

THE STUDENT'S HANDBOOK 2016-2017

AGAPÉ JR. ACADEMY



ACCREDITED BY SACS



STUDENT RIGHTS AND RESPONSIBILITIES

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Dr. H. Charles, CEO/CFO
Mrs. B. Charles, Principal

TO THE STUDENT BODY

On behalf of the faculty and staff, we welcome you to AGAPÉ JR. ACADEMY for the 2012-2013 school year. We are looking forward to supporting you in fulfilling your educational goals. We have an outstanding historical record of academic and extracurricular accomplishments. We expect you to function at your full potential. You can benefit from all the programs Agapé Jr. Academy has to offer by being actively involved in your classes. If you encounter difficulties, seek out our trained professionals, and we will do our best to help you. We are here to make your year successful, yet educationally challenging. We welcome the opportunity to help you as you proceed through your school career.

STATEMENT OF PHILOSOPHY

Agapé Jr. Academy is dedicated in helping all students reach their full potential. It is our aim to help each child become self-sufficient spiritually, mentally, socially, and morally so that they can meet demand of constant changing demands of society and have the adaptability skills in order to cope. It is our aim to personalize instruction by keeping a small teacher-to-student ratio and individualizing instruction and assignments according to student need. Further, it is the intent of the faculty to lead students towards being disciplined, productive, and informed, in order to become productive citizens. To achieve these goals mutual respect and understanding must be present in the learning process on the part of all participants, the faculty, students and the community.

Agapé Jr. Academy provides a comprehensive academic program that builds character, body, mind, and soul. In order for these to occur good discipline is essential in a learning environment.

The student is responsible for self-discipline and the need to be familiar with the discipline code established to ensure fairness and to regulate student conduct.

The code of conduct is to emphasize the importance of

- Maintaining an academic atmosphere for learning which is protected from classroom interruptions and bullying.
- Providing the student with penalties for violation of the code.
- providing the student and parent with disciplinary procedures.
- helping parents and students understand the required behavior expected at Agapé Jr. Academy.

MISSION STATEMENT

The mission of Agapé Jr. Academy is to apply tried and proven methods and emerging research and technologies to foster an environment in which creative thinking, the quest for academic excellence, a healthy social consciousness, and analytical problem solving skills are developed in every student. This mission includes a commitment to the development of the moral, social, and spiritual values that contribute to positive social engagement, so as to optimize the emotional, physical, and intellectual gifts with which every child is endowed.

MOTTO

"Whatever It Takes"

VISION STATEMENT

The vision of Agapé Jr. Academy is that it becomes a sanctuary of education where the quest to know is nurtured and facilitated, and where learning is consistently fostered in a safe environment. This vision includes the instilling of confidence, an individual sense of responsibility, and a recognized need for a plan for a future filled with life-enhancing goals and realized potential in each student. We seek to motivate all students to Anticipate, Justify, and Accomplish set goals.

CREED

I will walk with pride.

I will talk with dignity.

When I sit down I will sit with the idea that I am worth more than a priceless pearl.

My mind will grow to be a strong and mighty chain, and I will be happy to answer when you call my name.

Watch me grow and you will see, because the very best lies ahead of me.

-Author Unknown

"We fail when we fail to aim high."

P. Emeagwali

ADMISSION POLICY

APPLICATION

STEP 1

- o Complete Application
- o Copy of current report card or transcript from school
- o Recent standardized test score if current grades are not available
- o Recommendation forms
- o Copy of birth certificate

STEP 2

All records will be reviewed. No interview will be scheduled until the above records are submitted and reviewed.

STEP 3

If all information is deemed acceptable, the office will schedule an appointment for an interview. If the information is found to be unacceptable, the parent will be notified by telephone and subsequently by letter.

STEP 4

After the interview has been completed, a recommendation for acceptance given, and the enrollment and testing fees submitted, the child will be administered a placement test. Upon satisfactory completion of this test, class placement will be recommended. Exceptions to the testing process may be made by the administrator only. Transfer students whose academic behavior/testing records and results indicate potential difficulties may be accepted on a trial basis at the discretion of the principal. This will be removed from the student's folder if the student's effort and commitment result in satisfactory achievement.

STEP 5

- Certificate of Immunization (Form 3231)
- Eye, Ear, and Dental Examination (Form 3300)
- Birth Certificate

ENTRANCE REQUIREMENTS

KINDERGARTEN

The applicant for kindergarten should be five (5) years of age by September 1. The immunization record and a complete physical for the child should be provided before admittance to class.

GRADES 1-8

The student entering grade 1 should be six (6) years of age by September 1. The parent or guardian must provide the student's birth certificate upon registration.

All other students must have verification of previously completed grade level. This should be in the form of a transcript or a standardized test result record. The parent/guardian of new students must provide their child's immunization record and a current physical examination certificate before admittance to class.

APPLICATION

Each new student must submit an application form and a **\$25 non-refundable application fee.**

Each new student from Grades 2-8 must submit a testing fee of \$35.

