Tuition for Non- Federally Connected Contractors*

Cat I	Kindergarten & Grades 1 - 6:	12,879 Euros	(.71 Rate)	\$18,139.00
Cat II	Grades 7 - 8:	13,554 Euros	(.71 Rate)	\$19,090.00
Cat III	Grades 9-12:	14,229 Euros	(.71 Rate)	\$20,041.00

* Please note that contractor fees include all fees incurred while enrolled in the Academy (i.e. Uniforms, books, tuition, and lunch program).

3. Tuition for Status of Forces Agreement (SOFA) Sponsored Personnel: Tuition is set by the Executive Board and may be changed annually. Tuition for SOFA sponsored students is based on an annual fee, currently 3750,00 euro. For your convenience, tuition may be paid in ten (10) monthly installments (375,00 euro/month). Tuition is due on the 1st of each month, and must be accompanied by a VAT form. Two days after this date a late fee of 50,00 euros will be accessed . Payments are made directly into the Academy's bank account or may be paid in cash to our school finance department. Please be aware that it may take the bank up to five business days to post your deposit. The Academy will not be held liable for late payments on behalf of the financial institution. Bank deposit information for direct deposits is as follows:

Volksbank Glan-Munchweiler
BLZ: 540 92400
ACCT: 19072010

- a. **VAT:** All students must have a VAT form accompanied with each tuition payment. If a VAT form cannot be provided then a 20% MWST tax must be added to tuition payment.
- b. **Tax Deductions For Tuition:** AGAPE International Academy is a German entity. Therefore, governed by German Tax Law. We are a "for profit" entity and pay German taxes as a small business. Use of your tuition payment is not deductible under German Law!
- c. In the event that you elect to pay ten monthly installments, a tuition payment is due on the first of each month, beginning September and ending with June's Payment. A late fee will be added to payments received after the 1st of the month, or first business day. Students cannot return to class after the 15th of the month if tuition has not been paid. In the event that one month's tuition is outstanding when another comes due, tuition for both months must be paid before the student can return to class. After two (2) late payments, all future payments must be paid by the first of each month in order for the student to continue attending classes.
- d. Students enrolling after the first week of the school year must pay for a full month of service when enrolled on or before the 15th of a month. After the 15th of the month, new enrollees must pay for each day of attendance for the first month and pay a full months tuition for each month of participation in our school. In other words, A student enrolling on October 3rd must pay registration fee and 1 full month of tuition is due on October 1 through June 1 of the school year.

3. Other Fees:

- a. **Registration Fee:** A 75.00 Euro **non-refundable, non-transferable** registration fee must accompany each registration form. Classrooms are designed for limited capacity of 15 students. Placement is given on a first come basis, provided students have met all other admission requirements.

- Lunch Program.** TBA by demand of students. Without demand the program will not go forward.
- b. **Textbooks and Supplies:** Parents are responsible for ordering/purchasing all textbooks and supplies. Textbooks may be ordered via the Internet from www.ABeka.com. Student textbook list and supply list are provided during Summer months. **A Fee of 75.00 euro per week for a maximum of three weeks is incurred for making copies of minimal class materials. Please order student books early to avoid copy fees.**
 - c. **Uniforms:** Students are required to wear uniforms to school. Parents are required to purchase a minimum of two complete sets of uniform for their children. Uniforms should be purchased from www.frenchtoast.com. Cost for uniforms will vary. **See page 12 for detailed ordering instructions and specific uniform requirements.**
 - d. **Special Fees:** As the Academy program develops and specialty areas are added, such as drama, dance, chorus, band, after school clubs, etc., students may be assessed a small fee to help cover the cost of these extracurricular activities.
 - e. **Early withdrawal penalty:** If a student withdraws for any other reason except for the above stated in Student Withdrawal, **the parent remains responsible for the entire remaining school years tuition. All obligations, including financial, must be cleared before records can be mailed to the receiving school.**
 - f. **Request for Refund:** If a parent feels that he/she is due a refund of any kind, they must provide a written request within 30 days of withdrawal. However, this does not guarantee a refund. All accounts will be considered final at this point. **Considering the tuition and attendance is based on an annual rate, withdrawal refunds are only guaranteed in the event of PCS. Situations will be dealt with on a case-by-case basis.**

I. Dismissal

The Academy reserves the right to dismiss any student who does not respect its Christian standards, cooperates in the education process, or fails to comply with the standards of conduct and attitude established by the school. There is no refund of tuition and fees in cases of dismissal.

