Agape Christian Academy

Student & Family Handbook

2026-2027 School Year

For Families with Students in

Kindergarten through Twelfth Grade

Equipping God's children to be a transforming influence

Table of Contents

I. Overview....4

1. Our History....4
2. Our Mission....4
3. Our Vision....4
4. Our Principles....4
5. Our Statement of Faith....5
6. Our Operations....6
7. Our Staff....7

II. General Information....8

1. School Hours....8
2. Building Access....8
3. Transportation....8
4. Financial Information....8
5. Records Release....9
6. Past Due Tuition....10
7. School Visitation....10
8. Holiday Celebration Philosophy....11

III. Health and Safety....12

1. Health Medication and Illness Guidelines....12
2. Suicidal Ideation and Student Well-Being....16
3. Seizure Policy....18
4. Safety....19
5. School Food Allergy Policy....20
    5.2 Prevention & Risk Reduction....20
    5.3 Emergency Response....20
    5.4 Field Trips....20

III. Student Guidelines....21

1. Student Dress Code Overview....21
    1.1 Student Dress Code Overview....21
    1.2 Dress Code Standards for Boys and Young Men....22
    1.3 Dress Code Standards for Girls and Young Women....24
    1.4 Dress Guidelines for Physical Education for middle school and high school....27
2. Discipline Guidelines....27
3. General School-wide Behavioral Expectations....29

4. Classroom Guidelines..... 33
5. Inappropriate Items.....33
6. Code of Conduct.....34
Commitment to the Code of Conduct.....37
Student Commitment & Signature.....37
7. Discipline Process for Burton Campus..... 38
8. Discipline Process for Troy Campus.....39
9. Principles for Conflict and Disagreement: Troy Campus..... 43
IV. Attendance Policy..... 45
1. Absence Reporting Process and Designations..... 45
2. Burton Campus Tardy Policy.....48
3. Troy Campus Tardy Policy..... 49
V. Academic/Spiritual Development.....52
1. Spiritual Development..... 52
2. Academic Development..... 53
2.1 Textbooks.....53
2.2 Homework and Study Halls.....54
2.3 Grading System:..... 54
2.4 Promotion/Retention..... 55
2.5 Standardized and Diagnostic Testing.....57
2.6 High School Pathways and Graduation..... 57
2.7 College Credit Plus:.....58
2.8 Graduation Requirements: (24.5 credits)..... 59
2.9 Part-Time Student Missions/Service Trips..... 60
2.10 Blended Learning..... 61
2.11 Class Drop Policy..... 62
2.13 Academic Dishonesty.....63
2.14 Participation in Athletics..... 64
2.15 Participation in Extra-Curricular Activities..... 66
2.16 Student Computer and Technology Usage..... 67
VI. Admissions.....69
1. Mission and Theological Foundation..... 69
2. Standards of Admissibility..... 69
2.1 Spiritual Alignment..... 69
2.2 Academic and Behavioral Suitability.....70

2.3 Racial Nondiscriminatory Policy....70
3. Admissions Procedures.... 71
3.1 Phase 1: Preliminary Interest and Campus Visit.... 71
3.2 Phase 2: Formal Application and Documentation....71
3.3 Phase 3: Evaluation and Interview.... 71
3.3.4 Phase 4: Committee Review and Decision.... 72
4. Enrollment and Capacity Management....72
4.1 Waiting Pool Policy (Mission-Based)....72
4.2 Classroom Benchmarks.... 72
5. Financial Policies and State Scholarships.... 73
6. Partial Enrollment and Athletics....73
7. Annual Admissions and Enrollment Timeline.... 75
8. Student Withdrawal Policy....76
8.2 Financial Obligations.... 77
8.3 Records & Transcripts.... 77
8.4 School Property....77
9. Mid-Year Transfer Policy.... 77
9.1 Transfer Student Requirements....77
9.2 Evaluation and Placement.... 78
9.3 Credit Acceptance (High School Only)....78
9.4 Transfer Checklist for Parents....79
9.5 Denied Admission.... 79
VII. School Calendar.... 80

School Contact Information

Burton Campus serving students in Grades Preschool through Fourth:
Address: 14220 Claridon Troy Road – Burton, Ohio – 44021
Phone: 440.834.8022
Fax: 440.834.4931
Email: burtonagape@agapeca.com

Troy Campus serving students in Grades Fifth through Twelfth:
Address:17791 Claridon Troy Road – Hiram, Ohio – 44234 Phone: 440.834.1705
Email: troyagape@agapeca.com | School website: www.agapeca.com

I. Overview

1. Our History

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

2. Our Mission

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

3. Our Vision

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

4. Our Principles

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

4.1 To provide the student with a balanced education and growth academically, spiritually and physically. Luke 2:52

4.2 To train the student in the way he or she should go. Proverbs 22:6

4.3 To equip the student with absolutes for their lives through the understanding of truth. John 14:6

4.4 To facilitate growth in the grace and knowledge of our Lord and Savior Jesus Christ. II Peter 3:18

5. Our Statement of Faith

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

5.1 We believe the Bible, both Old and New Testament, to be the inspired Word of God, inerrant and infallible and the supreme and final authority for faith and life (II Timothy 3:16, II Peter 1:21).

5.2 We believe in the Triune God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit, equal in essence and having the same attributes, while distinct in personality and function (Genesis 1:1, Hebrews 11:3, I Corinthians 8:6).

5.3 We believe in Jesus Christ the eternal Son of God, equal with the Father and Holy Spirit, conceived by the Holy Spirit and born of the virgin Mary, shed His blood as atonement for sin (John 1:14, 18, Isaiah 7:14, Hebrews 1:2,8). We believe that in Christ only is salvation (Ephesians 2:8-9).

5.4 We believe in the Holy Spirit, a Divine Person equal to the Father and the Son, who convicts the world of sin, righteousness, and judgment. He bears witness to the truth and by Him, the believer is born again into God's Kingdom, indwelt, empowered, and gifted for the work of ministry within the church (Ephesians 1:13, John 16:18, 13, I Corinthians 12:4-7).

5.5 We believe that God created man in His image and likeness, yet by nature and choice, all mankind has sinned and is alienated from God (Genesis 1:26-27, Romans 5:12, 19, 3:32).

5.6 We believe that a Christian is one who acknowledges and turns away from sin, trusts Christ for forgiveness, and by faith receives Christ as personal Savior and Lord (John 1:12-13, Ephesians 1:13-14, I John 1:9, 5:11-12).

5.7 We believe that Satan is the open and declared enemy of God, His work, and His people. He is the evil one and the whole world lies in his power yet, he is destined to judgment of an eternal punishment (Colossians 2:15, I Peter 5:8-9, Revelation 20:10).

5.8 We believe in the personal, visible and imminent return of our Lord and Savior Jesus Christ (Titus 2:13, II Thessalonians 2:8, Acts 1:11).

5.9 We believe in eternal judgment, the bodily resurrection of the Christian and non- Christian, the eternal conscious suffering of the lost in hell and eternal fellowship of the saved in heaven (I Corinthians 15:50-53, I Thessalonians 4:13-17, Hebrews 9:27, Revelation 20:4-6, 11-15).

5.10 We believe in the Church, the Body of Christ that is made up of all who have believed in Jesus Christ and the Great Commission to the Church to make disciples (Ephesians 1:22-23, Romans 12:5, Matthew 28:18-20).

5.11 We believe that the institution of marriage was established by God and is intended to be between one man and one woman. What therefore God has joined together let no man separate (Gen 2:24-25, Matt 19:4-6).

5.12 We believe that gender is determined by God when we were created in the womb as male or female. (Ps 139:13-14, Gen 1:27).

6. Our Operations

Agape Christian Academy is recognized by the Ohio Department of Education as a chartered, non-public school. As an independent educational institution, Agape operates under a charter issued by the State Board of Education while maintaining its

distinct Christian mission and identity. Agape does not receive direct operating subsidies from local school districts but does not preclude families from directing their allocated education funding (such as EdChoice scholarships) to our school. Agape is registered as a 501(c)(3) organization by the Internal Revenue Service, which means that financial gifts to the school are tax-deductible.

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

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

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

7. Our Staff

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

II. General Information

1. School Hours

The school office at each campus is open between 7:30 am and 3:30 p.m., Monday through Friday during the school year. Drop off of students begins at 7:30am until the start of school, and pick up of students must be completed by 3:30pm at closing. The school day for the Burton Campus is from 8:30 a.m. to 2:50 p.m. The school day at the Troy Campus is from 8:00 a.m. to 3:00 p.m.

2. Building Access

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

3. Transportation

Students residing in districts within a 30 minute drive of Agape Christian Academy may be eligible for bus transportation provided by their local public school district. If the local district determines that busing is impractical, families may be eligible for "Payment in Lieu of Transportation" reimbursement. This is a direct arrangement between the family and their local public school district, as mandated by Ohio law. Agape facilitates the necessary enrollment verification but does not receive these funds. Agape bus transportation is available between the Burton and Troy Campuses for a fee. If you are interested in bus service, contact your campus office.

4. Financial Information

Agape Christian Academy utilizes the Student Information System for billing and tuition management. Tuition may be paid over a ten-month period from August through May, with each payment due on the first day of the month. Payments may be

made by cash or check at any campus office, or online through the Student Information System system. The annual financial obligation will be prorated in the event of early withdrawal or expulsion. All annual fees are non-refundable and must be paid in full at the time of re-enrollment or upon acceptance to Agape Christian Academy, unless otherwise specified.

Agape Christian Academy is committed to making Christian education accessible. Financial aid is available for students in Kindergarten through Twelfth Grade and is primarily awarded to bridge the gap between state scholarship funding and the cost of tuition.

Families are first encouraged to apply for the Ohio EdChoice Scholarship, which is available to all Ohio students. This state-funded scholarship provides a base level of tuition assistance based on family income.

Additional financial aid is available through the school's Scholarship Granting Organization (SGO) for families who have remaining tuition needs after EdChoice has been applied. Awards are based on financial need and available funding, and families must apply each new school year.

