



STUDENT HANDBOOK

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MISSION

We train our students for the future, and for eternity.

OBJECTIVE

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7

“... love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart. And thou shalt teach them diligently unto thy children...”

And of Proverbs 22:6 to train up a child in THE way he SHOULD go. Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

CHURCH AFFILIATION

Agape Christian Academy of Moore Haven is spiritually and economically supported by the, Centro Misionero Agape church in Moore Haven. Pastor Edgar and Ana Maria Figueroa believe that God placed the responsibility of our children's education on the home and the church, not the government. Their goal is to provide an adequate and safe environment for our children to be academically and spiritually educated.

STATEMENT OF FAITH

We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God (eternally existent Father, Son, and Holy Spirit) Who created man by a direct immediate act;
- The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, the need or regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation, and
- The spiritual relationship of all believers in the Lord Jesus Christ, living in life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of Holy Spirit.

STANDARDS OF CONDUCT

Students of this school are expected to refrain from talking about or engaging in, gang-related issues, cheating, swearing, smoking, gambling, dancing, drinking alcoholic beverages, using narcotics, and lascivious comments. Students who participate in such activities are subject to suspension or even expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of course, cheerfulness, kindness, language, mortality, and honesty.

Agape Christian Academy considers tattoos and body piercings a sign of rebellion. Besides the Bible speaking against such statements, they take away from an individual's professional presentation and exemplar attitude. Students will not be denied admission based only on tattoos and body piercings, but these are heavily considered. Although, if a student acquired a tattoo or body piercing while attending this school his/her admission may be revoked.

Students must agree to strive toward unquestionable character in dress, conduct, and attitude, and to sign the Standard of Conduct Form.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this academy should immediately discuss the matter with a supervisor. **THIS IS NOT TATTLING.** It has been said, "All it takes for evil to triumph is for good men to do nothing."

"...to him that knoweth to do good and doth it not, to him it is sin." James 4:17

CHURCH ATTENDANCE

Student and parents are expected to attend regularly a Bible-believing church. (All students are required to attend a church service at least once per week.) Failure to attend church may result in dismissal from this school.

CHRISTIAN LEADERSHIP TRAINING

Weekly Chapel sessions will be held on Wednesday during which the student identifies his/her education with the ministry of the church. These sessions do not count towards the weekly required church service attendance. All students are required to attend.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

ADMISSIONS POLICY

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and scholarship.

ADMISSIONS PROCEDURE

1. Parent visit school.
2. Parents and student read this handbook thoroughly.
3. Application is submitted accompanied by application fee, previous report card, and Personal ID documents.
4. After the Diagnostic test, the office will then call for an interview (both parents and student) with the principal.
5. Parents will be notified of acceptance.
6. Medical History form is submitted.
7. A Medical report must be filled out by a physician and submitted to the school office. All students must have the following immunizations:diphtheria, polio, measles, and rubella. In instances where a student needs medical attention, the principal will call the patient pr family doctor (in that order).

DIAGNOSTIC TEST

A Diagnostic test may be necessary to determine grade level of your student. The cost of this test is \$25.00 and must be paid before the test is administered.

DEVOTIONS

The devotions sessions are designed to give students a designated time to be disciple in the spiritual disciplines. We believe that Christianity is a lifestyle not a religion. Each student is trained to embrace the divine culture, understand it's reality, and walk in the supernatural realm as Jesus Christ did.

PARENTAL INVOLVEMENT

Orientation, meeting, conference and end of the year program promote a good understanding between parents or guardians and the faculty/administration of this school. Parent/Teacher conferences will be held at the end of each grading period. Every parent is required to participate in these informative and helpful programs.

Limiting television and internet tie is one important task ACA asks parents to complete. T.V. and internet time may not exceed 4 - 5 hours per week.

Parents are expected to promote study habits in their students. A minimum if one hour of study time at home per day (Including weekends), is a good stating point. Teach your child to love learning.

All parents are required to complete 50 hrs. Voluntary work at the school. Hours may be completed during regular school hours, class trips, or special events.

STUDENT INVOLVEMENT AND FUND RAISERS

All students are required to participate in all fund raising activities, this ministry provides Quality Christian Education at a very low cost. To maintain this device available to the families in our community, we need the participations and cooperation of everyone in our student body, parents, and faculty members.

All students 13 years old and older must complete 55 hours of community service during the course of the school year. Weekends and holiday are perfect opportunities to complete these hours.