J. Parental Involvement

AGAPE International Academy assumes and expects active and substantial parental involvement in the education of their children. The Academy's role is to assist the parents with their God given responsibility. Therefore, parents are expected to participate in the following activities:

1. Pre-Admission Conference. A conference is held each year for new students. Parents must attend this conference before the student's enrollment is considered complete.

2. Parent Orientation Night. This meeting will be scheduled prior to the opening of each academic year.
3. Parent Information Nights. These nights will be designated to better equip parents for their role and to enhance understanding of the parenting role.
4. Nine-weeks Conference. A conference is scheduled at the end of each nine-week period. Parents are expected to attend.
5. Daily monitoring and assisting with academic subjects as assigned by the classroom teacher.
6. Special activities and programs in which your child will participate.
7. Parent Organization. The Parent Organization is designed to support the school staff with ideas and improvement recommendations. The meetings are held monthly or at the discretion of active members of the parent organization.
8. Parent Chaperones. All field trips require parent participation to some extent, however in the event that due to age appropriateness your child is required to have a chaperone and one is unable to attend, on site care is not provided. Thus, the student will accumulate an excused absence.

Article II Student Conduct & Discipline

A. General School Code of Conduct

AGAPE International Academy expects students to live a lifestyle that reflects Christian standards and provide for the orderly operation of the Academy. The Academy believes that discipline is necessary for the welfare of the students as well as the entire school. As a result, each teacher is given liberty for making and enforcing classroom regulations in the manner in which they feel in accordance with Christian principles, administrative directives, and discipline set forth in the Scriptures. AGAPE International Academy expects full cooperation of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. All students are required to adhere to the general school rules outlined below:

1. All students are subject to the authority of any staff person at any time on the school grounds during the school day and during school functions.
2. Students will be courteous and respectful to teachers, teacher assistants, staff, secretaries, volunteers, and visitors at all times.
3. Students are expected to address all adults as Mr., Mrs., or Ms. Students are also expected to use an expression of respect or honor when responding to adults, i.e. "Yes Sir," "No Ma'am", "Yes, Ms. _____", etc.
4. Students must enter school grounds in full uniform and depart school grounds in full uniform. Changing to street clothing on school grounds or in facilities connected to our building is prohibited.

B. General Classroom Code of Conduct

All students are expected to follow these general rules of conduct. The teacher may establish additional rules or guidelines to meet the needs of a specific grade or class.

1. Stay in your seat.
2. Be quiet at appropriate times.
3. Face the front of the class.
4. Work independently.
5. Raise your hand when you need to address the teacher unless he/she has given blanket permission to speak.
6. Address those in authority with respect.

7. Behave in a way that will not disrupt the attention and/ or activities of your teacher or another student. If running errands to other rooms, enter and stand quietly until recognized by the teacher.
8. Be responsible. Failure to have paper, pencils or books will be the same as not having an assignment completed on time. Persistent failure to be prepared may lead to disciplinary action.
9. Apply yourself to your studies and develop your God-given abilities.
10. Refrain from the use of profanity, offensive slang, and vulgar words.
11. Do not lie, cheat, or steal nor tolerate those who do!
12. Refrain from personal grooming in class, i.e. combing hair, cutting nails, etc.
13. When in the building, walk at all times.
14. Students must obtain permission from their teacher before leaving their desk or room.
15. Students must also get written permission to leave the campus during the school day.
16. Students involved with fighting, sexual harassment, drugs, tobacco, bringing weapons to school and alcohol related incidents should expect immediate suspension. The principal will decide the number of days.
17. **Mobile phone devices are not allow in the classroom.** Phones can only be used before or after school hours period. Student will coordinate with their teacher to make emergency calls to parents!

C. Discipline for Minor Infractions

Each classroom teacher will manage the conduct of his/her students throughout the day. Students should expect to be corrected when their behavior does not meet expectations. Parents are not generally notified about minor infractions unless the teacher's corrective action has not been successful. In those cases, the parents should expect to be both informed and involved in administering corrective actions.