5. Records Release

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

Requests for student transcripts must be made through the online form on the school website stating a reason for the request due to the confidential nature of the document. It is standard practice that ACA sends official transcripts (with Principal signature) to necessary colleges or institutions, not to parents or students. ACA's general practice has been to provide unofficial copies, within reason, when requested.

6. Past Due Tuition

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

A late fee of $10 per month will be assessed for unpaid tuition. Quarterly report cards will not be released until all tuition, fees, and fines are paid and the account is current.

7. School Visitation

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

7.1. All visitors must sign in at the office and receive approval for the purpose of visitation by office staff.

7.2. If you want to discuss your child's progress, it must be done in private where there are no other students or parents. The best way to do this is by arranging for a conference time to meet with your child's teacher. The campus principal will be available to attend the conference (as needed) case by case per the teacher's or parent's request.

7.3. If visiting in the classroom, please remember the teacher's primary focus must be on the class and the students.

7.4. ACA allows visitation of former students who have made arrangements through the office. Prospective students are permitted to shadow without parent supervision when arrangements are made in advance through the respective campus office.

8. Holiday Celebration Philosophy

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

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

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

Christmas: We focus on Christ's birth. We do not focus on the world's Christmas traditions such as Santa Claus or gift-giving. We do not allow gift exchanges among students. Both campuses participate in the Geauga County Sponsor a Family program to provide food, household/toiletry items and gifts for needy families in the community.

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

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

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

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

III. Health and Safety

1. Health Medication and Illness Guidelines

At ACA, the health and safety of our students is a shared responsibility between families and the school. Parents are asked to ensure children are healthy before coming to school and to keep ill students at home. If a child becomes ill during the day, parents will be contacted to pick them up.

ACA believes that caring for the physical well-being of students is part of our calling to steward the lives entrusted to us. ACA maintains the following health and safety standards for all students:

1.1 Medications

Staff and volunteers may not dispense medication (including aspirin or herbal remedies) without written permission from both a parent and a physician. Students may not carry medication unless authorized (such as inhalers and EpiPens). All medication must be delivered in the original container with clear instructions to the office. A Medication Administration Form must be completed each school year and updated if dosage or instructions change.

1.1.1 Students requiring medication when they are under the direct supervision of the school will need to have the medication (prescription and over-the-counter) stored in the campus office and administered under the supervision of office personnel.

1.1.2 At the Burton Campus, students must submit cough drops to the teacher for administration.

1.1.3 Students who require an EpiPen must also have their Emergency Care Plan and the EpiPen on file by the first day of school. A second EpiPen for any student who requires one must be stored in a secure but easily accessible location within the school.

1.1.4 Medications will be stored in a locked cabinet in the school office.

1.1.5 All medications administered will be logged by office staff.

1.2 Accidents and Emergencies

Up-to-date medical and emergency contact information must be on file for every student. In case of serious injury or illness, parents will be notified immediately. If parents cannot be reached, the school will follow the medical form on file to ensure proper care.

1.3 Health Records and Immunizations

Each student must have a complete health record on file, including physician and dentist information, emergency contacts, and health history. Ohio Revised Code 3313.671 and 3323.05 require proof of immunizations or exemption forms within 14 days of the first day of school. Students without documentation will not be permitted to attend until their records are complete.

1.3.1 Per section 3313.671 of the Ohio Revised Code, Exemptions may be filed for religious, medical, or good cause reasons. ACA believes the choice on whether or not a child receives immunizations is a decision reserved for the parents, and the academy honors those decisions. An exemption form is available from the school upon request.

1.4 Accidents at School

In the event of a serious injury, the student's parents or guardians will be notified immediately. If they cannot be reached, the school will follow the information provided on the student's medical form to ensure the child receives appropriate care.

1.5 Illness Reporting

When a student will not be at school, the family should call the appropriate campus office by 9:00 a.m. If the student is ill and has been diagnosed with a communicable disease (an illness that is easily transmitted to others), please notify the student's campus principal or office personnel so we can provide the appropriate follow-up and determine whether the student can attend school.

1.5.1 Communicable diseases that should be reported to the school include Covid, Chickenpox, Conjunctivitis (pink eye), Croup, Diarrheal Diseases, Fifth Disease (slap face), Influenza, Hand/Foot/Mouth Disease, Head Lice, Hepatitis A, Hepatitis B, Herpes Simplex Virus (manifested in and around mouth), Impetigo, Measles, Meningitis (bacterial and viral/aseptic), Mononucleosis, MRSA, Mumps, Pinworm, Ringworm, RSV, Rubella, Scabies, Scarlet Fever/Strep Throat, Thrush, Tuberculosis, and Whooping Cough.

1.5.2 Guidance on Returning to School for Various Illnesses

1.5.2.1 Chickenpox: A physician's note is required. Students may return to school on the sixth day after the rash appears or once all sores have dried.

1.5.2.2 Common Cold: Students may return when they feel well and have been free of fever for 24 hours.

1.5.2.3 Conjunctivitis (Pink Eye): A physician's note is required. Students may return 24 hours after beginning treatment.

1.5.2.4 Cough: Students may return when the cough is not severe or persistent, and all other symptoms have resolved. If a cough interferes with the student's ability to focus or disrupts the classroom environment, the student may need to be picked up.

1.5.2.5 COVID-19: Agape Christian Academy will follow the most current guidelines provided by the local health department.

1.5.2.6 Fever: Students may return when they have been fever-free for 24 hours (temperature below 100°F) without the use of fever-reducing medication.

1.5.2.7 Diarrhea: Students may return 24 hours after the last episode, without the use of diarrhea medication.

1.5.2.8 Fifth Disease: A physician's note is required. Students are excluded only if they currently have a fever; a rash may still be present.

1.5.2.9 Hand, Foot, and Mouth Disease: A physician's note is required. Students are excluded only if they have mouth sores, are drooling, or have weeping blisters on their hands.

1.5.2.10 Head Lice: Students are excluded until treatment has been applied and no live lice are present. (See Lice Policy.)

1.5.2.11 Impetigo: A physician's note is required. Students may return 24 hours after treatment has begun and once all sores are dry.

1.5.2.12 Pinworms: A physician's note is required. Students may return after treatment has been administered.

1.5.2.13 Rash: A physician's note is required. Students may return 24 hours after treatment for scalp or skin lesions. Affected areas must be covered upon return, and students may not participate in contact sports until lesions are fully resolved.

1.5.2.14 Ringworm: A physician's note is required. Students may return 24 hours after treatment for scalp or skin lesions. Affected areas must be covered upon return, and students are excluded from contact sports until lesions are gone.

1.5.2.15 Scabies: A physician's note is required. Students may return 24 hours after scabicide treatment has been applied.

1.5.2.16 Strep Throat / Scarlet Fever: Students may return after 24 hours of antibiotic treatment and 24 hours without fever.

1.5.2.17 Vomiting: Students may return 24 hours after the last episode, without the use of medication.

1.5.2.18 Policy on Lice: Students who are found to have live lice will be removed from the classroom, and a parent or emergency contact

will be required to pick them up promptly. The student must receive appropriate treatment immediately, either at home or through a professional treatment provider. Before returning to school, parents must provide documentation of the treatment, including the brand or type of treatment used and a brief description of the treatment process. Students may return to school.

Students may return to school (as soon as 24 hours) if free of live lice.

Students must be rechecked for lice 7-10 days after initial detection, and treatment continued until subsequent checks every 7-10 days reveal no return of lice.

1.5.3 When a communicable disease is communicated to the school, the school will notify families through an email that the illness is present, along with symptoms to watch for – this helps to limit the spread of the illness at school.

1.5.4 If students have a fever of 100.4 degrees or higher, they will be isolated from the classroom, and parents will be contacted to pick them up. Students should be fever-free with no medication for at least 24 hours before returning to school. Please do not send your child to school with a fever of 100.4 degrees or higher.

1.5.5 ACA reserves the right to require a doctor's note before readmittance to school and related activities.

2. Suicidal Ideation and Student Well-Being

At Agape, the safety and well-being of every student is our highest priority. Families are encouraged to seek professional Christian biblical counseling for students who struggle with ongoing depression, anxiety, or other emotional concerns. If a student

expresses suicidal thoughts or self-harming behavior, the following steps will be taken:

2.1 **Emergency Response:** Emergency services will be contacted if the student has attempted self-harm or if the administration determines there is imminent danger to the student.

2.2 **Supervision:** The student must not be left alone until appropriate help has been secured.

2.3 **Parental Notification:** Parents/guardians will be contacted immediately. The student will remain at school until released directly to a parent/guardian or transported by emergency services if necessary.

2.4 **Return to School:** Students who have expressed suicidal thoughts or self-harming behavior may not return to school until:

2.4.1 A mental health evaluation has been completed.

2.4.2 Documentation of the evaluation has been provided to the school.

2.4.3 A signed release allows the school to confirm the student's attendance and compliance with required counseling. It does not grant access to session content, which remains confidential under HIPAA.

2.4.4 The mental health professional confirms the student does not pose a threat to themselves or others.

2.5 **Biblical Counseling:** Being that Agape is a Christ-centered ministry, we believe biblical counseling aimed at the heart is the essential part of healing and spiritual growth. Students may be required to participate in counseling with a pastor, biblical counselor, or school spiritual leader, with verification of attendance provided to the school.

Students who do not complete the required evaluations, treatment, or counseling may face disciplinary action, up to and including suspension, or, in some circumstances, dismissal from ACA. Each situation will be reviewed prayerfully and individually, with consideration of the student's needs and circumstances.

3. Seizure Policy

(In Compliance with Ohio's "Sarah's Law for Seizure Safe Schools" ORC Section 3313.7117)

Agape Christian Academy is committed to ensuring the safety and well-being of all students, including those diagnosed with seizure disorders. In accordance with Ohio law, the school maintains clear procedures for prevention, response, and ongoing support:

3.1 **Individualized Seizure Action Plans:** An Individualized Seizure Action Plan is required for every student with a diagnosed seizure disorder. Each plan must include a written request from the parent or guardian for the administration of seizure-related medication, along with a written statement from the student's treating practitioner outlining prescribed medications and instructions for use. Plans must be renewed annually and kept on file in the school office.

