



2018 – 2019

STUDENT – PARENT HANDBOOK

**1401 East 24th Street
Mission, Texas 78574**

**Phone: (956) 585-9773
Fax: (956) 585-9775**

Email: admin@agapeschoolmission.com

Website: <http://www.agapeschoolmission.com>

Facebook: [facebook.com/iloveagape](https://www.facebook.com/iloveagape)

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Dear Agape Families,

The Board of Directors of Agape Christian School would like to extend a warm welcome to the children attending our school and their families.

Every Board member believes that the growth of every child – physically, intellectually and spiritually is of utmost importance in molding their character and personality. We believe that a character that is strong intellectually and spiritually will enable that individual to lead a successful life.

We ask that you keep the School Board in your prayers as we carefully consider all aspects of the school. The Board is ever mindful of God's blessings to Agape by giving us the support of its parents and generous individuals in the community.

Thank you and may God bless you.

Sincerely,

Agape Christian School Board Members

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(The School retains the right, in its sole discretion, to change any policy or procedure.)

AGAPE CHRISTIAN SCHOOL
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

STATEMENT OF FAITH

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

We believe in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

AGAPE CHRISTIAN SCHOOL

SERVING FAMILIES SINCE 1976

MISSION STATEMENT

The mission of Agape Christian School, a private, non-profit, non-denominational ministry, is to honor Jesus Christ in all aspects of school curriculum, discipline, relationships, and business. We strive to be at the forefront of educating today's children, recognizing the Holy Bible to be the fundamental truth and integrated into sound instruction. Our goal is to instill Christian values and to nurture God – given talent.

**“TRAIN UP A CHILD IN THE WAY HE SHOULD GO AND, WHEN HE IS OLD,
HE WILL NOT DEPART FROM IT.”**

PROVERBS 22:6

MOTTO

“Making an eternal investment in children”

ADMISSION REQUIREMENTS

School admission papers must be filled out with medical information, immunization records, etc. Our school requires all students to have a current T.B. skin test, if applicable. All information should be accurate, up-to-date and submitted before the first day of attendance. Changes or additions should be provided to the school administrative office. Upon enrollment, students and parents agree to abide by all Agape Christian School policies and regulations now in effect or hereinafter enacted.

A child must be 5 years old by September 1st to enter kindergarten and 6 years old by September 1st to enter first grade. Preschool age requirements are as follows:

Toddlers – 18 months old before they begin classes

PK-2 – 2 years old before September 1st

PK-3 – 3 years old before September 1st

PK-4 – 4 years old before September 1st

Children enrolled in PK-3 and PK-4 classes must be toilet trained. Our preschool restrooms are not equipped for diaper changing. Staff will assist PK students who have an occasional “accident” in changing their clothes.

Each student is accepted into Agape Christian School on a probationary basis. Final acceptance will be determined by the Director based on the recommendation of the child’s teacher that the child is doing satisfactory work and behavior is acceptable. Children are not accepted on a drop in or part time basis.

The Agape Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

ALTERNATE PICK UP POLICY

ONLY persons who are authorized on the child's application may pick up a child, unless the office is given written authorization from the parents. Any changes on authorized pick up persons must be done in office by parent. Legal documents must be on file in custody situations. To verify the identity of a person, a copy of a valid, photo identification will need to be presented.

AGAPE PARENT/TEACHER INVOLVEMENT

Agape Parent Involvement is an important aspect of Agape Christian School. The teachers and parents work closely together to enhance the educational opportunities for the children. We strongly urge all parents to become an integral member of our Agape family. This includes helping with our fundraisers.

Parent conferences are scheduled throughout the year to provide information on topics related to a child's education. Report card nights will be held periodically.

ARRIVAL/DISMISSAL

Preschool and Elementary Students may not be left at school at until 7:15 am.

	Classes Begin	Classes Dismissed
Toddlers, PK-2 – 7 th Grade	8:00 a.m.	3:30 p.m.

Morning - Arrival Preschool

All Preschool students must be accompanied by an adult to the appropriate room. **DO NOT “drop off” Preschool students in the circular drive or parking lots. Parents must park their cars in a parking lot or on the street (not in the circular drive) before walking their child to class.** Toddlers, PK-2, PK-3, and PK-4 students are to go directly to their classrooms. A sign-in and sign-out log will be maintained for each child.