The following are examples of minor infractions: Chewing gum, running in the building, excessive talking, minor property damage, minor dress code violations, and improper behavior during assembly or school sponsored activities.

Consequences for Minor Infractions

First Offense Verbal warning.

Second Offense Verbal and/or written reprimand.

Third Offense Lunch detention, parents notified.

Fourth Offense 4th & continuous infractions of the same manner will be handled as major infractions with consequences outlined in the next section.

D. Discipline for Major Infractions

Major infractions will be handled in a firm and earnest manner. In these cases, parents will be notified and will be involved in the disciplinary process. The following are examples of major infractions: Truancy, profanity, obscene or suggestive language or gestures, willful destruction of property, cheating, lying, stealing, fighting, major dress code violations, disrespect for staff members, rebellious attitude, exhibiting an attitude unbecoming a Christian, use of or possession of drugs, alcoholic beverages or tobacco, leaving school without permission, and possession of knives or other dangerous objects or weapons. In some instances, students with continued minor offenses will be disciplined according to the rules regarding major infractions.

Consequences for Major Infractions

First Offense One day In-School suspension (ISS). Parents will be notified by telephone. A follow-up letter will be sent home. A parent conference can be scheduled at the parent's request but is not required.

Second Offense One day (or several days, at the discretion of the administration) of Out-of-School Suspension (OSS). A parent conference is required before the student can be re-admitted to school.

Third Offense Three to five days Out of School Suspension (OSS). A parent conference is required before the student can be re-admitted to school.

Fourth Offense Dismissal/Expulsion as deemed necessary by the Principal and or Superintendent.

Saturday Beautification Detention can be implemented at any of these levels of offense, depending on the infraction and the number of warnings a child has been given. Saturday Beautification Detention (SBD) requires the student to come to school on Saturday during regular academic hours to clean, to do academic work (to include working on their weak

areas). They will clean in all areas with the exception of the bathroom. (*They will sweep the bathroom floors only*).

The Academy reserves the right to dismiss/expel students at any level of offense of major infraction. Levels of correction may be skipped, based on the nature of the offense. The above procedures and policies also apply to students while on school-sponsored field trips.

E. Devotions and Assemblies

Daily devotions and weekly assemblies will be an important part of the spiritual education program of AGAPE International Academy. Each school day will begin with a devotional period of prayer and bible lesson. Weekly devotions will be held on Wednesday mornings in the Sanctuary from 0800-0900. This assembly will be lead by Bishop Neal, visiting ministers, Principal, or teachers. The following guidelines will be used:

1. Attendance is required of all staff and students. Parents are always welcome to attend.
2. Each student will demonstrate proper courtesy to the speaker, persons leading the devotion or assembly, and peers.
3. There will be no unnecessary talking, distracting of others, or disturbances.
4. Students will not be allowed to study during devotion or assembly, but will be expected to attend to the activities and participate whenever appropriate.
5. In regards to respect and sanctification of God's house, there is **no** food, drinks, candy or gum allowed in the Sanctuary **at any time**.

NOTE: While the faith and belief in Jesus Christ as Lord and Savior is paramount, the doctrinal beliefs of AGAPE Christian Faith Center, listed on page one, are not taught, enforced nor expected of AGAPE International Academy students.

F. School Uniforms

AGAPE International Academy expects all clothing and dress to be consistent with and appropriate for the age of the students as Christians. Uniforms must be purchased through French Toast Uniform Company at www.frenchtoast.com. **On the French Toast Web Site our School Source Code is QS5WBAS. Entering the site using our source code will display all uniform pieces for all grades at Agape International Academy. However, we are updating the site with the same uniform for all students in all grades. The following information serves as a guide to order and proper wear of the uniform:**

BOYS

Pre-Kindergarten - 12th Grade

- ◆ **White** Short or Long Sleeve Oxford Shirt
- ◆ White Undershirt
- ◆ Adjustable Plaid Tie (**Blue & Gold Plaid**)
- ◆ Navy Trousers (No Jeans/No Sweat pants/ No Cargo pants/ No Corduroy pants)
- ◆ Navy or Black Socks
- ◆ Polished Black Shoes (**NON**-athletic/no sneakers)
- ◆ Black Belt
- ◆ Pullover Cardigan and School Logo (not on the French Toast web site) will be offered to parents to place an order during the school year.
- ◆ **On Fridays, required uniform for boys is short or long sleeve white polo with navy pant.**