3.2 **Staff Notification:** The school nurse or designated administrator will notify all relevant school employees, contractors, volunteers, and transportation personnel of the student's Seizure Action Plan. Notifications are provided in writing to ensure clarity and consistency.

3.3 **Staff Training:** Faculty and staff who interact with students diagnosed with seizure disorders receive training in seizure recognition, first aid, and emergency response procedures. Training follows guidelines from recognized health organizations and is updated regularly to maintain compliance with Ohio law.

3.4 **Medication and Emergency Response:** Rescue medications prescribed in the student's Seizure Action Plan are stored securely but remain easily accessible in the event of an emergency. Medications are administered strictly according to the practitioner's written instructions. Students may not attend school until all required documentation and emergency medications are on file.

3.5 **Annual Review and Compliance:** Seizure Action Plans are reviewed and renewed at the start of each school year. The school nurse or designated staff

member oversees compliance with all state requirements and ensures that procedures are consistently followed.

4. Safety

Agape Christian Academy places the highest priority on the safety and well-being of every student. A secure environment allows children to learn, grow, and thrive with confidence, and it is our responsibility to ensure that every measure is taken to protect them throughout the school day. Our safety standards, emergency procedures, and facility protocols are designed to provide a structured, dependable framework that supports both prevention and preparedness. By maintaining vigilant practices and partnering with families, we create a community where students are cared for, supported, and safeguarded at all times.

4.1 **Safety Standards:** All buildings meet Ohio safety and health requirements. Doors remain locked during school hours, and visitors must use the designated entrance protocols. Fire, tornado, and lockdown drills are conducted regularly and logged in compliance with Ohio law. Faculty and staff are trained in emergency procedures and care for students as if they were their own.

Emergency contacts to local police, Geauga County Sheriff's Office, local fire departments, and child services are posted in every classroom, in addition to 911. Extensions to every classroom and the office are also posted in each classroom.

4.2 **School Closings:** Unplanned school closings are announced through Agape's text alert system through the Student Information System. Additionally, closings are reported by media outlets throughout Northeast Ohio.

In the event of any school emergency, parents will also be notified through the text alert system through the Student Information System, and any necessary instructions will be provided.

5. School Food Allergy Policy

5.1 Identification & Communication

5.1.1 **Medical Documentation:** Parents must provide a signed Allergy Action Plan from a licensed physician before the start of the school year.

5.1.2 **Staff Awareness:** All teachers, cafeteria staff, and substitutes will be notified of students with life-threatening allergies.

5.2 Prevention & Risk Reduction

5.2.1 "No Sharing" Rule: Agape prohibits the sharing of food, utensils, or containers among students.

5.2.2 **Safe Snack Policy:** Parents are encouraged to adhere to the allergy restriction list when providing classroom snacks.

5.2.3 **Hand Hygiene:** Students and staff are encouraged to wash and/or sanitize hands before eating to prevent cross-contamination.

5.2.4 **Surface Sanitization:** Cafeteria tables are cleaned with disinfectant spray after each class lunch period.

5.3 Emergency Response

5.3.1 **Medication Storage:** Epinephrine auto-injectors (EpiPens) are stored and accessible to all staff.

5.3.2 **Protocol:** In the event of a suspected reaction, staff will:

- Administer the auto-injector immediately.
- Call 911.
- Contact the student emergency contacts.

5.4 Field Trips

Teachers will ensure the student's emergency medication accompanies the group on all off-campus activities.

III. Student Guidelines

1. Student Dress Code Overview

1.1 Student Dress Code Overview

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

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

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

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

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

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

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

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

1.2 Dress Code Standards for Boys and Young Men

1.2.1 Polo shirts

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

1.2.2 Dress/Button Down Shirts

Style: Long-sleeved or short-sleeved oxford cloth with a collar.
Description: Shirts must be solid colored – any color – and free of lettering, patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

1.2.3 Pants/shorts

Style: Khaki, black, gray and navy-blue dress slacks and shorts must be worn at all times. Shorts no shorter than two inches below the fingertips. Shorts may be worn August through October and April 1 through June. No athletic shorts.
Description: Solid color navy blue, gray, khaki, or black. Boys may wear "golf style" pants and shorts. No cargo pants or cargo shorts. No rivets or carpenter loops. Must not be ripped, split or frayed. No denim, sweatpants, joggers or other leisure/lounge pants.

1.2.4 Sweaters

Style: V-neck, crew neck sweaters and/or vests, zip. Must be over a school uniform shirt. No sweatshirts/hoodies of any kind.
Description: Sweaters must be solid colored - any color - free of lettering, patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

1.2.5 Fleece and Active Wear Quarter Zip Pullovers

Style: Fleeces and quarter-zip pullovers must be solid in color and

limited to green, white, gray, or black. Agape-branded pullovers from the Agape Apparel store are encouraged, but students may also wear non-branded pullovers or fleeces that meet the color requirement. Any logos or branding must be no larger than 1 inch and free of graphics, slogans, or large text. Pullovers and fleeces must be in good condition, fit appropriately, and be worn over a school uniform shirt.

1.2.6 **Shoes**

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

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

1.2.7 **T-shirts**

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

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

1.2.8 **Hair and Facial Hair**

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

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

1.2.9 **Other Items | Tattoos, piercings, hats, caps, sunglasses.**

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

1.2.10 **No Uniform Days | Sporting Event Days**

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

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

1.2.11 Auburn Career Center Students

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

1.3 Dress Code Standards for Girls and Young Women

1.3.1 Polo shirts and polo collared dresses

Style: Long-sleeved or short-sleeved polos with a collar or a polo dress with a collar – long- or short-sleeved.
Description: The polos shirts/dresses must be solid colored – any color - free of lettering patterns or stripes. A small (no more than one inch in size) manufacturer's insignia may appear on the chest.

1.3.2 Dress/button down shirts

Style: Long-sleeved or short-sleeved oxford cloth with a collar.
Description: Shirts must be solid colored – of any color – free of lettering, patterns or stripes. No sheer or see-through material.

1.3.3 Skirts, Skorts, and jumpers

Style: Neat and clean with no holes and modest fitting. No shorter than 2 inches below the fingertips.
Description: Solid colors - navy blue, black, gray, or khaki free of lettering, patterns or stripes. Students may wear solid colored leggings underneath skirts and jumpers.

1.3.4 Pants

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

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

1.3.5 Shorts

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

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

1.3.6 Sweaters

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

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

1.3.7 Fleece and Active Wear Quarter Zip Pullovers

Style: Fleeces and quarter-zip pullovers must be solid in color and limited to green, white, gray, or black. Agape-branded pullovers from the Agape Apparel store are encouraged, but students may also wear non-branded pullovers or fleeces that meet the color requirement. Any logos or branding must be no larger than 1 inch and free of graphics, slogans, or large text. Pullovers and fleeces must be in good condition, fit appropriately, and be worn over a school uniform shirt.

1.3.8 Shoes

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

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

1.3.9 T-shirts

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

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

1.3.10 Hair

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

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

1.3.11 Other | Tattoos, piercings, hats, caps, sunglasses

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

1.3.12 No Uniform Days | Sporting Event Days

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

1.3.13 Auburn Students

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

1.4 Dress Guidelines for Physical Education for middle school and high school.

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

1.4.1 All students must wear black, loose-fitting athletic shorts, sweatpants, or athletic joggers for physical education. Shorts must be at least fingertip length. Small manufacturer logos of no more than one inch are permissible. No yoga pants or leggings are allowed.

1.4.2 All students are required to wear a solid-colored t-shirt, free of designs and wordage. Manufacturer logos of no more than one inch are permissible. A sweatshirt/athletic pullover is permissible for warmth.

1.4.3 Proper athletic/tennis shoes are required at all times.

1.4.4 Students are expected to change into their physical education uniforms at the beginning of each class and back into normal school-day uniforms at the end of each class unless otherwise instructed.

2. Discipline Guidelines

2.1 **Discipline Philosophy: All Agape Students**

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

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

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

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

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

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

2.7

Honesty	Respectfulness	Obedience
Self-control	Gentleness	Patience
Kindness	Excellence	

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

2.7.1 Be preventive in nature

2.7.2 Promote self-discipline and develop personal responsibility

2.7.3 Show concern for the welfare of the student, family, and school

2.7.4 Promote a working relationship between students, families and the school staff

2.7.5 Provide disciplinary responses that are appropriate in degree and context to the misbehavior and the age of the student

3. General School-wide Behavioral Expectations

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

3.1 Loud talking, disruptive voices, running, shoving, or other energetic play is not permitted in the hallways, cafeteria, classrooms, or on the school bus.

3.2 Students are not permitted to sell items to students at school unless previously approved by the Campus Principal.

3.3 Students are not to bring personal items from home unless instructed to by the teacher. Personal items include items such as music, reading materials, electronic games, toys, and sports equipment. If a student brings their personal items to school, the Principal will collect them until the end of the day. If the student continues to bring items from home, the Principal will collect them and a parent will need to come to school for the materials.

3.4 The classroom is the student's home for the day and center for learning. The teacher is a primary and central authority figure and respect in accordance with biblical obedience is expected. Regardless of the classroom, students must

demonstrate respect and love for one another in their words and actions. Colossians 3:12

3.5 Unacceptable behavior includes but is not limited to:

3.5.1 Talking without permission during instructional or quiet times

3.5.2 Getting up from your seat without permission during instructional times

3.5.3 Turning around to talk to or disturb others

3.5.4 Creating a disturbance in class

3.5.5 Destruction of school property

3.5.6 Throwing objects

3.5.7 Gum chewing

3.5.8 Writing, passing, or reading notes

3.5.9 Leaving the classroom without permission

3.5.10 Encroaching on another student's personal space

3.5.11 Conduct unbecoming an Agape student

3.5.12 Playing outside the designated playground areas 7th -12th

3.6 Punctuality is also a part of the student's training. Students should arrive at school and classes on time.

3.7 Once a student enters the school building, the student is not allowed to leave the school grounds until the end of the school day, unless the student has a valid reason and permission from the school administration. For example, trips to Dollar General will not be permissible. The school day starts at 8:00 a.m. and ends at 3:00 p.m. Monday – Friday. Burton campus hours are 8:30-2:50 Monday-Friday. During athletic programming season, all practices will be scheduled as close to the end of the day as possible. All doors leading into the

building will be closed at the end of the school day. The door from the gym to the school will be locked at the end of the day.