REGISTRATION

An annual registration fee is required for all students and is **non-refundable.**

New Students:	\$400.00
Continuing Students:	\$400.00

CURRICULUM

(See pages 12-14)

COURSE OFFERINGS

Core:

MATHEMATICS

LANGUAGE ARTS:

Reading
Grammar
Spelling
Penmanship

SOCIAL STUDIES

SCIENCE

COMPUTER EDUCATION

SUPPORT PROGRAMS

SIGN LANGUAGE

BAND PROGRAM

SOCIAL STUDIES CLUB

SCIENCE CLUB

MANUAL ARTS/CRAFT

HOME ECONOMICS

CHESS CLUB

PHYSICAL EDUCATION

COMMUNITY OUTREACH

MUSIC EDUCATION

SPANISH/FRENCH

JUNIOR ACHIEVEMENT

NATIONAL JR.BETA CLUB

4H CLUB

BOOK ADVENTURE

GRADING SCALE

Student grades reflect the achievement of a standard or goal, not merely perceived effort. Grades will communicate the attainment or lack of attainment of goals set for students. Students are expected to cooperate with the teacher in completing class assignments. The student who exhibits a disregard for meeting class requirements stands in danger of failing the grade. All homework and class assignments must be completed in a timely manner.

Upper Grades (1-8)

Letter Grade

Percentage Grade

A	90-100
B	80-89
C	71-79
D	70
F	Below 70
I	INCOMPLETE
NG	NO GRADE GIVEN

Lower Grades (K)

E	EXCELLENT
S	SATISFACTORY
N	NEED IMPROVEMENT
U	BELOW 70

CONDUCT GRADE

Satisfactory	S
Unsatisfactory	U
Need Improvement	N

STANDARDS OF CONDUCT

The following behaviors will result in an intervention and possible suspension from school:

- continuous disruptive behavior that interferes with the learning environment
- physical abuse
- fights
- verbal abuse; the use of inappropriate language
- disregard to established rules and regulation
- possession of articles that might be harmful to the student and others
- theft/attempted/possession
- inappropriate physical contact and/or damage to personal property
- rude or disrespectful behavior
- refusal to carry out instructions of faculty or staff member
- unlawful absences or truancy
- classroom disturbance
- school disturbance
- Inappropriate use of computers and cellphones

The School will make every effort to assure that each student has a successful school experience. Parents must make every effort to ensure their child arrives on time for classes. Tardiness is not encouraged.

DISCIPLINARY PROCEDURES

The following methodology will be followed for the infraction of the school's rules:

- Counseling of student by teacher.
- Teacher phone call to the parent(s).
- If behavior persists a referral will be made to the principal /school board.
- If behaviors are ongoing and interfere with the learning environment, when all interventions are tried, temporary suspension from the classroom (in-school suspension) will be utilized, and or out-of-school will be recommended to the Board.

Parents are required to bring any and all questions and areas of concern to the principal so that they may be properly considered for resolution.

CURRICULUM

The AJA curriculum is carefully selected and revised to accomplish and exceed the Georgia state standards in all grades and subjects. Instructional materials are standard for grade levels as set by the state of Georgia. Academic subjects are conducive to an environment in which to excel in computers, language arts, math, reading, science, spelling, social studies, and writing. The following is a brief overview of the current core curriculum.

MATHEMATICS

The Abeka textbook is utilized from K-2nd grade. Other grades utilized current text by Harcourt and Holt. Grade 7 will focus on Pre-Algebra & Grade 8 on Algebra.

SOCIAL STUDIES

Abeka textbooks supplement the social studies curriculum implemented from the State of Georgia.

SCIENCE

Science is adopted from the State of Georgia curriculum. Supplementary materials with units on creation and the Christian perspective on science are integrated into lessons.

LANGUAGE ARTS

The Abeka Reading and Grammar series is utilized from K-3 and a strong emphasis is placed on phonics. Grades 4-8 use the Houghton-Mifflin series which integrates the areas of reading, grammar, spelling, and writing. The Accelerated Reading program is used school-wide as a supplement. Students are encouraged to read 25 books for leisure and gradually increase their reading level and comprehension.

PENMANSHIP

Penmanship is taught from grades K-8 using the Abeka series. This offers an integrated approach to cursive handwriting. Students are encouraged to present work neatly as this is a reflection of one's self.

COMPUTER EDUCATION

Kindergartens receive two 30-minute classes weekly, grades 1-4 two 45-minute class weekly, and grades 5-8 two 45-minute class sessions weekly and additional daily use as needed. Computer use is integrated in classroom learning.

PHYSICAL EDUCATION

AGAPÉ JR. ACADEMY offers physical education as a means of building strong bodies and minds. We recognize the positive correlation between physical education and physical activity on school performance. We offer physical education daily to help our children maintain healthy bodies, to maintain and improve physical fitness and nurture positive attitudes.

It is the policy of Agapé Jr. Academy that all students have a sports physical certificate on record prior to returning and participating in any physical education program (PE. This is an integral part of the registration process.

This policy is set in place to ensure that all students can participate safely in all physical education activities as they build their cardiovascular and musculoskeletal systems.

All students in Pre-K are required to participate in 60 minutes per week physical activities.

All students in Grades 1-8 are required to participate in 120 per week physical activity.

STANDARDIZED TESTING

All students in grades 1-8 are given the Terra Nova Achievement test every Spring. The Kindergarten-grade will be administered the Dibbles Reading Test three times throughout the school year. This provides information to the parents and teachers as to how the students compare with their peers nationally.