GIRLS

Pre-Kindergarten - 12th Grade

- ◆ **White** Short or Long Sleeve Peter Pan Blouse, Plain, (No eyelet collar/ No lace trim collar/ No detailed stitch collar/ No $\frac{3}{4}$ sleeve shirts)
- ◆ Adjustable Plaid Cross Tie (**Blue & Gold Plaid**)
- ◆ Girls Plaid Pleated Skirt in **Blue & Gold Plaid** (no skorts) **Skirt must be below the knee in length or student will be considered out of uniform and sent home.**
- ◆ Navy Knee-hi Socks Only
- ◆ Navy Blue Trouser with Navy Blue or Black Socks may be worn 2nd and 3rd Quarter (November 3, 2009 - April 8, 2010) only **during inclement weather.**
- ◆ Polished Black Shoes (**NON** athletic/no sneakers)
- ◆ Pullover Cardigan and School Logo (not on the French Toast Web Site) will be offered to parents to place an order during the school year.
- ◆ **On Fridays, required uniform for girls is short or long sleeve white polo with Plaid pleated skirt.**

Friday attire is also required uniform for field trips, unless otherwise announced prior to the occasion.

9th - 12th Grade Options: Young Men & Ladies may wear a 3 or 4 Button Single Breasted Navy Blue Blazer (*Not carried by French Toast*), school patch will be centered on left breast pocket. Young men may wear French cuff dress white shirts with blazer. Additionally, letterman sweaters or jackets may be worn. Please see principal for specifications before purchasing.

Athletic Wear: All students, K - 12, are asked to have tennis shoes and change of clothes for PE. We ask that shorts, sweats and t-shirts all must be navy blue and or white (school colors) without team logos.

Hair: Young men must be kept neat and clean. Designs or insignias cannot be a part of a hair cut. **Young men are not allowed to wear braids or faddish hair styles** AGAPE International Academy reserves the right to determine if a student's hair cut is acceptable. Young ladies' hair must be kept neat and clean.

Jewelry: Must be conservative. Young men may not wear jewelry that reflects feminine appearance; therefore, young men **may not wear earrings.**

Nail Polish: Young Ladies wearing nail polish must have conservative colors.

Body Piercing & Tattoos: No student is allow to display body piercing & tattoos.

ATTIRE:

1. Professional appearance is an important aspect of student discipline here at the Academy. As a result, students will receive a letter grade on their dress and appearance.
2. Students must be dressed in proper school uniform, or parents will be called to bring necessary items before the student is admitted to class.
3. Caps and jackets with various insignias (i.e. sport teams or any with inappropriate drawings or messages) are not to be worn to school. Outer wear must be removed while in class.

NOTE: AGAPE International Academy reserves the right to make individual judgment on appropriate attire and personal hygiene. Students who do not meet dress code will not be allowed in class. Parents will be called to either bring appropriate uniform or take the child home.

Article III Academic Matters

A. Accreditation

AGAPE International Academy meets the standards set forth by the Fire, Health and Safety Departments of the State of Rhineland Pfalz, Germany. The Academy has met all requirements for registering as a Non-Public School. A copy of the Academy's license and recognition as a non-public school is posted in the administrative area. Parents who have students enrolled at AGAPE International Academy have met all the requirements of the United State's Compulsory School Law.

1. AGAPE International Academy will not be bound to any curriculum that is contrary to sound Christian education standards.
2. Accreditation of a Christian school is not necessary for a graduate to enroll in a college or university. The basic criteria for college admission are student aptitude and achievement as determined through nationally normed standardized tests. AGAPE International Academy's instructional program is designed to allow its graduates to stand on their own academic achievements and merits. Additionally, the A Beka Curriculum is a proven standard of excellence in education.

B. Teacher Qualifications

AGAPE International Academy employs qualified and well-trained teachers. Teachers in grades K through 12 are required to have certification credentials or are pursuing certification. The Academy recognizes that the most important degree is a B.A. (Born Again), degree. All teachers are dedicated to Christian service and understand the importance of a Christ-centered curriculum and classroom for your children. Each teacher holds a belief that the Christian School Ministry is his/her service to God.