3.8 Food is limited to designated times and areas. No food is permitted outside the lunchroom unless authorized by the administration. Kindergarten through Fifth grade may allow for snacks. All food must be kept in bags, lunch bins, or lockers until lunch. Sealed water bottles (students' responsibility to purchase) are permitted in the classroom.

3.9 Students will be expected to complete homework assignments on time and come to class prepared with books and necessary supplies. Students are expected to maximize any study hall time to complete homework assignments.

3.10 There will be no touching (this includes kicking and poking) by students during the school days. This includes in the classroom, in the hallways, in the gym, and on the playground. The exception to this is "tag" or "touch football," or other accepted sports activities that involve physical contact. Public displays of affection are not permitted at school or at school-sponsored activities between students. Public displays of affection include students hugging each other.

3.11 Electronic media equipment is not permitted at the school or on the school bus. This includes but is not limited to smartphones, smart watches, smart rings, portable gaming systems, radios, and cameras. If they are brought to school, they must be turned into the office or to the bus driver at the start of the day and may be picked up at the close of the school day. This includes field trips unless an exception is made by the Campus Principal. If parents desire that their students have cell phones available to them, the student must turn the phone into the office or to the bus driver at the beginning of the school day and pick it up at the end of the school day. This includes field trips unless an exception is made by the Campus Principal. Should a student need to make a phone call, they should make that request in the office. If a student is found to be non- compliant with this policy appropriate disciplinary action will be taken following the school's disciplinary policies in Section III. 6 and 7.

3.12 Medical reasons warranting electronic devices such as smartwatches may be permissible when communicated by the parent and approved by the principal.

3.13 GPS tracking devices that are not smartwatches or other devices able to be used for communication may be permitted if requested by the parents and approved by the principal.

3.14 Flash drives used by students should be labeled at the beginning of the school year with the student's name. They are to be used exclusively for schoolwork and may not contain any other content such as but not limited to personal music or personal photos.

3.15 **Troy Campus Hallways**- Students are not allowed to be in the hallways during class time unless they have one of the following:

3.15.1 A hall pass issued by their teacher or another staff member.

3.15.2 A medical or personal emergency that requires immediate attention.

3.15.3 A scheduled appointment with a teacher, principal, or other service provider.

3.16 Students who are in the hallways during class time must follow these rules:

3.16.1 They must carry their hall pass or appointment slip with them at all times and show it to any staff member who asks for it.

3.16.2 They must walk quietly and respectfully, without disturbing other classes or activities.

3.16.3 They must go directly to their destination and return to their classroom as soon as possible.

3.16.4 They must not engage in any inappropriate or disruptive behavior, such as running, shouting, fighting, vandalism, or loitering.

3.16.5 Students are expected to be good stewards of the school building by keeping the hallways clean, backpacks out of the hallways, and locker

doors closed. The area above the lockers are not designated storage spaces. All items must be stowed in the student's locker.

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

4. Classroom Guidelines

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

4.1 Each teacher is responsible for overseeing the behavior of the students in his/her class.

4.2 Each teacher/staff member will work with the students and their parents to change behavior that is not consistent with the guidelines in the student handbook. Prayer will be a part of this process.

4.3 When the behavior has not changed, the teacher and the Principal will decide upon disciplinary steps. The campus Spiritual Life Director will be brought in to aid in the discipleship process to address the condition of the heart.

4.4 The Principal has the responsibility to ensure disciplinary measures are applied in a consistent and fair manner appropriate for the behavior and student in conjunction with the teacher.

5. Inappropriate Items

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

5.1 Gum

5.2 Knives or other sharp objects

5.3 Guns (including paintball guns and airsoft guns) or explosives

5.4 Ammunition, or any implement or instrument used for hunting

5.5 Drugs, drug paraphernalia, cigarettes, e-cigarettes or other smoking material

5.6 Alcohol

5.7 Matches, lighters or other incendiary devices

5.8 Items that are deemed dangerous, illegal or inappropriate for Christians to possess

6. Code of Conduct

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

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

Statement for employees, the Code of Conduct will be re-signed at the beginning of each new school year by the student and a parent/guardian for those students entering grades 7 through 12.

6.1 Code of Conduct Principles

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

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

and our bodies are His temple we will show respect for each other's bodies and our own. Since ACA believes that God is the source of all our facilities, each student will be stewards of school property.

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

Commitment to the Code of Conduct

Parent/Guardian Commitment & Signature

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

_____ _____

Signature Date

Student Commitment & Signature

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

_____ _____

Student Signature Date

7. Discipline Process for Burton Campus

In partnership with the family, ACA will keep the parents informed and connected with the discipline process.

7.1 Given ACA's dedication to discipleship and evangelism, these disciplinary actions are not intended to be alone punitive but highlight the non-Christlike actions of students with the hopes of not only correcting the behavior, but to be means that God would use to point to the heart and bring about change and repentance. During prolonged and/or serious disciplinary action of a student, the principal should work in conjunction with the Spiritual Life Director and or the Head of School to explore the benefits of counseling or other means of discipleship to aid in the needs and correction of student behavior.

7.2 The teacher/staff member will talk to, counsel and pray with the student.

7.3 If the problem persists, the issue will be made known to the parents by phone or email, and documented in the Student Information System.

7.4 Teachers confer with the parent over the phone or in person, agreeing on steps both will take to address the problem.

7.5 If the problem continues, the parents will be notified that a meeting is requested with the parent and teacher which may also include the Principal. The purpose of this meeting is to agree on a plan of action.

7.6 On-going problems will result in severe disciplinary action which could include detentions and loss of privileges such as recess, probation or suspension from school. The type of action will have been included in the action plan created in step four. Ultimately, suspension or expulsion will be at the discretion of the Campus Principal.

7.7 Whenever a problem is serious in nature, the student will be removed from the classroom until the end of the day, at which time, a meeting will be held with the parent. A serious problem may include (but is not limited to) behaviors such as fighting, use or possession of alcohol or drugs, damaging school or personal property, use of unacceptable language and cheating.

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

8. Discipline Process for Troy Campus

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

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

8.2 **Types of Disciplinary Actions Available to Administration:**
In partnership with the family, ACA will keep the parents informed and connected with the discipline process.

8.2.1 Given ACA's dedication to discipleship and evangelism, these disciplinary actions are not intended to be alone punitive but highlight the non-Christlike actions of students with the hopes of not only correcting the behavior, but to be means that God would use to point to the heart and bring about change and repentance. During prolonged and/or serious disciplinary action of a student, the principal should work in conjunction with the Spiritual Life Director/and or the Head of School to explore the benefits of counseling or other means of discipleship to aid in the needs and correction of student behavior.

Biblical counseling may be required of students at any stage of the disciplinary process to address issues of the heart through Scripture.

8.2.2 Removal from Class: Students sent to the office during class time for disruptive behavior. The student will remain in the office for the remainder of the period or longer if needed. The incident will be recorded in the Student Information System and serve as a formal written warning, which will be sent home and/or emailed to parents or communicated over the phone. The staff member who removed the student must enter the incident into the Student Information System, including the class period and their name, so parents have a clear record of when and with whom the incident occurred. Any communication home and follow-up documentation will be handled by the office.

8.2.3 Lunch Detention: A lunch detention may be used as an intervention for inappropriate behavior and reserved in most instances to first-time behavioral offenses.

8.2.4 After-School Detention: An after-school detention may be used as an intervention for inappropriate behavior. After-school detentions will be served on Tuesdays and Thursdays from 3:15 to 4:00 p.m.

8.2.5 Behavior Probation: Behavior probation is intended to give the student a period of time to correct an identified problem. During probation, the student may forfeit any privileges the school may decide to withdraw including, but not limited to, participation in extracurricular activities, athletic eligibility, field trips, etc.

8.2.5.1 The principal will mail/email/provide in person a probationary notice to parents of a student on behavior probation with goals set. If the student fails to make satisfactory progress during the probationary period, a principal will schedule a conference with the student, parents, and the Head of School.

8.2.5.2 The behavior probation statement shall include: 1) rationale for probation; 2) expectations of student; 3) consequences; 4)

beginning and ending dates; and 5) signatures of involved parties (parents of students).

8.2.5.3 A focus on heart change and discipleship will be an emphasized part of the process.

8.2.6 In-School Suspension (ISS): The principal may assign a student up to five days of ISS for a single infraction or a series of repeated offenses of the behavioral expectations of the student handbook. ISS may also be used for serious first-time offenses at the discretion of the principal.

The principal will notify parents of ISS via email and will contact home through a phone call. A student on ISS is marked present for the day. Students are permitted to complete class work for credit while in in-school suspension. A student who receives an in-school suspension will not be permitted to participate or attend extracurricular or athletic activities until the suspension ends. The suspension ends at midnight on the last assigned day.

8.2.7 Out-of-School Suspension (OSS): The principal may suspend a student for up to ten school days for a serious breach of conduct, whether on or, off school grounds, or during a school or non-school sponsored activity. The standard of proof for suspension is a preponderance of the evidence. The evidence, including testimonies, must, when considered fairly and impartially, induce a reasonable belief that the facts at hand are true. A student on OSS is marked absent from school. Students will not be permitted to make-up class work for credit. A student who receives suspension will not be permitted to participate or attend extracurricular or athletic activities until the day after the suspension ends.