FINANCIAL INFORMATION

Kindergarten and eighth grade students must pay a yearly graduation fee as determined by the Administration. Students with an account balance **CANNOT** participate in the graduation exercise.

Parents have the option to purchase or rent graduation gowns.

PROGRAM FEES

Application Fee	\$ 25.00 (New Students Only)
Testing Fee	\$ 35.00 (New Students Only)
Registration Fee	\$400.00 (All Students)

All of these fees are nonrefundable. New students are expected to pay them at time of enrollment. **Continuing students are expected to pay their registration fee by mid-July.**

TUITION 2016-2017

Grades K-8	\$4000/year
	\$400/ten (10) month
	\$363.64 Eleven (11) month

Discounts are offered to families with multiple children enrolled providing their account is kept current. Early withdrawal penalty applies in all cases.

Payment Options:

Tuition fees must be covered by one of the following methods of payment:

- **Direct Deposit**
- **Checks**
- **Cash**
- **Money Order**
- **Credit Card/Debit Card**

In the event that these conditions are not met, the student's registration, and the continuation of service at Agapé Jr Academy may be interrupted within that month. Parents must make arrangement for reinstatement.

STUDENTS RIGHTS AND RESPONSIBILITIES

1. Students should not have on their person or be in possession of drugs, drugs related paraphernalia or any item related to drug use.

Consequences May Range from:

- Conference with parents/guardian
 - Three-day suspension, warning, place on local probation
 - Referral to the school board which may result in suspension or expulsion.
2. A student should not possess or have in his/her possession weapons or explosive devices. The term weapons includes, but is not limited to firearms, knives, razors, chemical sprays, stink bombs, fireworks or any tool or instrument that staff could reasonably conclude as being a violation.

Consequences May Range from:

- A hearing by the school board that may result in suspension or expulsion.
3. Threatening Person or Property of Faculty or Staff Member. A student is in violation of this section when he/she makes verbal, written, or physical threats to the person or property of school personnel.

Consequences May Range from:

- Suspension
- A hearing by the school board that may result in suspension or expulsion.

4. Destruction of Property. Students are in violation of this section when he/she destroys or threaten to destroy, or deface school property. This may include but is not limited to setting fires, writing on the walls, breaking window panes, and vandalism.

Consequences May Range from:

- Detention
- The Student must make compensation for the damage.

5. Theft. Students who are in violation of this section when they steal or are in possession of stolen or missing items.

Consequences May Range from:

- Detention
- and a recommendation that the student be referred to the discipline council
- The student must make restitution for lost or stolen property.

6. Textbook Misuse. This refers to students who lose, destroy, deface, or inappropriately use textbooks.

Consequences May Range from:

- The student must make restitution for damaged, lost, defaced, or stolen property, and or for repairs.

7. Rude or disrespectful behavior and or refusal to carry out instructions of faculty or staff member.

Consequences May Range from:

- Verbal reprimand

- Recommendation that the student be referred to the discipline council. This may result in suspension or expulsion.
8. Classroom disturbance. This refers to any behavior that disrupts the instructional process, distracts students or teachers from classroom activities, or creates a dangerous or fearful situation for students, teachers, or staff members.

Consequences May Range from:

- Detention
 - Recommendation that the student be referred to the discipline council. This may result in suspension or expulsion depending upon the degree of the disturbance.
9. Unlawful Absences and or Truancy. Lawful absences refer to as follows: Illness, death in the family, religious holiday, service as a page in the legislature, instances which attendance could be hazardous as determined by Gwinnett County School System.

NOTE: Academic work missed due to lawful absences may be made up when the student returns to school.

Academic work missed due to unlawful absences may not be made up unless permission is granted by the principal prior to the absence.

Consequences May Range from:

- Detention
- Expulsion
- Recommendation that the student be referred to the discipline council.

CHEATING AND PLAGIARISM

Agapé Jr. Academy takes cheating very seriously. If you cheat you will get an "F" on the assignments. Chronic cheaters will be referred to the principal and the discipline committee. This referral may result in a warning, probation, and suspension.

The goal for this policy is to ensure that students learn the material(s) taught and earn the grade received. This policy applies to all cases of cheating and plagiarism. The following activities are some of the identified ways students may engage themselves in cheating, but the list is by no means exhaustive.

- a. Passing or receiving assignments to another student
- b. Asking another student to do your assignment
- c. Communicating to an absent student from the class materials on a test, or quiz
- d. Looking at another student's work during testing or asking a student for answers during testing or during class when work is assigned individually and not when in groups
- e. Turning in assignment that was not your own
- f. Using technology to communicate answers or materials
- g. Refusing to inform a teacher that someone has cheated. Withholding this information is considered aiding and abetting cheating. You are just a cheater as the student(s) involved. The student surrendering the material and those using it are cheaters and will receive an "F" for the assignment.
- h. Partially or fully copied answers from another student's worksheet
- i. Passing notes in class that contain answers or notes that are coded with answers

CONSEQUENCES

Warning
Probation
Suspension

RESOLUTION IN HELPING EACH OTHER LEARN

You may help each other to learn the material by creating a song, using pneumatic, and or discussing the notes without being distractive. A higher level discussion leads to better understanding. You may use pencil and paper while quizzing each other.

Have your parents, guardian or older siblings act as mentors to review the notes with you. Encourage them to ask you questions on the material.