C. Homework

Homework is an integral part of the educational process and is given to:

- ◆ Reinforce classroom instruction.
- ◆ Increase understanding and retention.
- ◆ Transfer and extend classroom instruction.
- ◆ Prepare for class discussion and provide curriculum enrichment opportunities.

Homework logs, as determined by the classroom teacher, will be sent home on a regular basis. Your child may be assigned additional requirements to reinforce skill acquisition.

D. Curriculum

AGAPE International Academy utilizes the A Beka Curriculum for all grades and subjects with the exception of some foreign languages, some music, and extracurricular activities. Parents should purchase student kits not later than July of the prior school year to ensure availability of all materiel before the start of the school year.

E. Grades

Effective August 1, 2007, Agape International Academy grading scale (based on the A-Beka Curriculum) is as follows:

Score	Grade
99% - 100%	A+
96% - 98%	A
94% - 95%	A-
91% - 93%	B+
88% - 90%	B
85% - 87%	B-
82% -84%	C+
79% - 81%	C
77% - 78%	C-
74% - 76%	D+
70% - 73%	D
0% - 69	F

Cumulative GPA	Average
4.0	A
3.0 - 3.99	B
2.0 - 2.99	C
1.0 - 1.99	D

F. Student Progress Reports

Quarterly Student Progress Reports provide an assessment of your child's progress in areas of academics and conduct.

1. **Progress and Behavior Report.** Progress reports and report cards must be signed by a parent or guardian and returned to the teacher within one week.

2. **Standardized test.** A standardized achievement test is scheduled for late March/early April of each school year.
3. **Parental visitation.** Parents are encouraged to visit their child's classroom on an informal basis to observe the instructional setting. However, parents are asked to allow time for *PreK4 thru First Grade* students to adjust to school prior to visiting the classroom.

Parents are encouraged to discuss the student's progress with the teacher at any time. Appointments must be made in advance to ensure the time of visit is most advantageous to the student as well as teacher's daily lesson plans.

G. Honor Roll

The Bishop J. Alan Neal Eagle's Eye

4.0 GPA in addition to exceeding the standard of excellence in ALL areas of the Christian educational process to include, leadership, citizenship, team work, volunteerism, evangelism, support of missions, attitude & conduct and dress & appearance.

The Mary Rhone Gold Scroll of Excellence

- 3.99 GPA or

4.0 GPA yet not achieving unequivocal excellence in the above listed areas.

The Principal's Silver Scroll of Excellence

3.0 - 3.49 GPA

A "U" or "F" in any subject disqualifies a student from the above categories.

Teacher Recognition

Top student in a particular subject, most improved, best dressed, best attitude, perfect attendance.

Article IV School Routine

A. School Calendar

Understanding our local community's high operations tempo and the number of academy students having older siblings attending public school, we have matched our calendar to that of the local Department of Defense Dependent Schools (DoDDS) school calendar. **See annual school calendar, Appendix B, page 26 of this handbook.**

B. Change Of Address/Telephone

Parents are expected to notify the Academy immediately if their address, telephone number, work location and/or email changes. It is very important that the emergency information remains current at all times.

C. Telephone Calls/Messages

All telephone calls and messages to students or teachers must be directed to the school office. Students and/or teachers will not be called for telephone calls except in cases of emergency. The office administrator will take a message and pass it on to the student or teacher. Students' use of the telephone will be limited to emergency calls only! **No cell phones or use of cell phones is permitted during school hours.** Parents must make arrangements regarding after school instructions before the student leaves for school each morning. If changes are made concerning those instructions after the student has left home, we will make sure the student receives the message. The Academy reserves the right to determine if a call is an emergency.

D. Illness during School Hours

Parents will be notified to pick up students who become ill during the school day. Parents are expected to come as soon as possible after notification. It is important for the school to have current work phone number, home telephone number, cell phone number, and an emergency contact number. Also, parents will be contacted to pick up their child if his/her temperature exceeds 99 degrees.

E. Student Injury/Emergency Medical Care

The staff at AGAPE International Academy will exercise reasonable judgment in the care of students in the unlikelihood of physical injury or illness. If the injury or illness appears serious, AGAPE International Academy reserves the right to seek professional help including ambulance, doctor, and emergency room services. Parents will be responsible for paying for the services obtained on the child's behalf. Attempts will be made to contact the parents by

telephone. Every parent is required to obtain and complete a Certified Medical Power of Attorney. This authorization stands for the duration of the school year or as long as the student remains at AGAPE International Academy.