Morning Arrival – Kindergarten through Seventh Grade

All Elementary students arriving between 7:15 a.m. and 7:50 a.m. must go directly to the cafeteria. At 7:50 a.m. Kindergarten through 7th grade students will line up in the cafeteria for opening prayer and flag ceremony. Kindergarten through 7th grade students may be dropped off in the circular drive, and parents must park their cars in a parking lot or on the street if they want to walk their child to class. Children in the car line are only to exit/enter on the curbside of the car.

Afternoon Dismissal

It is IMPERATIVE that parents follow the procedure for elementary afternoon dismissal for the safety of our children.

There will only be one lane used for picking up students. Please use the lane closest to the school building. Children in the car line are only to exit/enter on the curbside of the car. Please stress to your children the importance of not crossing the circular driveway in order to be picked up.

It is imperative for the safety of our children that cars never be left unattended in the circular driveway. **This is designated No Parking Fire Lane.** If you need to speak with a teacher or go into the office, you must park in one of the parking lot spaces.

Child care is available for those students remaining after class dismissal. All students must be picked up no later than 5:30 p.m. Late pick-up charges will be assessed (see Late Pick-Up Policy).

ABESTOS HAZARD EMERGENCY RESPONSE ACT MANAGEMENT PLAN

According to the Asbestos Hazard Emergency Response Act (AHERA) regulations, all schools are required to inspect the buildings for friable and non-friable asbestos-containing building materials. A management plan must be developed and submitted to the Texas Department of Health for approval.

Although asbestos can cause health problems, the fibers are hazardous only when inhaled or ingested (eaten). When the asbestos fibers are bound to another material, as in plaster or tar, or wrapped, as in pipe insulation, they do not present a hazard. Therefore, the safest way to handle asbestos-containing materials is to maintain them in good condition.

An inspection was conducted September 24, 2013, at the Agape Christian School to identify any asbestos-containing building materials in the facility. During the inspection, asbestos-containing floor tile mastic in the cafeteria, kitchen, cafeteria HVAC closet, were identified.

The non-friable floor tile mastic was in good condition, posing no immediate health hazard as observed.

A management plan has been developed for the Agape Christian School. It was submitted to the Texas Department of Health and was approved.

As part of Agape Christian School's AHERA Management Plan and as required by AHERA, three year re-inspections were completed on July 22, 2004, July 30, 2007, November 03, 2010, and September 4, 2013.

On June 19, 2007 and June 4, 2008, all the sinks with asbestos-containing undercoating in the classrooms were removed. All asbestos abatement activities were completed in compliance with AHERA and Texas Health Protection Rules (TAHPR).

On June 3, 2008, the asbestos-containing floor mastic concealed under non-asbestos-containing floor tile in the Preschool wing corridor was removed. All asbestos abatement activities were completed in compliance with AHERA and TAHPR.

The Management Plan will be located and filed for review at the Administration Office building located at 1401 E. 24th Street in Mission, Texas.

ATTENDANCE

When an elementary student returns to school from an absence, he/she should bring a written statement on a full sheet of paper listing the dates and reason for the absence. If the absence is for a half-day, that should be stated also. This statement from home must be signed by the parent or guardian. **Parents of PK and elementary students should notify the office on second day of student absence.**

Children in Kindergarten – 7th grade should be at school for opening exercises at 7:50 a.m. Children who bring breakfast from home may eat it in the cafeteria from 7:15 – 7:50 a.m. **A student is tardy if he/she arrives after 8:05 a.m.**

A child is counted present for the day if he/she arrives by 10:00 a.m. A valid doctor's excuse must be resented if a student arrives after 10:00 a.m. Without a doctor's excuse, a student may not be allowed into the classroom and will be counted absent. Teachers will contact parents when tardies and/or early check-out and/or absences become a concern for student achievement.

Attendance is an important factor in improving school effectiveness and time on task. We encourage parents to have their children arrive at school on time to avoid missing instruction. **Excessive absence may result in dismissal from school. No tuition refunds are given because of absence or expulsion.**

If elementary children are to be picked up before the dismissal bell, a parent must sign the student out in the office. Parent must sign child in upon same day return.