The principal will notify the student and parent(s) via email and a follow-up phone call regarding the terms of the suspension, the reason for suspension, and future action to be taken including intent to expel, if

appropriate. If parents wish to appeal an OSS, they may make a written request to meet with the principal. The principal will grant a written request for a meeting between the principal, Head of School and parents.

8.2.8 Expulsion: Expulsion of a student is reserved as an action of the Board of Trustees through the recommendation of the Head of School and Principal; However, The Head of School and Principal may recommend that parents withdraw their student. The Head of School and/or Principal will notify parents of their intent to recommend expulsion and inform parents that they may request an appeal hearing. Within two days of receiving this written notice, parents may send a written request for a hearing to the Board Chair who will bring the issue before the Board of Trustees.

8.2.8.1 If parents do not present a written request for a hearing within two days of receiving a written notice from the Head of School and/or Principal, the Board Chair will inform the full Board and call for a vote or may request the Head of School and Principal to meet with the Board in person and then call for a vote. The Board should act on the recommendation within ten school days of receiving the Head of School and Principal's recommendation. The parents should receive written notice of the Board's decision.

8.2.8.2 Upon parental written request for a hearing, the Board Chair will appoint at least three Board members to schedule and conduct a hearing. The Board Chair may or may not be one of the three members. All attempts should be made to avoid conflicts of interest by Board members. The hearing should occur within one week of the written request if possible.

8.2.8.3 Expulsion hearings will be led by Board members. Board members are to allot parents and/or the student and principals time to express their concerns. Following this, Board members

may ask questions of parents, students, and principal(s). Board members will close the hearing and dismiss parents, students, and principal(s). The appointed Board members will consider the facts, circumstances, and testimonies and communicate their conclusions and recommendations to the Board Chairman.

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

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

9. Principles for Conflict and Disagreement: Troy Campus

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

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

9.1 Students should be proactive in establishing peace and reconciliation whether we are the offended or offending party (Matthew 5:23-24; 18:15-22; Rom. 12:18)

9.2 Conflicts that create a safety concern or are not able to be reconciled should be brought before the appropriate authority for counsel and establishing what is right (Rom.13:1-3)

9.3 Students must avoid gossip, but directly discuss their concern with the person directly

9.4 Students must be careful to listen to one another and allow one another to explain himself/herself

9.5 A form for helping the student process and communicate conflict is available with the Spiritual Life Director along with helpful notes on what repentance, reconciliation, forgiveness, and rebuilding trust biblically look like in conflict resolution.

IV. Attendance Policy

1. Absence Reporting Process and Designations

Regular attendance is a fundamental expectation for all students. It reflects diligence and commitment on the part of both the student and the parent. Developing habits of punctuality and dependability is essential for success in the responsibilities God has entrusted to each individual. For students, school is the calling in this season of life.

This attendance policy has been established to promote consistent and timely participation in school activities and to ensure that academic standards required for earning credit are maintained.

For a student to attend ACA, families must follow the attendance requirements established by the school and the Ohio Administrative Code. Parents are required to call the school or email the office prior to 9:00 a.m. on the day of an absence to report the reason. The Ohio Administrative Code Rule 3301-69-02(B)(2) outlines absence designations. Aggregate attendance is reported to the state as required by the Ohio Department of Education. ACA maintains the following standards for student attendance:

1.1 **Unverified/Unreported Absences (Truancy):** If a parent does not report an absence by 9:00 a.m., the school will attempt to contact the family. Unverified absences are referred to administration and may result in disciplinary action outlined in the school discipline policy. Students will receive no credit (recorded as 0's) for missed classwork.

1.2 **Verified Absences:** Verified absences occur when the parent/guardian contacts the school within one day of the absence. These may include illness, doctor's appointments, ongoing health issues, or the death of a family member. Any absence of three or more days is considered an extended absence.

1.3 Planned Absences:

1.3.1 **Medical, Family, or Legal:** Parents must notify the principal in advance. Missed assignments must be completed. Failure to follow this procedure results in an unexcused absence.

1.3.2 **Extra-Curricular Activities:** Field trips, Geauga County Fair 4-H Club participants, service projects, college visits, and mission trips are considered part of the learning experience. Assignments are due the day the student returns.These absences usually do not count toward maximum allowed absences.

1.3.3 **Family Events:** Families should plan vacations around the school calendar. Unnecessary interruptions to class instruction are a detriment to the learning process and are discouraged. Parents should notify administration and teachers as far in advance as possible. Requests for school work but be submitted to later than two weeks prior to the planned absence. Teachers are not obligated to provide school work ahead of absences. Students may have to complete missed assignments upon return.

1.3.4 **Exemption Requests**: Exemption requests for valid purposes, including patterns of absence or tardiness, can be submitted to the Head of School. All requests will be reviewed and approved or denied at the discretion of the Head of School, based on several criteria, including but not limited to the student's academic standing, behavior record, prior number and nature of absences or tardies, and an assessment of the impact of missed classroom instruction. For exemption requests related to absences of an academic nature—such as educational travel or activities—the school may require the student to complete assignment(s) connected to the activity or trip. Exempted absences generally include activities that provide meaningful educational value aligned with the school's mission, curriculum, or learning outcomes.

1.3.4.1 Exemption requests for valid purposes must be submitted in writing to the Head of School. Upon receiving a request, the Head of School will consult with the appropriate Principal(s) to

determine the student's current academic standing, behavior record, prior number of absences or tardies, and the anticipated impact of missed classroom instruction.

Principals will review each request and provide a formal recommendation to the Head of School using the school's Exemption Review Matrix. Each category—academic standing, behavior, attendance history, and instructional impact—will be assigned a rating of:

- 1 = Recommend
- 2 = Recommend with Reservations
- 3 = Do Not Recommend

The Principal's ratings will be combined into an overall recommendation score, which will be submitted to the Head of School for final approval or denial. The Head of School retains full discretion in all exemption decisions.

1.4 Students must be present until 11:30 am, or arrive no later than 12:00pm to be marked present for a half-day.

1.5 **Maximum Absences Allowed:** Students may not exceed 10 absences per semester. Exceptions may be made for extended illness with a physician's release and administrative approval. After 7 absences, a notification letter/email will be sent home. Students exceeding 10 absences may lose course credit or be dismissed from ACA. Attendance requirements apply both to the school day and to individual classes. Students must be present for at least half of a class to be counted present. Students may receive 0's for all schoolwork missed after 10 days of absences unless absences fall under approved exceptions.

1.6 **Absences Due to Out of School Suspension:** Students serving suspensions must complete all assignments but will not receive credit for homework or classwork

missed during suspension. Projects may be be completed for partial to full credit depending on effected days. Tests and quizzes may be completed for credit on the day the student returns.

1.7 **Making Up Work and Assessments:** Students have one day to make up work for each day absent, not to exceed two weeks unless extended by administration. If a test or assignment was due on the day of absence, it must be completed on the first day back. Students anticipating absences should make arrangements in advance. For absences of two or more days, students should email teachers or check the Student Information System and Google Classroom for assignments. When returning to school after an absence, it is the student's responsibility to make arrangements with their teachers to complete any missing work, tests, or quizzes.

Middle and high school students are expected to take initiative in contacting teachers and arranging makeup work promptly. Elementary teachers will assist younger students in organizing and receiving missed work. Athletes or students dismissed early for appointments are responsible for obtaining and completing all missed work.

2. Burton Campus Tardy Policy

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

2.1 **Tardy**: If a student enters the building after 8:30 a.m. at the Burton Campus and arrives before 11:00 a.m. he or she will be counted as tardy.

2.2 **Excused Tardy**: A student's tardy will be considered "excused" if the student has a note from a doctor or parent stating the tardy was of no fault of the student and resulted from a doctor's (orthodontist, etc.) appointment or the parent notes that there were circumstances (car troubles, power outages, etc.) outside of the student's control which led to the tardiness. A student will be allowed up to three (3) excused tardy days every quarter (nine-week grading

period). After three (3) excused tardy days in a (nine-week grading period), all tardy days will be counted as unexcused.

2.2.1 Students arriving late due to the bus running late will not be classified as tardy.

2.3 **Unexcused Tardy:** Unless noted under excused tardies, all other tardiness will be deemed unexcused. The following consequences apply for excessive tardiness to school. (Consequences are based on tardiness within an academic quarter).

2.3.1 4 unexcused tardies = Student Information System notification or email home reminding student and parents of consequences

2.3.2 5-7 unexcused tardies = $10 fine each tardy

2.3.3 8 unexcused tardies = At the 8th unexcused tardies the student will receive an unexcused absence.

2.4 Families anticipating a pattern of tardiness due to an ongoing medical condition or other extenuating circumstance may submit a written exemption request to the Head of School. See Section 1.3.4 (Exemption Requests) for the review process.

3. Troy Campus Tardy Policy

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

3.1 **Tardy**: If a student enters the homeroom after 8:00 a.m. but signs in at the office before 11:00 a.m. the student will be counted as tardy. Students must check in at the office and pick up a tardy slip to enter class.

3.2 **Excused Tardy**: A student's tardy will be considered "excused" if the student has a note from a doctor or parent stating the tardy was of no fault of the student and resulted from a doctor's (orthodontist, etc.) appointment or the

parent notes that there were circumstances (car troubles, power outages, etc.) outside of the student's control which led to the tardiness. A student will be allowed up to three (3) excused tardy days every quarter (nine-week grading period). After three (3) excused tardy days in a (nine-week grading period), all tardy days will be counted as unexcused. Students must check in at the office and pick up a tardy slip to enter class.

3.2.1 Students arriving late due to the bus running late will not be classified as tardy.

3.3 **Unexcused Tardy:** Unless noted under excused tardies, all other tardiness will be deemed unexcused. The following consequences apply for excessive tardiness to school (Consequences are based on tardiness within an academic quarter).