F. Medications

Medications are sometimes justified in chronic health conditions and short-term acute health situations. In these cases, the parent must bring the medication to the school office and complete and sign the appropriate forms. Under no circumstances will any AGAPE student be allowed to administer his/her own medication. Prescription medications must be in the original, labeled container and include instructions for administering. The child will come to the office to receive his/her medications at the prescribed time. Students can be administered Tylenol or Motrin if the parent (indicating the exact dosage for minor aches and pains) has signed a consent form. In order for this to be done, parents must agree not to hold the Academy or any staff member thereof liable for any adverse effects. Parents should bring in a supply of Tylenol or Motrin if there is a suspected illness (i.e. headache, toothache, etc.)

G. Communicable Disease

Students cannot attend school while infected with a communicable disease. Please telephone the Academy immediately if your child is diagnosed as having a contagious disease. You are expected to keep the child out of school until the condition is resolved.

H. Closed Campus

Students are not allowed to leave campus once they arrive unless picked up by a parent or designee. Parents must specify in writing who is allowed to pick up their children. Students will only be released to parents or their designee. If there is a custody stipulation that one parent is not allowed to pick up a child, a copy of the court order must be filed in the child's record. All parents or guardians are required to fill out a Student Release Authorization Form indicating who is allowed to pick up their children.

High School (9th-12th Grade) students are allowed to sign themselves in and out of school before, after & during lunch if we maintain a parent signed consent form in the student's record. Even with the parent consent, tardiness, or public misrepresentation of the academy will disqualify their participation in this privilege.

I. Emergency School Closing

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to severe weather, which makes the roads impassable or unsafe. In case of an emergency closing, such information may be broadcast over AFN radio and television. The

decision to close school will rest with the administration. Parents are required to pick up their children as soon as possible after notification. This will allow staff members to depart while conditions are safe for traveling. The same applies for man-made emergencies.

J. Fire Drills

There will be unannounced fire drills throughout the year. Students are required to follow fire evacuation plans posted throughout the building.

K. Lost And Found

Students are expected to have all personal items labeled. Labels should be on all clothing, lunch boxes, coats, sweaters, supplies, etc. This will immediately identify the owner. Lost items that are not claimed by the end of each week will be donated or discarded. AGAPE International Academy cannot assume responsibility for lost items. Students are required to take all belongings home weekly.

L. Physical Education

All students are expected to participate in physical education unless specifically excused.

M. Parties

Parties may be held for various occasions during the school year. Parents may be asked to help furnish various items and assist with activities during these occasions. The Academy encourages the eating of healthy foods. Please contact the Principal or your child's teacher prior to bringing party items. While the celebration of life and growth is as important to us as it is to you, we rather not diminish the true meaning of celebrations by requesting or exchanging gifts.

N. Reporting Child Abuse

It is the position of AGAPE International Academy that our students be afforded the utmost protection in all suspected cases of child abuse and neglect. Any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect has a duty to report the case. The employee is required to report this information to the Principal or Vice Principal. The Principal will then confer with the Superintendents and make a decision about reporting information to the proper authority. The intent of AGAPE International Academy is not to harass or discredit anyone; however, the Academy purposes to assure the well being of each student.

Any doubt about reporting a suspected situation shall be resolved in favor of the child. A school employee is immune by statues from any civil and/ or criminal liability when reporting in good faith suspected child abuse and neglect. Failure on the part of any school employee to report may result in disciplinary action against the employee by the school and/or civil action under law.

Article V Agape Angels

A. Welcome

Thank you for choosing Agape Angels Child Care Center to provide care for your child. We respect and appreciate the trust you have placed in us to care for your child. As a parent, you are the most important person in your child's world and we will make every effort to support you as a family.

We will offer the very best care that we can with our professionally trained staff. You can expect us to love and cherish your child while stimulating their minds with age appropriate activities.

Policies and Procedures

B. Hours of Operation

Agape Angels Child Care Center is open Monday through Friday from 6 A.M to 6 P.M. Your child may not be in care longer than 10 hours per day. There will be a late fee of 1 Euro per minute if late picking up your child. The Center is closed on Saturdays and Sundays.