Parents wishing to pick up make-up work for absent students should call the school office before lunch to make a request to the teacher. If time permits, the teacher will prepare the work and notify the so that the work may be picked up as close to 3:30 p.m. as possible. If the teacher is unable to prepare the make-up work, the student will be given an extension to complete the missed work upon his/her return to school (one day extension per day missed).

BIBLE

Agape Christian School teaches God's word daily. Every subject is taught from a biblically integrated point of view. Memorization of Scripture and Bible lessons are a part of the classroom instruction. Each day begins with prayer in the classroom. Positive Action Bible curriculum is used in grades Kindergarten through Seventh Grade. An integral part of the Bible curriculum is the memorization of Scripture.

BIRTHDAYS

All students may celebrate their birthdays during the school year. PK may celebrate during p.m. snack and elementary the last half hour of the day or lunch. Summer birthdays will be assigned a day on which to celebrate their birthdays. Parents have the option to bring a treat on that day. **Balloons, gifts, clowns. Etc. are not allowed. Treat bags can be given at the end of the day.**

Children who wish to celebrate their birthday with their class outside of school, MAY NOT distribute invitation on the school campus UNLESS EVERY CHILD IN A CLASS IS INVITED. However; boys may invite only all the boys and girls may invite only all the girls. Invitations will be distributed with teacher knowledge. This policy is necessary to avoid the deep hurt felt by any child not invited to a classmate's party.

CHAPEL

Chapel Services are held weekly to give students and teachers the opportunity to worship, sing and have fellowship together. Every chapel service begins with prayer and worship and students, teachers, and parents are encouraged to actively participate in the worship to our Lord. Parents are encouraged to bring their child(ren) on time for chapel so they may participate in every part of the service. A spirit of reverence is felt in all chapel services. Students should be attentive and courteous during this time to receive the Word of God through engaging biblical messages.

Preschool chapel is held on Fridays at 9:00 a.m. Elementary chapel is held on Wednesdays at 8:00 a.m.

CHILD ABUSE REPORTING RESPONSIBILITY

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear

intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CONCERN/COMPLAINT PROCEDURE

In everything you do, put God first and He will direct you...
Proverbs 3:6

1. If you have a concern/complaint we request that you first and foremost go to the Father for wisdom, insight and guidance. Fervent prayer will result in the betterment of our school, and thus, in the glory and growth of His Kingdom.
2. Express your concern to the appropriate person promptly. Keeping it to yourself can cause ill feelings. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).
3. Do not broadcast your complaint. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.

If a parent or student has a disagreement with the school staff, the following procedure should be pursued to resolve the problem (based on the Matthew 18 principle):

1. Parent should request a conference with staff member involved.
2. If agreement as to resolution of the problem is not reached, the parents and staff member should request a conference with the Director;
3. If at any time the school determines, in its sole discretion, that the parent/guardians actions do not support the ministry, or reflect a lack of co-operation and commitment to the home and school working together, the school has the right to request the withdrawal of the child(ren).

CONDUCT

Agape Christian School expects students to conduct themselves as Christian youth and to follow scriptural standards for living.

Each student will be taught what is expected of him. He should follow the rules of the school with an open heart and mind. If it becomes necessary for a student to receive correction, it will be done prayerfully, lovingly and fairly. Listed below are standards of behavior for Agape Christian School students:

1. Each child shall constantly display respect for property, self and others and shall never show disrespect for any person at any time;
2. Students always answer with a “Yes or No, Sir/Ma’am”;
3. Students shall walk in the halls and breeze ways;
4. Agape Christian School retains the right to search the property and desks of students and staff in case of stolen items or property. We will not search the individuals. Accusations will not be made, and if we find anything unusual, it will be discussed with the student and the parent or with the staff member and director;
5. Agape Christian School reserves the express privilege of dismissing any child if, after admission, the child refuses to participate in group experiences. Special problems or occurrences involving a child will be brought to the parent’s attention.

We appreciate a cooperative attitude of parents and ask them to encourage their children to uphold our standards and to be a positive example to others.