Act as a mentor to help your friends find the answer but do not give them the answer. Let them arrive at the answer by using prompts if necessary.

Remember: They need to learn the material and the more you mentor them the more you will understand the concept.

COMPUTER POLICY

Students at Agapé Jr. Academy are provided the use of the internet for educational purposes. Each student must assume full responsibility for their appropriate use. Like a textbook, it is only a tool.

AJA expects its students to be vigilant, truthful, and accountable, in using the computers in the computer room. Any misuse of the computer, even though under teacher supervision, will not be tolerated.

The computer usage augments the classroom experience. It is a resource that is used for the main purpose of furthering and enhancing a positive educational experience as outlined in our mission statement. Therefore, the purpose of computer use is related to student studies, instruction, and research.

The use of the computers in the computer room is a privilege and not a right. All students are held to a high standard when in the computer room and must be aware of the following examples that are determined as misuse. This list is by no means exhaustive and should inappropriate use be discovered the student(s) will be disciplined.

- I. Students should not use Agapé Jr. Academy's computers to gain access to accounts that do not belong to them personally without consent.
- II. Students should not meddle with the computer hardware by interfering with terminals, peripherals, disabling the power sources that virtually disable the normal operation of the computers in the computer room.
- III. Students should not download software programs that affect changes in the internal registry of the computer without the written consent of AJA.
- IV. Students should not install programs on the computers. This includes, but is not limited to, programs known as viruses, Trojan horse, and worms.

- V. Students should not use the Agapé Jr. Academy's computers to send electronic mail through the internet or intranet to bully and or harass other students. Further, students should not use another student's account to do the same masking their identity.
- VI. Students should not delete program files or documents without the unequivocal written agreement from Agapé Jr. Academy.
- VII. Students should not change data, write programs, destroy data by uploading, downloading, or creating programs to do so (see bullet number 4)
- VIII. Students should not use the computer to plagiarize. See page 18.
- IX. Students should not download, upload, or attempt to access or receive pornographic materials. It is against the mission of Agapé Jr. Academy for students to upload or download obscene content, (poem, rap music, videos of a sexual nature, and sexual materials using the computers at Agapé Jr. Academy, or for students to send such materials to other students across the internet or intranet account.
- X. Students should not use the Agapé Jr. Academy computers to visit chat rooms, read, and/or send emails on the social networks like myspace.com, and Facebook.com etc. during school hours unless directed by a teacher as a learning experience.
- XI. Students are not permitted to install programs (games) without the written consent of AJA.

Misuse of the computer room ethics will result in disciplinary action. Certain actions will or may be subject to criminal prosecution. The Board and principal reserve the right to assign consequences on items not listed but deemed as inappropriate computer misuse. When students violate a point of this agreement, they will be dealt with in the following manner:

- o A verbal/written warning
- o A 25 day suspension of the student's access to the school's computers pending the outcome of an investigation and hearing
- o A fact finding hearing to determine innocence or guilt
- o Out-of-school suspension after a hearing.
- o Expulsion

Any student who repeatedly breaks this user's guide agreement will be subject to the school's corrective policy which could lead to suspension, permanent loss of right to use school technology equipment, and expulsion.

I have read the following document and agree to adhere to these rules. Please sign the document below and submit at the time of registration: This form is housed in the forms link.

SCHOOL HOURS

The school day begins at 8: 00a.m. and ends at 3:00 p.m. Students are considered late after 8:10a.m. Students may be released early by a written request of their parents or guardian. Schedule of activities vary every period.

HOLIDAYS

Agapé Jr. Academy will be closed for the following holidays:

- Labor Day
- Thanksgiving Break
- Christmas Break
- Winter Break
- Martin Luther King Jr. Birthday
- Spring Break
- Election Day

EMERGENCY WEATHER/SNOW DAYS

Agapé Jr. Academy follows the GWINNETT COUNTY SCHOOL system's decision to close school due to inclement weather conditions. Our school closing will be listed on WSBTV, CHANNEL 2. Please visit our website for closings.

PARENT-TEACHER CONFERENCES

Parents are requested to attend parent-teacher conferences. We believe that communication between the school staff and the families is of vital importance. The teachers are required to keep you informed about your child's academic and behavioral progress. Parents are encouraged to communicate with the teachers through telephone messages during school hours, and through the FirstClass or e-mail. Parents may request after school appointments that may be set up through the office.

DRESS CODE

There is a relationship between the way one dresses and the way one behaves. All students should dress in the appropriate attire. Violation to the dress code will result in a notice sent home to the parents. Parents will be called to bring appropriate clothes. Friday is spirit day and students are expected to wear AJA wear. **NO JEANS PLEASE.**

It is the decision of the Board at Agapé Jr. Academy, that the use of hats, head carvings, scarves, or bandanas, body piercings, jewelry, tattoos, and or other markings, colored nail polish violates the dress code policy and is subject to administrative intervention.

All students are to have a professional business like appearance while on campus. Students are expected to comply with this policy in regard to their appearance. All students are expected to be in uniform. Open toed shoes are prohibited; tightly fitting uniforms that are revealing and suggestive in nature are prohibited; uniforms with holes must be replaced. The size of skirts, shirts, and pants must be appropriate to the student's body size. A belt must be worn with pants that have loops and must be worn on the waist.