3.3.1 2 unexcused tardies = Student Information System notification or email home reminding student and parents of consequences

3.3.2 3-5 unexcused tardies = 45 minute after-school detention for each tardy, removal of privileges

3.3.3 6 unexcused tardies = 45 minute after school detention and scheduled conference with parents; other possible consequences allowed under school discipline policy. At the 6th unexcused tardy the student will receive an unexcused absence. This count towards unexcused absences does not reset each semester.

3.4 **Late to Classes:** Teachers will monitor tardiness to class. Students arriving late to class must present a pass and will be excused for acceptable reasons. Unexcused tardiness to class, by academic quarter, will be dealt with as follows:

3.4.1 1st unexcused tardy = verbal warning from teacher

3.4.2 2nd unexcused tardy = verbal warning from teacher, parents contacted

3.4.3 3rd to 5th unexcused tardies = Lunch detentions a 1:1 ratio (1 detention to 1 tardy), to be served with a teacher or principal. A conference with the teacher, student, parent, and principal, with other disciplinary

options outlined in the discipline policy will take place after the 3rd tardy.

3.4.4 6th plus unexcused tardies = 45 minute after school detention at a 1:1 ratio (1 detention to 1 tardy.)

3.5 Families anticipating a pattern of tardiness due to an ongoing medical condition or other extenuating circumstance may submit a written exemption request to the Head of School. See Section 1.3.4 (Exemption Requests) for the review process.

V. Academic/Spiritual Development

1. Spiritual Development

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

1.1 **Bible**: There is age/grade (Pre-School through High School) appropriate Bible instruction throughout the school. The Bible curriculum provides principles and life applications from a non-denominational point of view. Our academic curriculum has Biblical values and applications integrated throughout all of the subject matter. All of the school's textbooks and curriculum are published by well-known and respected Christian publishers.

1.2 **Chapel**: In grades K-4, the students participate in chapel at the start of the school day according to the chapel schedule for the school year. Chapel consists of a time of prayer, singing, pledges, teaching of Biblical principles, and testimonies. At the Troy Campus, 5th grade and Middle/High School students attend chapel service one day a week. The services incorporate a time of worship with music led by Agape's worship team, a Biblical message and time of prayer, as well as, featuring testimonies, messages from area pastors and missionaries, and guest speakers.

1.3 **Missions Trips/Community Service Projects:** Throughout the year, grades K-5 may participate in service projects such as visiting area nursing homes or helping those in the community. Students in grades 6 through 12 will have planned ministry and mission activities and seniors will experience an international and domestic missions experience as a graduation requirement. Experiences may include serving at the Warren City Mission, Scranton Road Bible Church, Ivy Women's Center, International Ministries such as Ambassador's soccer in El Salvador or other location, regional, national or international organizations.

1.4 **Spiritual Emphasis Days**: Each school year a Spiritual Emphasis Days event is held at the Troy Campus for the Middle/High School students. The event is designed to challenge and encourage the students to trust and follow Jesus more, resulting in lives that love God and others. Guest speakers, testimonies, worship, discipleship team led breakout discussion sessions–these days are an important piece in building up students to be ambassadors for Christ.

1.5 **Other Activities and Programs:** Middle and High School students may also have the opportunity to participate in and/or lead spiritual development programs such as Bible studies, worship and praise music team, and discipleship team.

2. Academic Development

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

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

2.1 Textbooks

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

2.2 Homework and Study Halls

2.2.1 The students will have homework assigned that is considered to be age and grade-level appropriate.

2.2.2 Each student will be responsible for his or her completion of the homework assignments.

2.2.3 When absent, the teacher will give a list of assignments missed and the expected completion date. If an absence is for an extended period of time, the parent should contact the teacher to arrange make-up work. Students who are absent are expected to complete missed work. They will have as many days as they were out to complete the work to still receive full credit. For example, if a student is absent for two days, they will have two days after they return to complete the missed work. It is expected that families of elementary school students will make arrangements to pick up or receive work that is being missed during an excused absence.

2.2.4 Middle school and high school students are expected to connect with their teachers upon returning to school concerning work missed while absent. Elementary students who fail to complete assignments may miss recess to complete the work. Parents can assist in their student's development of personal responsibility by helping him/her develop the discipline of completing and returning homework assignments when due.

As general practice, middle school and high school students will be limited to one study hall per semester.

2.3 Grading System:

2.3.1 At ACA, student performance and progress are evaluated and reported to the parents throughout the year.

2.3.2 Report cards are prepared and distributed at the end of each nine-week quarter. Progress is measured objectively and subjectively.

2.3.3 A parent-teacher conference will occur at least once each school year. Parents are encouraged to contact the teacher at any time should they become concerned about some aspect of their child's academic development. Families can track their student's progress in the school's Student Information System. Access is granted by the Campus offices.

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

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

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

2.4 Promotion/Retention

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

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

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

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

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

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

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

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

2.5 Standardized and Diagnostic Testing

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

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

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

2.5.4 ACA also utilizes diagnostic testing throughout the year to measure student progress and whether a student is behind, on track, or ready for accelerated coursework. These assessments also help evaluate teaching strategies, guide student interventions, and indicate when adjustments may be necessary. Their purpose is to provide the academic "vital signs" for each student, helping to inform next steps in their educational journey.

2.6 High School Pathways and Graduation

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

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

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

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

2.6.4 General curriculum coursework and potential college-bound students (grades 9-12)

2.6.5 Auburn Career Center program (grades 11-12)

2.6.6 Work Study program (grade 12)

2.7 College Credit Plus:

This program is available to students in Grades 7 through 12 and offers the student an opportunity to earn dual credits – meaning they can earn high school and college credit at the same time.

2.7.1 Students enroll in college courses and adhere to the requirements of the college. This program is coordinated by ACA's College and Career Guidance Counselor. Families apply to the Department of Education for CCP approval which pays for the college credits if the courses are taken at an Ohio college or university. Families should work closely with ACA when selecting classes – not all classes will count for dual credit for required courses at ACA though families can still earn the college credit through the program. Dual credit for required courses can be earned from ACA's three approved Christian Colleges: Cedarville University, Malone University or Ohio Christian College.

2.8 Graduation Requirements: (24.5 credits)

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

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

Additionally, ACA requires all students to complete 4 credits of Bible classes and the senior missions trip.

2.8.1 Physical Education Waiver

In accordance with Ohio Revised Code 3313.603(L), ACA has adopted a physical education waiver policy for high school students. A student may be excused from the PE graduation requirement by completing at least two full seasons of qualifying interscholastic activity during high school.

Under Ohio law, qualifying activities are limited to interscholastic athletics and show choir. To qualify, the activity must be conducted through a team that represents ACA, is organized and fully funded by the school, and competes against other school-based teams throughout a full season. Club teams, co-op arrangements, and independent travel teams do not qualify. A season is considered completed when the student participates through its scheduled conclusion; students removed for disciplinary reasons or who quit before the season ends will not be credited. The Principal makes final determinations on completed seasons, transfer credit from prior accredited schools, and JROTC equivalency where applicable.

A student who qualifies for and applies the waiver will not receive graduation credit for physical education. In place of the 0.5 PE credit, the student must complete an additional 0.5 elective credit (minimum 60 hours of instruction) in a non-PE course. Physical education electives do not satisfy this replacement requirement, and the waiver and a PE class cannot be combined. The total credit requirement for graduation remains unchanged. A student who begins pursuing the waiver but does not complete two qualifying seasons must complete 120 hours of physical education to graduate.

Applications for the waiver must be submitted in writing to the school office before senior year scheduling is finalized and must include documentation verifying completed seasons. A student who has qualified for the waiver but wishes to receive PE credit instead must formally rescind the waiver in writing before enrolling in a PE course.

2.9 Part-Time Student Missions/Service Trips

Part-time students not receiving diplomas from ACA may accompany their grade level on mission trips and service projects if they are on track to complete all core Bible courses offered by the school and approval from the respective Bible Teacher and Principal.

2.10 Blended Learning

ACA may offer select courses through a blended learning model, combining in-person classroom instruction with online coursework delivered through an approved Christian curriculum provider. This approach is used to expand course offerings and support individual student learning while maintaining the integrity of ACA's biblically integrated academic program. Students enrolled in blended learning courses remain under the oversight of an assigned teacher of record who monitors progress, provides instruction, and communicates with families throughout the course.

Blended learning at ACA is not a replacement for in-person education. Students will be present on campus for the majority of their instructional time, and online coursework is incorporated as a supplement to, not a substitute for, direct teacher instruction. This model will not be used to address temporary school closures, weather events, or other contingent circumstances.

The following expectations apply to students participating in blended learning courses:

- 2.10.1 Students are expected to engage with online coursework with the same diligence and integrity required of all academic work at ACA.
- 2.10.2 Progress through online coursework is based on demonstrated mastery of content. Students advance when they have shown competency in the material, not simply by completing time requirements.
- 2.10.3 Teachers of record will monitor each student's progress on an ongoing basis and will communicate with parents regarding student performance through ACA's established reporting processes.
- 2.10.4 All ACA policies regarding academic honesty, including the prohibition on unauthorized use of artificial intelligence, apply fully to blended learning coursework.
- 2.10.5 Students must have access to a suitable device and reliable internet connection to participate in blended learning courses. Families who have concerns about access should contact the Campus office.

All devices used for blended learning on campus will have content filtering in place consistent with ACA's technology standards.

ACA's use of blended learning is governed by the school's Blended Learning Policy, Board of Trustees, and is conducted in compliance with applicable Ohio law. Questions about specific courses offered through blended learning should be directed to the Campus Principal.

2.11 Class Drop Policy

If students wish to drop a class, they must complete a *Schedule Drop Request Form* with all the required signatures (teacher(s), student, and parent). The DROP date is two weeks after the start of the semester. No student will be allowed to change their schedule after this date. Students dropping a class after the DROP date will receive a WITHDRAW/FAIL (W/F) grade on their permanent record.

2.12 Academic Probation for Middle and High School Students

2.12.1 For a student to remain in good academic standing at ACA, he/she must meet minimum academic requirements, which include maintaining a cumulative GPA of 2.0 or higher, passing grades in core subjects, and consistent completion of assignments with integrity. Academic expectations are reviewed with families as students enter Middle and High School.