CLOSED CAMPUS POLICY

Student's may not leave the school grounds during school hours without permission.

SEARCHES

ACA reserves the right to search the student's person and belongings (automobiles, backpacks, purses, pockets, lockers, desks, etc.) in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or the parent's consent. **If such a search is deemed necessary, two staff members will conduct the search.**

DRUG TEST

Sporadic drug tests may be administered throughout the school year. All students 12 and older are required to comply. This measure has been taken so as to allow us to maintain a drug-free environment status.

FIRE AND TORNADO DRILLS

A practice fire drill may be held each month during the school year. At the sound of three (3) bells, students are to stand and march out of the building in an orderly manner to a designated place. At two (2) bells, they may return to the Learning Center in the same orderly manner, Students must walk in line. They are expected to refrain from talking, pushing, or running.

VISITORS/PARENTS

Visitors and parents must maintain clothing standards and obtain pass from office before entering Learning Center.

MEDICAL GUIDELINES

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicated must be kept and administered at the school office.

HEAD CHECKS

We advise you that students may need to be submitted to an occasional head check for lice. We do this so as to maintain the personal health of all of our students and staff members.

"SIX INCH" RULE

All students should keep "hands off other students."-"six inch rule," "no backtalk," and "no monkey business."

PROPERTY

Marked on, defaced, or broken property is to be replaced at offending students expense. Guns, matches, gang-related objects, lighters, cigarettes, knives, radios, student's CDs, and gum are not permitted on campus.

ELECTRONIC DEVICES

Cellular phones, I-pods, Mp3, Mp4s, and camera are not allowed on school campus. The first time such electronic device is found, a staff will retrieve the device and place it in the office until a legal guardian personally picks it up at the school office. The second time it is found, the school will keep it indefinitely.

SCHOOL HOURS

8:00 a.m. - 3:00 p.m.

Monday - Friday

Students are to be picked up by 3:15 p.m.

The bell will ring at 8:00 a.m. Students must go to their designated areas for opening exercises. Students not present at the beginning of opening exercises are considered tardy.

Extracurricular activities will be held after school.

Students must sign up accordingly for each.

LUNCH

Agape Christian academy does not provide Cafeteria services. Students must bring their own lunch.

Parents please keep in mind that our lunch time will be 45 min. If you bring your student's lunch, please be sure and have their lunch at the school on time.

- Please label your child's lunch box
- Refrigerators and microwaves are available

PLEDGES

Students must memorize and recite during morning devotions.

PLEDGE ALLEGIANCE TO THE AMERICAN FLAG:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG:

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

I pledge allegiance to the Bible, of God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

TARDINESS

A student is considered tardy if he/she is not in Opening Exercises at 8:00 a.m. Detention will be given. Three unexcused tardies will equal one (1) absence. Continual tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges and suspension.

ABSENCE

A written excuse signed by a physician must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music and other appointments are to be scheduled after school hours. **A parent's note will not deem an absence excused.**

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. **18 or more absences will cause the student to fail their grade.**

CHECKUPS AND SELF-TESTS

When completing a PACE student's will come to Checkups and Self-Tests. The students need to obtain permission from the supervisor to take them. Once the supervisor allows the student to take the Checkup not the Self-Test, he will put his initials on the top of the page.

All checkups and Self-Tests should have a supervisor's initials in green ink, and the student's score in red ink.

SCORING PROCEDURES FOR A.C.E. CURRICULUM

- A). When a student reaches a “Student Score Strip”, the student should raise the American flag and revise permission to score the work completed.
- B). Taking only the PACE to the scoring station, the students checks the answer with the score key and marks all wrong answers with a red X.
- C). The students then place an X in the first box of the score strip.
- D). The student then replaces the red pen and the score key, returns to his office, corrects his work, and puts a second x (with pencil) in the second box of the score strip.
- E). The student raises the American flag and gets permission to rescore his work.
- F). If the ned answers are correct, the student circles the red X’s with red ink.
- G). When all answers are correct, the student circles the red X’s with red ink.
- H). As each page is scored and matched exactly with the score key, each page number is circled in red ink.
- I). Once the student finishes rescoring, the score key and pen are replaces, and the student returns to his office.

TESTING

All activities in the PACE must be completed, properly scored, and signed accordingly before a PACE can be turned in. As PACE is turned in, the supervisor will quiz the student and ask the student to recite the verse by memory. PACE test is take in the morning of the following school day.