Skirts and Dresses: The length of the skirt and dress must be no shorter than arm's length or no shorter than mid-thigh. Shirts must be tucked in the pants at all times.

Nail Polish: The use of colored nail polish is prohibited. Clear or natural tone may be used discreetly. Colored nail polish is prohibited.

Hats: No hats or hoodies are to be worn on the campus or in the classrooms, unless permission is granted by letter from the administration.

Head Carvings: Head carvings include, but are not limited to special haircuts that decorate the head with lines, circles, engraving of objects, lines in eyebrows, display of letters and or numbers engraved on the head. Students are not to have extreme hairstyles or hair dye.

Scarves or Bandanas: Students who attend school with scarves and bandanas will be asked to remove them. An incident report will be written and sent to the parent(s) outlining the infraction.

Body Piercing: Students attending school with visible body piercings will be asked to remove them. These include but are not limited to nose studs, eyebrow bolts, and tongue and lips studs. The school rule on body piercings is clear; no piercings that are visible are prohibited. An incident report will be written and sent to the parent(s) outlining the infraction.

Jewelry: Jewelry is prohibited and students will be asked to remove them. No bangles, visible chains and or rings are allowed. Jewelry on boys is prohibited. Girls are allowed small studs earrings. Parents will be called to pick up the jewelry when confiscated.

Tattoos: Students are not allowed to have tattoos visible during the school hours, including school sponsored one day or overnight field trips. Tattoos are to be covered with appropriate clothing. Georgia Law Code 1981, 16-5-71 enacted by GA 1987, p. 443 prohibits persons being tattooed who are under 18 years of age.

Consequences

Students who fail to comply with the dress code policy will be subjected to the following consequences. Noncompliance will be treated as rebellious.

First Offense: Students who are out of compliance will first be warned by an administrator. The parents will be called to correct the violation.

Second Offense: Students out of compliance will be removed from the classroom and parents notified.

Third Offense: Parents will be asked to keep their child at home until the child is in compliance with the dress code policy.

Girls whose ears are pierced are permitted to wear stud earrings. Boys are not allowed to wear earrings. **No other jewelry is permitted.**

Closed toed shoes must be worn. No flip-flops or sandals are to be worn.

See the uniform brochure for specific information for dress details.

PHYSICAL EDUCATION UNIFORM

Physical exercise is offered once/twice per week and students are required to dress out appropriately. White/maroon/navy AJA t-shirt or sweat shirt, knee-length knit shorts or sweat pants, and sneakers may be worn for the entire day when PE is offered, or PE attire may be changed into.

It is the policy of Agapé Jr. Academy that all students have a sports physical certificate on record prior to returning and participating in any physical education program (PE).

This policy is set in place to ensure that all students can participate safely in all physical education activities as they build their cardiovascular and musculoskeletal systems.

All students in Pre-K are required to participate in one hour per week physical activities.

All students in Grades 1-8 are required to participate in two hours per week physical activity.

TEXTBOOK

All books are the property of Agapé Jr. Academy. If any books become lost or abused, the cost will be assessed. All hardback books must be covered with a non-stick book cover.

HONOR ROLL

All students who qualify for one of three academic honors will be issued a certificate of recognition each marking period. An honor roll certificate will be issued at the end of the school year to students who maintain honor roll each marking period. All recipients must maintain good conduct in order to qualify for honor roll.

Principal Award: Students who receive all "A" in all subjects may qualify for the Principal Honor Roll.

"A/B" Average Award: Students with an overall "A/B" average in all academic subjects may qualify for the "A/B" Honor Roll.

"B" Average Award: Students with an overall "B" average in all academic subjects may qualify for "B" Honor Roll.

Any student with a "D" or "F" in any subject will not qualify for honor roll.

Students transferring from another school will be given consideration for academic awards after a review of their academic records and inquiry of their conduct. The final decision is the right of AJA and the discretion of the principal, school board, or designee.

GRADUATION



It is an honor to be a student of the graduating class at Agapé Jr. Academy, Inc. AJA holds its commencement ceremony in May of each year. Only students who have completed all requirements for graduation are eligible to participate in the ceremony. The account of each student must be made current showing a zero statement balance. Awards, certificates, and transcripts will not be granted until the student's account is up-to-date. A graduation fee will be assessed in March of the academic school year.

A minimum of 2.00 Grade Point Average must be achieved by all graduating students at Agapé Jr. Academy as a graduation requirement. To be eligible for graduation and meet the requirements, a student must maintain a cumulative average of 2.00 or better each semester.

Agapé Jr. Academy course work undertaken through grades 1-8, mandates that the student obtains a 2.00 or better GPA. This is achieved by students satisfactorily completing assignments on projects, tests, quizzes, classwork, and homework.

It is also the measure required for promotion to the next tier of academic study. The grade point average is based solely on grades earned prior to the graduation date, when all requirements have been satisfied. Students who lack the requirement will not participate in the graduation ceremony but will be given a certificate of attendance and completion.

Students with a cumulative course average below 2.00 during their tenure as a student will be placed on academic probation by the school. This designation will be applied and or removed at a called meeting that includes the parent and the student. Parents will be notified of academic performance by conferences, letters, and the online grade book. If the child does not show progress, the parent will be asked to withdraw the child from the school. Seniors will be asked to withdraw at the beginning of the second semester. If students are dismissed under the terms of this policy, they may not apply for re-admission.