2.12.2 ACA views academic probation not simply as discipline, but as a pathway of restoration and growth, through which students are guided back toward excellence in both scholarship and Christian character.

2.12.3 ACA offers the following structured probationary pathways for middle and high school students. Each pathway includes biblically integrated accountability and academic support designed to equip students for success with a Biblical worldview.

2.12.3.1 **Initial Probation (one quarter)**

Students whose GPA falls below 2.0 or who receive two or more failing grades are placed on probation for one grading quarter. During this

time, they participate in tutoring, mentoring, and weekly progress monitoring.

2.12.3.2 **Extended Probation (additional quarter)**
If improvement is not demonstrated, probation may be extended. Students continue academic support and may face restrictions in extracurricular participation until progress is evident.

2.12.4 **Dismissal Recommendation:** After two consecutive quarters of unsatisfactory performance, a student may be recommended for dismissal from ACA, though every effort will be made to encourage restoration before this step.

2.12.5 **Removal from Probation:** A student will be removed from probation when GPA rises above 2.0, failing grades are resolved, assignments are consistently completed, and teacher evaluations confirm sustained improvement.

2.12.6 **Christlike Accountability:** Students on probation are expected to demonstrate diligence, honesty, and respect in their academic efforts.

2.13 Academic Dishonesty

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

2.13.1 The following are examples of such behavior:

2.13.1.1 Sharing, displaying or copying information from another during a test

2.13.1.2 Using someone else's work and submitting it as your own

2.13.1.3 Getting information from someone who has already taken a test or completed an assignment

2.13.1.4 Copying homework or submitting an identical paper not showing individualized work

2.13.1.5 Artificial intelligence (AI) is a powerful technology that can generate text, images, audio, and video based on various inputs and parameters. While AI can be a helpful tool for learning and research, it can also pose serious ethical and academic challenges when used for content creation in academic assignments. Therefore, the use of AI for any generative work (performing the research, thought generation, and generating written content) for the student is prohibited and is considered cheating

2.13.2 ACA reserves the right to use administration approved software for evaluating school work for plagiarism, with the software being the final arbiter in determining academic dishonesty on an assignment. That being said, AI in academia is evolving and changing quickly and administration reserves the right to take appropriate action to maintain an honest, responsible and enriching spiritual and academic environment. This includes, but not limited to, structural changes to the classroom environment, and assignment formatting and expectations.

2.13.3 Students who engage in academic dishonesty are subject to ACA's discipline policy, including suspension and expulsion for repeated offenses of academic dishonesty.

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

2.14 Participation in Athletics

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

2.14.1 Fulltime students must maintain a minimum of a "C" in all classes to fully participate in Agape athletics. Students must have earned a "C" (70%) or higher in a minimum of five one-credit classes (or equivalent) the previous grading period to be or remain eligible. The end of the school year does not "reset" the student's eligibility. If a student receives a disqualifying grade in quarter 4, they would not be eligible at the start of quarter 1 starting the following school year.

2.14.2 Students who maintain grades of 60 to 69.9% will be permitted to practice with their athletic team but are not permitted to participate in games/meets.

2.14.3 Students who possess a grade lower than 60% at the end of the previous grading period will not be permitted to participate in the following grading period's athletics in any capacity.

2.14.4 Any eligibility issues stemming from behavioral circumstances must receive the approval of the principal if the student wishes to practice with an athletic team.

2.14.5 To be eligible for OHSAA related athletics, Agape and part-time students must be enrolled in a minimum of one class that is required for graduation.

2.14.6 End of quarter/semester report cards are the sole determiner of eligibility for athletics. There are no reviews or reconsiderations for eligibility for students receiving lower than a 60% at the end of the previous grading period in between issued report cards.

2.14.7 Students who receive two behavioral write-ups in a week will not be permitted to participate in the next scheduled athletic game/meet/extra-curricular activity after obtaining the second warning (in addition to any other required disciplinary actions). Any additional write-ups within that same week will result in an additional game missed at a 1:1 ratio. Students serving any form of suspension, whether in or out of school will not be permitted to participate in any athletic or

other extracurricular activities on the suspended days. If a student is suspended on a Friday, they are not permitted to participate in that weekend's activities.

2.14.8 Students are required to follow the Agape Code of Conduct for Athletics, in addition to all the expectations in the Student Handbook.

2.14.9 Persistent non-Christlike behavior and disciplinary actions in/or outside of school could result in the forfeit of the student's eligibility at the discretion of the principal, or the authority delegated to the athletic director.

2.14.10 Students who are not designated as "present" for at least a half-day are ineligible to participate in all athletic events and extra-curricular activities that day, or Saturday if the day absent is a Friday. Any special circumstances will be considered on a case-by-case basis by the school principal at the request of the parents.

2.14.11 For homeschool students to be eligible to participate in Agape's OHSAA Athletics Programs, they must be enrolled in a minimum of one on-campus class.

2.15 Participation in Extra-Curricular Activities

2.15.1 Students must have passed each class in the prior grading period to participate in non-athletic extra-curricular activities.

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

2.15.3 Persistent non-Christlike behavior and disciplinary actions in/or outside of school could result in the forfeit of the student's eligibility at the discretion of the principal and/or Head of School.

2.15.4 Students who are not designated as "present" for at least a half-day are ineligible to participate in all extra-curricular activities that day, or Saturday if the day absent is a Friday. Any special circumstances will be considered on a case-by-case basis by the school principal at the request of the parents.

2.15.5 Spiritual life development (discipleship, Bible studies, worship team, etc.) does not fall under the definition of extra-curricular activities.

2.16 Student Computer and Technology Usage

Agape Christian Academy incorporates technology in a balanced and purposeful way, using it as a supplement to the curriculum rather than the center of it. Students engage with digital tools to support the writing and research process—accessing reputable sources, organizing information, drafting and revising written work, and developing essential academic skills for the modern world. Classroom instruction remains rooted in strong teacher-led learning, biblical integration, and personal interaction, while technology serves as an aid that enhances understanding, encourages thoughtful inquiry, and prepares students to navigate information wisely and responsibly.

2.16.1 All computers at Agape Christian Academy are to be used for educational purposes only.

2.16.1.1 No student is to use a computer without approval and a supervising adult in the room.

2.16.1.2 Students may not upload or download any programs, videos or music, or create a personal wallpaper, screen saver or backgrounds on ANY school computer.

2.16.2 Students may only access the internet when needed for class and with teacher approval.

2.16.3 While we cannot control a student's use of computers off campus, we will endeavor to provide structure and guidance on the ethics and wisdom of computer use.

2.16.4 We encourage parents to be aware and involved with their student's computer use with personal email and social networking sites.

VI. Admissions

1. Mission and Theological Foundation

Agape Christian Academy (ACA) exists to partner with the home and the church to disciple students through Christ-centered education. The admissions process identifies families seeking a distinctively Christian education where the Bible is the foundation for all truth and worldview. Admission is predicated on the belief that a student's education must be reinforced by the spiritual life of the home and the family's church.

2. Standards of Admissibility

To ensure ACA remains a mission-appropriate environment, the following standards apply to all applicants:

2.1 Spiritual Alignment

2.1.1 **Statement of Faith:** Parents or guardians must affirm in writing their agreement with the ACA Statement of Faith, including its tenets on the authority of Scripture and the sanctity of marriage and gender.

2.1.2 **Faith Affirmation:** At least one parent/guardian must affirm they have accepted Jesus Christ as personal Lord and Savior. In cases where one parent cannot affirm this, they must sign the "Admissions Supplement" agreeing not to oppose the biblical teachings of the school.

2.1.3 **Church Participation:** Families must demonstrate active participation in a biblically sound, Christ-centered church that affirms the statement of faith of Agape Christian Academy. Verification from a member of the church's pastoral staff is required.

2.2 Academic and Behavioral Suitability

2.2.1 **Behavioral History:** ACA is not a facility for rehabilitation. Students with a history of severe disciplinary or academic challenges that exceed the school's resources may be refused admission.

2.2.2 **Special Needs:** We desire to serve students well and recognize that we may not have the best resources or capabilities to meet all students' needs. Applicants with an IEP or 504 Plan must submit their most current Evaluation Team Report (ETR) for review by the Intervention Department. Admission is contingent on ACA's current capacity to meet the student's documented needs.

2.2.3 **Age Requirements:** Students must be five (5) years old for Kindergarten or six (6) years old for First Grade on or before the first day of school of the enrollment year.

2.3 Racial Nondiscriminatory Policy

The governing board of Agape Christian Academy, located at 14220 Claridon Troy Rd, Burton, OH 44021 and 17791 Claridon Troy Rd, Hiram, OH 44234, has adopted the following racial nondiscriminatory policies:

Agape Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs. ACA will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

3. Admissions Procedures

ACA utilizes a four-phase workflow to ensure a thorough evaluation of each applicant:

3.1 Phase 1: Preliminary Interest and Campus Visit

3.1.1 **Intake**: Families complete an interest form on the school website.

3.1.2 **Engagement**: Families must attend a campus tour (Burton for PK-4, Troy for 5-12) to observe the educational environment.

3.2 Phase 2: Formal Application and Documentation

3.2.1 **Submission**: Families submit the formal application via the Student Information System along with a non-refundable application fee.

3.2.2 **Records**: Required documents include a birth certificate, immunization records, comprehensive student records, and official transcripts or report cards for the two most recent school years.

3.3 Phase 3: Evaluation and Interview

3.3.1 **Academic Assessments:** Applicants participate in entrance evaluations (e.g., Iowa Test or diagnostic platforms) to determine academic readiness and appropriate grade placement.

3.3.2 **Pastoral Confirmation:** ACA verifies that the online Pastoral Verification form has been submitted by the family's church leadership to confirm active participation in a biblically sound church.