FAILED TEST

Any test receiving lead than the minimum passing score is considered Dailed and is assigned a repeat PACE.

MINIMUM PASSING SCORES FOR PACE TEST

1st-4th - 90%

5th - 12th - 80%

REPEAT PACE

The first 3 repeated PACEs are supplied by Agape Christian Academy. The 4th repeat and any repeat thereafter has a \$10.00 fee. This fee is added to the family's account.

SCRIPTURE MEMORIZATION

All students will be required to own a Bible and learn a scripture from the King James Version Bible every month.

SOCIAL STUDIES AND SCIENCE PROJECTS

Some Social Studies and Science PACEs required students to complete certain project assignments. It is the student's responsibility to complete each and every one of these projects. It is the parent's responsibility to provide the student with the materials needed to complete each assignment. All projects in each specific PACE must be completed and turned in before taking the PACE's Self-Test.

CHURCH PAPER

Every Monday each student is required to turn in a church paper. A church paper is considered homework assignment, the church paper is a summary of a preaching that the student heard live and in person in a specific church. The church paper must be signed by a clergy.

HOME WORK

The responsibility for scholastic achievement is placed on students. It is believed that no student should need to take academic work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet his/her goals for that day, they will be required to complete the work at home. If homework is not completed by the next school day, the student will not be allowed to start the next day's lesson until the homework is complete.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to student's parents on the Tuesday following the end of each nine work period. Reports are handed out personally during Parent/Teacher fellowships. A parent must attend.

HONOR ROLL

Students who successfully complete at least 3 PACEs per subject (18 PACEs total per quarter) in a nine-week period, attain an admirable grade point average, and recite their monthly scripture are awarded placement in the Honor Roll.

“B” Honor Roll - GPA of 88% - 93%

“A” Honor Roll - GPA 94% or Higher

FIELD TRIPS

Each Learning Center will take at least one (1) field trip. All students are encouraged to participate. Any student not participating will be marked absent for the day; unless a doctor’s excuse is provided.

All students, staff and parent participating in field trips must dress according to the school dress code.

IOWA TESTING

LANGUAGE

Use only words that glorify the Lord.

SPECIAL ACTIVITIES

Student who attend official school activities either on or off campus after school hours must wear clothing consistent with standards of the uniform.

TELEPHONE USE

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call.

Student will not be allowed to receive non-emergency calls during school hours. A message will be taken and the student will return the call after school.

NO CELLULAR PHONES WILL BE ALLOWED ON THE SCHOOL GROUNDS.

AFTER SCHOOL CARE

ACA does not offer after school care. Students that are not picked up by the designated times will be considered "Late Pick-Ups."

After 5:15 p.m. a fee of \$2.00 per minute per child will be added to your monthly account.

FINANCES

Registration, Book fee and Diagnostic test fee will be due on or before Orientation.

A \$20.00 late fee will be added to the monthly tuition rate if not paid by the 10th of the month. **No student will be allowed to continue in school beyond the 30th of the month if the school tuition payment and late fee have not been made. NO EXCEPTIONS!**

WITHDRAWAL POLICIES

Parents may withdraw their student at anytime. However, ACA requests that a written notice of any such withdrawal be submitted to the office at least one (1) week prior to withdrawal.

REFUND POLICIES

Registration Fee, Test Fees and Book/PACE Fees are non-refundable.

Only tuition payments that have been made in advanced will be refunded. If a student is withdrawn in January 15th, a refund would be issued for tuition already paid for the months of February through the end of her school year. Any refund given applies only to tuition already paid for the current year, and not to any fee or other expenses paid by the parent.

TRANSPORTATION

Cars and bikes should be locked. All students must stay out of and off vehicles from arrival until departure. Only licensed drivers are permitted to drive automobiles to the school.

DISCIPLINE

“Discipline thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.”

Proverbs 29:17

Agape Christian Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

Students must bring good reference from previous school.

The student must at all times conduct him/ herself in a Christian manner. **Griping is not tolerated!**

If your child does come home complain about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

High school students in particular- because of their testimony before younger children- are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of any narcotics, listening to secular music, dancing, swearing, viewing or discussing inappropriate movies, gang-related issues, and other questionable practices. (A student will be expelled for the use of tobacco, alcohol and narcotics).

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the respectfully to “walk honorable before all men.”