VALEDICTORIAN REQUIREMENT

The Valedictorian is the student with the following criteria:

- Has the highest grade point average (GPA) in the senior class.
- Must have a cumulative GPA of 3.75 or better from grades 6-8
- Must have attended Agapé Jr. Academy from Grades 6-8
- Should there be a tie; the student with the highest numeric average over all three years will be the valedictorian.
- Student must display exemplary Conduct to qualify.

SALUTATORIAN REQUIREMENT

The Salutatorian is the student that meets the following criteria:

- Has the second highest GPA in the senior class.
- Must have a cumulative GPA of 3.75 or better from grades 6-8
- Must have attended AJA from grades 6-8
- Student must display exemplary Conduct to qualify.



Graduating with Honors

Graduating with honors at Agapé Jr Academy is calculated on the bases of classes passed throughout the student's academic performance.

A student who earns a cumulative Agapé Jr Academy grade point average (GPA) of 3.75-4.0 or better receives **Honors III**, with three gold cords draped around his/her neck at the graduation exercise. A candidate should be in attendance and in grade 8 for the academic year.

A student who earns a cumulative Agapé Jr Academy grade point average (GPA) of 3.50-3.74 receives **Honors II**, with two gold cords draped around his/her neck at the graduation exercise. A candidate should be in attendance and in grade 8 for the academic year.

A student who earns a cumulative Agapé Jr Academy grade point average (GPA) of 3.00-4.9 receives **Honor I**, with one gold cord draped around his/her neck at the graduation exercise. A candidate should be in attendance and in grade 8 for the academic year.

GRADUATING WITH PRINCIPAL'S AWARD

The requirement for achieving academic Principal's list is a grade point average of 3.50-4.9. The student should be in attendance at least on academic school year.

GRADUATING WITH PRESIDENTIAL HONORS

Graduating with a Presidential Honors is the highest honor awarded by Agapé Jr Academy. The requirements are:

- o A minimum of 3.90 or better
- o At least one B in all classes
- o A candidate should be in attendance from Grade 6



ELECTRONIC USE POLICY

Electronic devices have become a growing problem at Agapé Jr. Academy. AJA has developed a policy to curb electronic device such as cell phone use on campus.

It is our policy that students with a cell phone do not visible display it or use the cell phone during regular school hours. Regular school hours refer to hours spent on campus or away from campus on field trips. Cell phone use during school hours is prohibited. The use of cell phones, i-pods, and any other similar electronic devices that distract the learning environment is forbidden. This includes but is not limited to sending and receiving messages, using the key pad as a calculator, taking pictures, and/or video recording.

If, however, it is brought to the attention of a teacher or administrator that a cell phone was inappropriately used, which includes but is not limited to inappropriate photograph, text messaging, and videotaping, the said cell phone or electronic equipment will be confiscated. This matter will be referred to the police with the cell phone as evidence.

If a student brings a cell phone on the campus the device must be completely turned off. The cell phone is not turned off if it is on vibrate and or on the silent mode. It is the responsibility of the student to make sure that his/her cell phone is completely turned off, out of view of teachers, staff, and other students.

If the cell phone is sighted by another student who makes a report it will be confiscated. To say that you did not know that it was not turned off or should not be seen is no excuse.

A student who brings a cell phone and or other electronic devices to the campus does so at his/her own risk. Agapé Jr. Academy will not be held responsible for a lost or damaged cell phone and/or electronic device(s). The school will not take any financial responsibility for lost or damaged electronic devices.

Consequences

- a) First Offence-the cell phone or the electronic device will be confiscated with a warning. The student and parent may pick-up the cell phone at the end of the day from the principal's office. The principal has the option to return the phone to the student per notification by the parent by phone.
- b) Second Offence-Parent(s) may pick up the cell phone from the principal's office at dismissal time. An incident report will be written and the students will serve 1 day of in-school suspension the next school day.
- c) Third Offence-Parent will pick-up the cell phone from the principal's office and the student will serve three days of in-school suspension.
- d) Fourth Offence-Out-of-school suspension pending a hearing.

BULLYING POLICY

Bullying is defined as repeated acts over time attempting to create or enforce one person's power over another. Bullying is abusive behavior by one or more students where others are mistreated, especially a weak individual. Any form of harassment, intimidation, and bullying is inappropriate conduct and is strictly prohibited. There is no place for bullying at Agapé Jr. Academy. The display of such behavior may result in disciplinary action, including suspension and/or expulsion from school. A bully is one who is habitually cruel or overbearing to another student or students. No one should tolerate being bullied and should immediately make a report to a teacher.

Georgia House Bill 250

"BIT ENACTED BY TGE GENERAL ASSEMBLY OF GEORGIA:

SECTION 2

Chapter 2.

Chapter 2 of Title 20 of the official Code of Georgia Annotated, related to elementary and secondary education, is amended by revising Code Section 20-2-751.4, relating to policies prohibiting bullying, as follows:

"20-2-751.4.

(a) As used in this code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or treat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school."