3.3.3 **Family Interview:** A formal interview is conducted by the Campus Principal with the parents and the student. This interview serves as the primary mechanism to:

3.3.3.1 Verify the parents' written Faith Affirmation and alignment with the Statement of Faith.

3.3.3.2 Discuss the "Admissions Supplement" if applicable for non-affirming parents.

3.3.3.3 Finalize the suitability of the partnership based on shared spiritual values and ACA's biblical mission.

3.3.4 Phase 4: Committee Review and Decision

3.3.5 The Admissions Committee reviews the completed file, including all academic results and spiritual verifications, and issues a formal notification of acceptance, disapproval, or placement in the waiting pool.

4. Enrollment and Capacity Management

4.1 Waiting Pool Policy (Mission-Based)

ACA utilizes a "Waiting Pool" rather than a chronological list. When a seat becomes available in a capped grade level, the Admissions Committee selects an applicant from the pool based on mission-appropriateness, gender balance, and the student's ability to succeed within the current classroom dynamic.

4.2 Classroom Benchmarks

4.2.1 **Optimal Class Size:** 15 students per grade K-5th; 18 students per grade 6th-12th.

4.2.2 **Hard Cap:** Kindergarten: 15 Students; 1st through 5th: 20 students; 6th through 12th: 24 students.

4.2.3 **Expansion Threshold:** A minimum of 10-12 qualified students in the waiting pool is required to consider adding an additional class section.

4.2.4 **Administrative Flexibility:**

4.2.4.1 These benchmarks serve as the school's standard planning targets. The administration may adjust class sizes or expansion decisions when doing so supports: student needs, staffing realities, facility constraints, or the overall mission and health of the school.

5. Financial Policies and State Scholarships

As a chartered non-public school, ACA participates in the Ohio EdChoice Expansion Scholarship program to assist families with tuition.

5.1 **Tuition Obligation:** Families are responsible for all tuition not covered by state scholarships, as allowed by state law. All non-tuition fees remain the responsibility of the family.

5.2 **Scholarship Coordination:** Families must provide ACA with a birth certificate and proof of residence (utility bill) less than 90 days old to initiate state scholarship applications.

5.3 **Financial Standing:** Transcripts, records, grades, and reenrollment ability will not be available for students with an outstanding balance of $2,500 or more until the debt is settled, as allowed by state law. All past due tuition and fees must be paid by June 30 in order to retain your enrollment position. Please note that all fees are non-refundable.

6. Partial Enrollment and Athletics

The purpose of this policy is to allow part-time and homeschooled students to participate in OHSAA athletics at the School through partial enrollment, consistent with OHSAA Bylaw 4-3-1, Exception 5.

This policy is intended to satisfy the requirements of the OHSAA rule while preserving the School's full discretion to determine the course, schedule, format, credit value, duration, and administrative procedures for partial enrollment.

6.1 **Partial Enrollment Eligibility**
A home educated student may be considered partially enrolled at the School for purposes of OHSAA athletic participation if the student:

6.1.1 is receiving home instruction or home education recognized under applicable law and OHSAA rules;

6.1.2 is accepted by the School for partial enrollment;

6.1.3 is enrolled in at least one School-approved course;

6.1.4 takes at least one School-approved course at the School's physical location; and

6.1.5 takes a course that counts toward graduation.

6.2 The School may determine, in its sole discretion, what course or courses satisfy this policy.

6.3 **Qualifying Course:**A qualifying course may be any School-approved course, class, module, seminar, independent study, elective, physical education course, health course, leadership course, service course, academic support course, project-based course, short-term course, or other instructional offering that the School determines counts toward graduation.

6.3.1 A qualifying course may be graded, pass/fail, credit-bearing, fractional-credit, transcripted, recorded by completion, or otherwise documented in a manner approved by the School.

6.3.2 Unless otherwise required by OHSAA or applicable law, this policy imposes no minimum requirements regarding course structure, duration, or content. The School retains full discretion to create, modify, approve, or discontinue qualifying courses.

6.3.3 The School may create, modify, approve, or discontinue qualifying courses at its discretion.

6.4 **Physical Location Requirement**

To satisfy the physical location requirement, the student must take the qualifying course, or a School-approved portion of the qualifying course, at the School's physical location.

6.4.1 The School may determine the location, schedule, instructor, format, attendance requirement, and completion requirement for the qualifying course.

6.5 **Athletic Participation**

Partial enrollment does not guarantee athletic eligibility, team membership, playing time, or continued participation.

6.5.1 The student must satisfy all applicable OHSAA eligibility requirements, School athletic requirements, team rules, and required forms before participation.

6.5.2 The School may delay, deny, suspend, or revoke participation if the School determines that the student does not satisfy this policy, School requirements, or OHSAA requirements.

6.6 **School Authority**

The School retains sole discretion to interpret, administer, and apply this policy, subject to OHSAA rules and applicable law.

6.6.1 If OHSAA guidance conflicts with this policy, OHSAA guidance shall control for purposes of athletic eligibility.

7. Annual Admissions and Enrollment Timeline

ACA adheres to a tiered enrollment cycle to prioritize current families and maintain institutional stability.

7.1 Re-Enrollment Phase

7.1.1 **Priority**: Current school families have the exclusive right to secure their seats for the following academic year. Families who elect to re-enroll after the deadline will be placed in the open enrollment group, and their enrollment will not be guaranteed.

7.1.2 **Intake**: Early Enrollment applicants may begin submitting applications during this window. These applications will be held and will not be processed until the Priority Phase begins.

7.2 Priority or Early Enrollment Phase

7.2.1 **Priority Processing:** Applications from siblings of current students and early applicants from the intake pool are processed first, providing the first opportunity for available seats.

7.2.2 **Evaluation:** Entrance testing and family interviews are scheduled and conducted as applications become complete.

7.2.3 **State Window:** The Ohio EdChoice Scholarship application period opens February 1 for new and renewal applicants.

7.3 Rolling or Open Enrollment Phase

7.3.1 **Open Access:** Applications from the general public are accepted.

7.3.2 **Batch Processing:** All other applicants are batch processed on a monthly basis until grade levels reach their established caps.

7.3.3 **Wait Pool:** Once a grade level is full, qualified students are placed into the mission-based waiting pool for selection.

7.4 Critical State Deadlines

7.4.1 **State Proration Deadline.** Applications submitted to the state after this date will receive only a partial, prorated scholarship award for the remainder of the year.

8. Student Withdrawal Policy

8.1 Notice Requirements

8.1.1 **Written Notification:** Parents or guardians must submit a formal Withdrawal Form from their campus office at least 30 days prior to the student's last day.

8.1.2 **Reason for Withdrawal:** While not mandatory, the school requests a brief statement regarding the reason for leaving (e.g., relocation, transfer) to assist with school records and exit reporting.

8.2 Financial Obligations

8.2.1 **Tuition Responsibility:** Per the signed enrollment contract, tuition for the current [Month/Quarter] is non-refundable.

8.2.2 **Outstanding Balances:** All accounts, including tuition, library fines, and extracurricular fees, must be paid in full before official records are released.

8.2.3 **Withdrawal Fees:** A standard processing fee of $50 may apply to mid-year withdrawals to cover administrative costs.

8.3 Records & Transcripts

8.3.1 **Official Release:** Transcripts, health records, and standardized testing results will be forwarded directly to the receiving school upon receipt of a formal Request for Records.

8.3.2 **Withholding Policy:** Please note that the school reserves the right to withhold official transcripts if there are outstanding financial obligations or unreturned school property (see Article II, section 5).

8.4 School Property

8.4.1 All school-issued items must be returned in good condition by the student's final day, including:

8.4.2 Textbooks and library books.

8.4.3 Technology (Tablets, laptops, chargers).

8.4.4 Athletic uniforms and equipment.

9. Mid-Year Transfer Policy

9.1 Transfer Student Requirements

To ensure proper placement and academic continuity, the following must be submitted for all transferring students:

9.1.1 **Official Transcripts:** A complete record from the previous school, including the most recent report card.

9.1.2 **Behavioral Records:** A disciplinary report or a statement of "Good Standing" from the previous administrator.

9.1.3 **Special Services (IEP/504):** To ensure we can meet the student's needs, copies of current Individualized Education Programs or 504 Plans must be provided during the application process.

9.2 Evaluation and Placement

9.2.1 **Placement Assessment:** All transferring students may be required to take a baseline assessment in Math and English Language Arts to determine the most appropriate classroom placement.

9.2.2 **Probationary Period:** All transfer students are admitted on a 60-day provisional basis to ensure the school's environment and curriculum are a suitable fit for the student's academic and social development.

9.3 Credit Acceptance (High School Only)

9.3.1 **Accredited Institutions:** Credits earned at other accredited non-public or public schools will be accepted at face value.

9.3.2 **Non-Accredited/Homeschool:** Credits from non-accredited sources or homeschooling will be evaluated via portfolio review or proficiency exams before being applied toward graduation requirements.

9.3.3 **Weighted Grades:** Honors or AP credits from previous schools will be reviewed to ensure they align with our school's GPA weighting scale.

9.4 Transfer Checklist for Parents

Document	Required for Review?	Notes
Birth Certificate	Yes	Proof of age eligibility
Proof of Residency	Yes	Utility bill or lease agreement
Immunization Records or Exemption Form	Yes	Must be current per state law
Transfer Form	Yes	Signed authorization to release records

9.5 Denied Admission

Transfer Admission may be denied or revoked if:

9.5.1 The application contains fraudulent or misleading information.

9.5.2 The student is currently under an expulsion order from another district.

9.5.3 The grade level has reached its maximum capacity.

VII. School Calendar

Agape Christian Academy

2026-2027 School Calendar

July '26

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '26

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10

May '27

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8

June '27

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12

11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	School Closed/ Holidays		Staff In-Service Day (No School)
	Troy Parent Teacher Conferences		Early Dismissal (May 28)
	First & Last Days of School		End of Grading Periods
	Calamity Extension (If Necessary)		Back to School Event/Graduation
	Comp Day (No School)		Semester Midterms & Finals