CONFERENCES

There is one scheduled parent-teacher conference. The conference is 15 minutes and will be scheduled by the teacher. Character development, attitudes, study habits and academics are discussed. The conference is a valuable opportunity for parent and teacher to meet and discuss the well-being of the student. It is imperative that child care arrangements be made so that no interruptions occur.

Parents are encouraged to communicate frequently with the teacher concerning any needs of the child. Parents or teachers may request a conference at any time. Conference times are to be scheduled in advance. Agape Christian school feels it is necessary for the home and school to work positively together to help the child grow in all areas.

CURRICULUM

The basic academic program of Agape Christian School is designed to give students a firm foundation in reading, phonics, mathematics, writing, science, social studies, physical education, and music. The curriculum integrates instruction with moral values, Christian principles and patriotism with a strong academic emphasis. The basic curriculum used is the Abeka Publications, Bob Jones University Press, Purposeful Design, along with supplemental texts.

Discipline Plan (Elementary)

**“Train up a child in the way he should go and, when he is old, he will never depart from it.”
-Proverbs 22:6**

PHILOSOPHY

“Train up your child in the way he should go” means we must help mold character and direct a child’s growth. Each teacher seeks to build a loving relationship with each child. Discipline can be individualized as the teacher and parent work together to help train up the child to grow toward a Christ-like image. Prayer and Scripture are important aspects used in discipline.

No student will be allowed to prevent a teacher from teaching or a student from learning.

SCHOOL RULES

1. Listen when others are talking;
2. Follow directions;
3. Keep hands, feet, and objects to yourself;
4. Work quietly and do not disturb others;
5. Show respect for school and personal property;
6. Work and play in a safe manner.

CONSEQUENCES FOR INFRACTIONS

1. Reminder
2. Withdraw student privileges
3. Note or call home
4. Parent conference
5. Send student to Director – Counseling/ Contract

For any severe disruption (i.e. fighting, swearing, malicious, destruction of property, disrespect) the student will be sent to Director.

Attendance at Agape Christian School is a privilege. Any students whose conduct or attitude shows him/her to be in opposition to the basic principles and purposes of the school will be asked to withdraw from school.

DRESS CODE

1. Agape Christian School students in Kindergarten through Seventh Grade are required to wear school uniforms. Duratex is the only approved uniform supplier. Uniforms must not be torn or faded and must be the appropriate size for the student.

2. ALL students must maintain neat and clean hair. Boys' hair may not be longer than shirt collar in the back or eyebrows in the front. Girls' hair may not be longer than the eyebrows in the front also. No extreme hair styles/or colors.
3. Boys' and girls' shirt tails must be tucked in at all times. Belts must be worn with pants/shorts having belt loops.
4. Designs on lunch boxes and backpacks must be appropriate. NO violent designs are acceptable.
5. Tennis shoes are a requirement for all students for playground/P.E. safety. Shoes must be tied at all times. Extreme tennis shoes styles are not allowed.
6. ALL student's clothing and lunches should be labeled with the student's name to facilitate the return of items to the owners.
7. Tattoos/pictures on the skin are not allowed (PK-2 through Seventh Grade). Girls may not wear jewelry that may pose a distraction or danger. Boys cannot wear earrings.
8. Make-up is not allowed for students.
9. Walking shorts and skirts should be no shorter than two inches above the knees. Straps must be as wide as a dollar bill on girls' blouses worn for special days (Sunday best dress, Fridays, school pictures, etc.)
10. Unless granted permission for special days or events, students are not to wear hats while in the school building.

Teachers will check daily to see that each student is in compliance with school dress code.

EMERGENCY SCHOOL CLOSING

Listen to the following stations for announcements concerning an emergency school closing: KRGV (Channel 5), KGBT (Channel 4), Univision (Channel 48), Radio Stations: K-TEX 100.3 FM KVMV 96.9 FM, KURV 7.10 AM, KGBT 98.5 FM, and our Agape Facebook Page. In the event of no electricity/water after two hours, parents will be notified to pick up their child.

FIELD TRIPS

Field trips are planned by Kinder – 7th grade teachers to coordinate with a particular area of study or to enhance the student's life experience. Parents will be enlisted at least one week prior to the trip when possible. The following safety rules must be strictly adhered to:

1. Parents who wish to participate in field trips may do so by transporting their own child to and from the event.
2. From time to time, Agape Christian School may use charter buses to transport students. In this event, a parent permission slip will be required.
3. Parents who wish to allow another parent/staff member to transport their child during a field trip, must provide a written consent form to the Director prior to the event.