Students are expected to report incidents of bullying to any staff member. A report shall be forwarded to the principal/discipline committee for review and action. All complaints of bullying will be immediately investigated and evaluated with parent notification of the incident. No student will intentionally write, use paper, or the internet, (that includes but is not limited to "Facebook" or any other social network), or any other electronic transmittal, use spoken language, (that is not limited to English), wireless and held devices, (that includes cell phones) with the intent to harass, intimidate, injure, threaten, ridicule, humiliate, shame, embarrass, degrade, or debase another student.

These behaviors are forbidden on school grounds and off school grounds at any school-sponsored activity. Agapé Jr. Academy seeks to extend kindness to all students and all students to each other because this is humane, right and just.

By-stander bully is defined as the assistant of the bully who joins the bully by observing, reinforcing, and encouraging the bully by laughing, taunting, and jeering.

Those who seemingly play the role of by-stander bully are as guilty as the bully and will be so charged and disciplined.

Parents do not encourage your child to hit or strike out verbally but rather inform him/her to make a formal complaint to their teacher or the principal. Parents please observe your child's behavior, appearance, and mood, both for signs of being bullied or engaging in bullying behavior. It is also your right to make formal complaint to the school if you know that your child is being bullied.

Bullying may be characterized as follows:

Direct Bullying

- a) Verbal Insults
- b) Teasing
- c) Harassment
- d) Putdown
- e) Uttering Threats
- f) Stalking
- g) Name Calling

Indirect Bullying

- a) Gossip-Talking behind someone's back
- b) Exclusive-asking others to stay away from the targeted bullied person
- c) Spreading rumors

Psychological Bullying

- a) Rolling of the Eyes
- b) Dirty Looks
- c) Playing Pranks
- d) Emotional Abuse

Physical Bullying

- a) Shoving
- b) Pushing
- c) Hits
- d) Assaults

CONSENT TO TREATMENT OF A MINOR

(I) (We), the undersigned, parent(s) or guardian(s) of _____, a minor, do hereby authorize a hospital or Agape Jr. Academy as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and /or surgeon on the staff of the hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of aforesaid agent(s) to give specific consent to any and all said diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his best judgment may deem advisable. This authorization shall remain effective for the duration of attendance at Agapé Jr. Academy unless sooner revoked in writing to the school.

I) (We) hereby give permission for the above mentioned student to be transported to the hospital in case of accident or injury. It is understood that the school does not assume responsibility for payment of a physician or hospital in any case; however, in an emergency the school may choose a physician, or hospital.

Parent/Guardian Signature Date: / /20

Parent/Guardian Signature Date: / /20

Describe ALL medical conditions that the school needs to be aware of and any special measures the school may need to take (i.e., asthma, ADHD, ear infection, hearing problems, eye sight problem). Only a limited number of students with special needs may be admitted in each class. If the school deems that the class cannot include an additional student with learning needs without compromising the instruction of the entire class, it reserves the right to deny enrollment.

EMERGENCY INSTRUCTION

If a medical emergency arises concerning your child and the school cannot reach you, do you consent to the school notifying a local hospital of the emergency? _____.

If NO, what are your instructions?

ILLNESS

Parents should not send children to school who are sick or who have a fever. If a child becomes sick during the school day, parents should make arrangements to take the child home as soon as possible. Any child, who contracts a communicable "contagious" disease, such as strep throat, pink eye, or chicken pox, must have a doctor's statement in order to return to school.

CHILD RELEASED

Your child may not be released to anyone who is not listed below unless Agape Jr. Academy, Inc. is notified otherwise by you in writing. **Please include names of parents or guardians.** Picture identification and/or a signature may be required at any time by the school prior to releasing a child. These precautions are to insure the safety of your child, which is our primary concern here at Agapé Jr. Academy.

Name: _____ Relationship: _____
FULL NAME

Address: _____

PHONE #: () _____

+++++

Name: _____ Relationship: _____
FULL NAME

Address: _____

PHONE #: () _____

+++++

Name: _____ Relationship: _____
FULL NAME

Address: _____

PHONE #: () _____

+++++

Parent's Signature: _____

Date: _____

ADMINISTRATION OF MEDICATION

To ensure the safety of all students at our school, the following guidelines should be followed when medications are to be sent to school:

1. All medication (prescription and non-prescription) must be taken to the principal or teacher for storage.
2. All medication, both prescription and over-the-counter, must be accompanied by a note from the parent. The note should include all the information listed below. Medication required for more than one day must be accompanied by this Administration of Medication Request Form which can be obtained from the Principal.
3. All medication must be in the original CHILD-PROOF CONTAINER. Prescription medication must be in the labeled prescription bottle. **MEDICATION STORED IN ENVELOPES, BAGGIES, ETC., WILL NOT BE ADMINISTERED.**
4. Administration of prescription and over-the-counter medication (even for a short period of time) is discouraged. Parents should check with their physicians regarding for the need of medications to be administered during school hours. Medication prescription for three times daily often can be given before school, after school, and at bedtime. If you have any questions about this procedure, please call the school.
5. We do not dispense homemade remedies and it should not be sent to the school.
6. Students with known severe allergies or upper respiratory conditions must present an Epipen, nebulizer, and or inhaler. These will be stores in the child's classroom for immediate use.