C. Payment Information

A weekly payment of 100.00 euro is due on Mondays before care is given. Bi-weekly and monthly payments are also accepted. A VAT form is required with each payment, otherwise, payment will be an additional 20%. Full payment amount is due regardless of time spent in care during a week.

D. Daily Activities

Curriculum: We will use the A Beka Curriculum to teach letters and numbers. Lessons begin in the fall when the school year begins.

Play activities: Children learn a great deal from our daily activities. Play with clay, finger painting, drawing, singing, reading books, building with blocks are typical activities. As some of the activities can be messy, we encourage you to dress your children in comfortable, washable play clothes. Television will be limited to one episode of age-appropriate children's programming, such as; Barney, Veggie Tales, and Sesame Street. Nap time is offered once a day for toddlers. Additional nap time will be given if needed by the children.

E. Diapers/ Toilet Training

Diapers: Changes are scheduled for every 2 hours with the exception of naptime, in which each child will be diapered as soon as he/she awakens. In addition, each child will be changed when needed. Parents will need to provide disposable diapers and wipes.

Toilet Training: We will work with the parents to initiate potty training when child shows interest. Usually, this does not consistently happen before the age of two and frequently closer to the age of three. In order to be successful in this training, it is important that we are consistent in our techniques. Please discuss potty training with us when you feel your child is ready.

F. Meals and Snacks

Agape Angels will provide breakfast, lunch and 2 snacks daily for 3.00 euro per day. Breakfast will be served promptly at 7:00 A.M, morning snack at 9:00 A.M, lunch at 11:00 A.M. and afternoon snack at 2:40 P.M. Parents with infants on formula are responsible for providing daily bottles. Please make sure all bottles are labeled.

G. Supplies

One week worth of diapers and wipes

One or two sets of clothing

Special naptime blanket

Bedding will be sent home to be cleaned at the end of the week. Soiled items will be sent home daily.

H. Illnesses

Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need of exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until the parents or other authorized person arrives. Your child will not be allowed to attend the center if he/she exhibits any of the following symptoms:

Fever of 101 degrees F or higher

Communicable disease

Diarrhea with three or more watery stools in 24 hours

Vomiting on two or more occasions during the past 24 hours

A draining rash

Eye discharge or pink eye

Lice or nits

Too tired or ill to participate in normal activities

Your child may return to the center after he/she is free from signs of illness for 24 hours or with a doctor's authorization to return.

I. Medication

Written consent is required to administer any medication. All prescription medication must be in its original container and properly labeled with the child's name. Over the counter non-prescription medication will not be given without written consent.

J. Religious and National Holidays

Parents who might have objections of religious or other holidays should indicate such objections in writing so that proper arrangements can be made to respect your wishes.

K. Trial Period

If for some reason your child is not adjusting to our program after one month, we will ask you to find other placement for your child.

L. Web Camera

We offer web enabled camera capability for all of our care rooms free of charge to our patrons. This service is provided as a courtesy only and is not intended for the purpose of surveillance or monitoring of your child or the staff.

Your will be given the internet address as well as an account and password to access the camera. This account is provided and intended for your use only. It will remain as long as the camera service is provided and your child is in our care.

The cameras only provide one angle of view. If at any particular time you log on to view one of our cameras and your child is not in the field of view, you may contact the center and request that your child be temporarily moved in the field of view. Your request will be accommodated if time permits and caregivers can reasonably accommodate your request without inconveniencing any other children. This service is provided at the discretion of the Director of the childcare center.

APPENDIX A
AGAPE International Academy
Parent/Student Contract
Effective September 1, 2009

We, (student name) _____, (parent name) _____

have read the AGAPE International Academy Family Handbook. We understand its components and are in agreement with you on these rules and expectations. We sign this contract willingly and lawfully and will abide by its contents and amendments

We understand that the educational process is vital to the future of our child and will work with the academy by assisting the faculty where possible.

My child is of high school age and has my permission to sign in/out before/after school and as well during lunch.

Yes

No

Date: _____

Grade: _____ Age: _____ Date of Birth: _____

Student Signature: _____

Parent Signature: _____

All parents and students: Please sign, detach, and return this page to the Administration for student's file. THANK YOU