FIRE DRILL

A fire drill is scheduled approximately once a month. These drills are conducted to insure that the students can rapidly and safely exit the building and/or follow correct procedures in an emergency. Severe weather/Lockdown drills are scheduled twice a year.

FLAG SALUTE

Each day, as a part of opening exercises, we salute and pledge our flags. Students sing patriotic songs and Christian hymns. The older students are trained to be responsible for the daily raising and lowering of flags. Students are expected to stand at attention and be respectful at this time. Please help your child by learning the words to the pledges.

- **American Flag:** I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.
- **Texas Flag:** Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- **Christian Flag:** I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

GANG FREE ZONE

Under the Texas Penal Code any area within 100 feet of a child care center is considered a gang-free zone.

GRADING SCALE

A+ 98 - 100	B+ 88 – 89	C+ 79	D+ 74	F Below 70
A 92 - 97	B 82 – 87	C 76 - 78	D 72 - 73	
A- 90 - 91	B- 80 – 81	C- 75	D- 70 - 71	
Excellent	Above Average	Average	Below Average	Failing

HEADING

Beginning in third grade, all students must have the proper heading on their papers unless specifically indicated by the teacher.

Name
Date

Agape Christian School
Subject

(skip a line)

HEALTH SERVICES

Our health services include the following: vision and hearing screening and head lice checks. Parents should notify the school administrative office of all cases of communicable diseases, such as mumps, measles, etc. Notices of exposure to these diseases will be posted and sent to parents. Also, notification is necessary if your child has head lice. As soon as the school is made aware of this situation, students in the classroom/grade level will be checked for head lice.

Illness

Parents, **please do not send your child to school if he/she has had fever, diarrhea or vomiting within the last 24 hours.** If your child exhibits any of the above symptoms you will be contacted and asked to pick up your child. Be sure that your child is well before sending him/her to school. If a child is not feeling well, that child should be kept home and brought to school later if not ill. Both parents and teachers must work together to protect the healthy children at school.

Illness and exclusion criteria

Ill children will not be admitted for care if one or more of the following exists:

The illness prevents the child from participating comfortably in activities including outdoor play;
The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in care;

The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in activities:

1. Oral temperature of 101 degrees F. or greater, accompanied by behavior changes or other signs or symptoms of illness;
2. Armpit temperature of 100 degrees F. or greater, accompanied by behavior changes or other symptoms of illness; or
3. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in TAC 97.7 (relating to Disease Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.

Medication

- Parents must sign an authorization and include times for employees to administer each medication dosage according to label directions; students are not permitted to carry medication of any kind to or from school. (Prescription or over the counter)

- The medication must be in the original container labeled with the child's full name and the date brought to the child-care center;
- Medication must only be administered in amounts according to the label directions or as amended by a physician;
- Medication will not be administered after its expiration date.
- If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's health-care professional may sign a medication authorization allowing administering the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for.
- After administering the medication, it will be documented in the child's record.

Immunizations

It is the parents' responsibility to obtain any required immunization as it becomes due. If your physician has reason not to give the immunization, parents must submit a written statement from the physician explaining why. Failure to provide the required health information within time limits given will result in a request that you remove your child from school. All students must have proof on file in conformance to the immunization requirements of the State of Texas.

Although not required, our staff is encouraged to be immunized against the flu each year.

Limitations of School Personnel

Providing medical care is the responsibility of the parent(s) and cannot be assumed by the school. Provision of first aid by school personnel is limited to injuries or illnesses that occur while the student is involved in school-related activities.

Emergencies

If a child becomes ill while in school the staff will:

- Contact the parent to pick up the child;
- Care for the child apart from other children;

If critical illness or injury requires immediate attention of a physician, the staff will:

1. Contact emergency medical services.
2. Give the child first-aid treatment or CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent.

An Automated External Defibrillator (AED) is located in the office. Staff is trained yearly on its use.