Here, a discipline is maintained which is firm, consistent, fair and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for

the student. However, when disciplinary action becomes necessary, it is firmly carried out, tendered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

“Children, obey your parents in all things: for this is well pleasing unto the lord.” Colossians 3:20

“Let every soul be subject unto the higher powers...” Romans 13:1

“Obey them that have the rule over you, and submit yourselves...” Hebrews 13:17

“He is in the way of life that keeps instruction: but he that refuseth reproof errata.” Proverbs 10:17

“Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18

DISRESPECTFUL ATTITUDE

1st Offense - Visit to principal

2nd Offense - Student will be suspended for 3 days. All work must be completed when student returns to school.

3rd Offense - Student will be expelled from school and will not be allowed to return.

GROUNDS FOR DISMISSAL

ACA reserves the right to dismiss or deny admission to students for any reasons the administration deems fit.

They may come under the following categories:

1. Attitude incompatibility.
2. Uncooperative spirit.
3. Rebellion toward discipline.
4. Chronic unexcused absences or tardiness.
5. Inappropriate conduct or grooming.
6. Lack of parental cooperation and involvement.
7. Lack of student participation and involvement.
8. Inability to respond to individualized curriculum.

9. Cheating.

10. Delinquent in Tuition and/or Book Fee.

FINES

Students are fined incomplete homework, being tardy to class, accumulating 3 demerits or nine, and/or inappropriate behavior

1st fine =\$5 2nd fine = \$10 3rd fine= \$15

SUSPENSIONS

Students are suspended after receiving their third fine on the same quarter.

DETENTIONS

Detentions are usually given to students who have received more than 3 fines after returning from suspension. Detentions will be served as specified on the Corrective Action notice.

Detention may also earned by a student as the supervisor deems fit for correction. Student's parents are responsible for the transportation home after the detention is completed.

PICTURES AND NAMES

Agape Christian Academy has various publications and a website. A Publication/Website Picture permission form should be signed by the parents or guardian to either allow or deny permission to use the child's pictures.

STUDENT CONVENTION

All students must participate of Student Convention

Each student must choose a minimum of 6 categories in which to compete. Students are responsible for their piece and any materials needed. All students and parents must be present at Convention preliminaries.

Parents are expected to promote and motivate their students to complete their student convention projects with reasonable time.

Students must purchase a new set of uniforms for Convention.

February
Jr. Convention

8-12 yrs. old

April

Regional Student Convention

13-18 yrs. old

May

International Student Convention

13-18 yrs. old

Convention is an internal part of our curriculum. It facilitates each student's social development skills, and allows students to engage important areas of life beyond the academics.

ANNUAL AWARDS PROGRAM

Scripture Memorization - Student who recites by memory each month Bible Scripture and each PACE's scripture.

Perfect Attendance - Student who shows responsibility and dependability with his/her attendance.

Honor Student - Student worthy of special recognition I.e. Finishes grade before years is over, struggles with limitations but is able to achieve what is required, etc.

"A" Honor Roll - Student who maintains an academic average of 94% or higher throughout the entire school year.

"B" Honor Roll - Student who maintained an academic average of 88% to 93% throughout the entire school year.

Most Improved Student - Student who struggled but then improved academically as the year progressed.

School Spirit Award - Student who participates of every school activity, and promotes the general spirit of ministry.

Christian Character Award - Student who's behavior constantly reflects his/her genuine desire to please God and honor him with his life.

Church Attendance - Student that faithfully attends church and has shown responsibility with his/her church paper.

Neatest Office - Student who daily maintains a clean and organized office space, and constituently turns in near and presentable work.

Best Chapel Journal - Student who maintains an organized, specific and inspirational chapel journal.

Most 100's - Student who has receives the most perfect scores throughout the entire school year.

Outstanding Reader - Student who has expressed an admirable desire to gain knowledge by reading.

Busy Bee - Student who demonstrated spend and agility while staying thorough as his/her daily goals are being completed.

Most PACEs Completed - Student who completes the most amount of PACEs throughout the entire school year.

Highest Academic Average - Student who maintained the highest academic average of his class throughout entires school year.

Student of the Year (overall student) - Student who excelled in and exceeded the requirements of this ministry most efficiently throughout the entire school year.

GRADUATION REQUIREMENTS

A minimum of twenty-four credits required for graduation. A prescribed course of study will be determining through a conference among the staff, parents, and students. Transfer students must complete at lest fifty-four PACE's in this before receiving a diploma.