Does the school have permission to give Tylenol to your child at school? Check one: **Yes** _____ **No** _____

Call First: Phone #:() _____/_____

Student: _____ **Teacher:** _____ **Grade:** _____

Name of medication: _____ **Doctor:** _____

Reason Medication Given:

_____.

Amount to be given:

_____.

Time(s) to be given:

_____.

Possible Side Effects:

_____.

Special Instructions:

_____.

I, _____, grant permission for the principal or designee to assist in the administration of the medication listed above for my child, _____.

I understand that the school personnel cannot assure that anything more than a reasonable effort will be made to assist the student and I further agree to waive any claims of liability that may arise against any school personnel relative to the administration of this medication to my child according to the instructions provided above.

Phone #: Home: _____ **Work:** _____

Signature of Parents: _____ **Date:** _____

RELEASE FROM LIABILITY

I agree and represent that my participation is completely voluntary and that all exercises, treatment, and participation in physical education classes shall be undertaken at my own risk. I agree that I am in good physical condition and physically able to undertake any physical exercises and treatment provided by either party and its instructors, shall not be liable for any claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or my property arising out of, or connected with use of any of the services of said instructors and any affiliated companies or the premises where the same are located and I hereby expressly forever release and discharge said instructors from all such claims, demands, injuries, actions, damages, or causes of action.

A physical certificate must be attached or the student will not be able to participate.

Signature or parent: _____

Student Name: _____
(please print)

FAMILY COMMITMENT

1. As parents and guardians we agree to support the policies of the Agapé Jr. Academy, Inc. Board of Directors, Faculty, and staff.
2. I/we acknowledge that through our participation and involvement in the school, by attending the regularly scheduled PTMs and other school functions, we will demonstrate to our children our support and concern regarding their academic, social, emotional, and spiritual development. We agree to attend and support school functions.
3. As part of the school family we pledge to provide help in areas where we are capable and able.
4. We agree to assist our child/ren with homework or projects and to assure that our child/ren have complete school supplies daily.
5. We agree that our child will only bring approved items to school (see supply list) and that other items may not be brought to school. **NO CELLULAR PHONES ARE PERMITTED.**
6. We agree to read all newsletters, notes, and planners and be informed regarding school news. We also agree to assure that my child/ren is organized and turn in homework and projects in a timely manner.
7. We agree that the tuition contract is a binding contract between us and the school. Payments are due at the beginning and no later than the seventh of each month.

We agree that our child will be enrolled for the entire school year as Agapé Jr. Academy sets its budget accordingly. We agree that we will be responsible for the remainder of the tuition should

we decide to withdraw before the end of the school year. There will be no refund. (See financial information).

8. We agree to one of the following plans:

_____ Full tuition payment for the school year due at end of June.

_____ Ten (10) month payment plan beginning August 1st, which includes first and last month tuition.

_____ Eleven (11) month payment plan beginning July 1st, which includes first and last month tuition.

NFS fees (\$10) and late fees (\$50) are also part of the financial agreement.

We also understand that nonpayment of tuition for two consecutive months will result in the relinquishment of our child/ren's place and that records will not be forwarded to a new school until all outstanding tuition and fees have been paid.

Late fees of \$50 will be applied to payment received after the 5th of each month and will accrue each month there is an outstanding balance.

9. We understand that no refunds or reductions will be made for temporary absences or illnesses and that a thirty day written notice must be given to this school before withdrawing our child/ren. In lieu of the written notice the last month's tuition will be applied.
10. We pledge to be engaged in school fund-raising events at least two times per year for at least \$200 or donate the sum of \$200 to the school by February.

Parent's/Guardian's Signature

Date: _____

ABSENTEE POLICY

It is the policy of Agapé Jr. Academy, Inc to work with parents, and guardians of children in its care to attend school regularly. The following reasons are considered appropriate for a child to be absent from school:

- a. Illness;**
- b. Death in the family;**
- c. Religious holiday;**
- d. Instances which attendance could be hazardous as determined by the principal, and or school Board;**
- e. Service as a Page in the Georgia legislature.**

Persistence in poor attendance is considered a disruption to the child's academic progress and work of the class. Parents who do not comply with the attendance policy are in violation of their legal duty and responsibility.

The school cannot give parents permission to keep their child out of school for other reasons listed above. Should the parent(s) fail to carry out their duty in bringing the child to school when school is opened, then the absence will be considered and treated as unauthorized.

State law indicates that any parent/guardian who does not comply with compulsory attendance mandate (O.C.G.A 20-2-690.1[a] shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offence (O.C.G.A. 20-2-690.1[c]).



186 New Hope Road
Lawrenceville, GA 30046
Phone 678 376-0883

Textbook Check-out Form

Name: _____ Grade: _____ Date: _____

Purpose: You are signing this form to acknowledge receipt of your child's texts and workbooks. Please note that any damage or misplaced texts will not be replaced until payment for the original issued text/workbook has been received.

Replacement cost:

Hard cover textbook **\$50**

Softcover textbook **\$25**

Workbook **\$10**

Planner **\$10**

ISSUE DATE	CONDITION		SUBJECT	TYPE OF BOOK			STUDENT INITIAL	PARENT INITIAL	RETURN DATE
	NEW	USED		HT	ST	WB			
			Math						
			Math						
			Language						
			Language						
			Social Studies						
			Social Studies						
			Science						
			Science						
			Health						
			Spelling						
			Reading						
			Penmanship						
			Computer						
			Phonics						
			Spanish						
			Civics						