HOMEWORK

Homework is an essential part of the school program and is given regularly on Monday, Tuesday, Thursday and occasionally, on Friday. No homework will be given on Wednesday so that families can attend church. Homework is given for reinforcement and to help develop skills. Please assist your child in seeing that homework is completed. Second through Seventh grade students will purchase an assignment book to assist the child and parent(s) in knowing the exact daily assignment. The assignment books will be billed to account.

Homework must be turned in at the beginning of class the day it is due. The only excuse for late homework is the student's illness or a written note stating a family emergency which prevented the homework from being done. No phone calls to parents about missing homework will be allowed. When an absence occurs, the teacher determines which assignments need to be made up and how much time will be allowed to turn in work.

LATE PICK-UP POLICY

A minimum \$30.00 late fee will be charged for each child remaining at school past the 5:30 p.m. closing time as follows:

5:31 – 5:45 p.m. - \$ 30.00
5:46 – 6:00 p.m. - \$ 60.00
6:01 – 6:15 p.m. - \$ 90.00
6:16 – 6:30 p.m. - \$120.00 (and so on)

The Mission Police Department will be called if parent or emergency contact cannot be located.

LOST AND FOUND

Lost and found articles are kept in the cafeteria and donated to charity if not claimed. Every effort will be made to return a lost item to its owner (PLEASE LABEL!). Articles that are not labeled will be donated.

MATERIALS AND PROPERTY

The materials and property of Agape Christian School are to be used carefully by the children. They are God's provision made possible by the sacrificial contribution by many. Failure to respect school property will be individually dealt with and will result in appropriate discipline and/or replacement fees.

MEALS

Students are expected to practice good manners and appropriate table behavior. Do not send soda or fountain drinks as the beverage in your child's lunch. Any lunches brought after arrival time must be brought to the office and marked with child's name.

- **Students may bring lunch every day or pay monthly. (August through May).**
- **A menu will be sent home each month from the school office.**
- **NO late orders will be accepted. NO EXCEPTIONS!**

MONEY AND NOTES

Money should be sent in a sealed envelope with the following information on the outside: (1) child's name; (2) amount; (3) teacher's name; and (4) purpose.

Parent and student follow-through is necessary to insure money is turned into teacher/teacher aide. **All tuition payments must be turned into the office or drop box by the parent.** The school cannot be responsible for any money/payment sent with the child.

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

MUSIC

Our music program is designed to teach children to praise God with reverence and joy. Scripture songs are woven throughout the fabric of school life. Examples of music included are patriotic, character and appropriate fun songs. Our students perform several programs throughout the year.

PARENT COMMUNICATION FOLDER

Communication to parents of preschool students is done through a brown envelope marked "Parent Communication Folder" which is sent home every Wednesday and needs to be returned the following day. This folder contains all pertinent weekly/monthly information.

Elementary teachers use a folder/binder as the main form of communication with parents. Announcements, notices, messages, progress reports, and report cards will be submitted to parents in the folder/binder.

PARENT INVOLVEMENT

Occasions that will be celebrated are: Thanksgiving, Christmas, Valentine's Day and Easter.

PATRIOTISM

The curriculum of Agape Christian School is designed to teach students to love and support our country and its leaders. We teach the scriptural principle of obedience to the laws of the land and respect for the authority in command. Students will be taught respect for the flags and the national anthem by being asked to arrive before 7:50 a.m. to participate in the flag ceremony and show reverence during that time.

PHYSICAL EDUCATION

Planned physical education classes are conducted at least 3 times a week. Students are taught specific skills appropriate to their age and skill level. The Physical Education program includes character building as well as skill building. Participation, behavior and attitudes are more important than a child's ability to perform physically.

If your child has a medical/health condition and cannot participate in the Physical Education program, it is necessary that the P.E. teacher be advised in writing. This is in addition to having it in the child's office file and informing the teacher.

PICTURES

Individual school pictures will be taken in the fall and spring, and class group pictures are also taken in the spring. Children may have a Christmas picture taken in November. Kindergarten graduation pictures will be taken in the spring.

PRAYER

Prayer is a vital part of Agape Christian School. Teachers meet together in the morning for a devotional and prayer prior to going to their classrooms. Each teacher begins the morning with a prayer.

REGISTRATION FEE

The registration, instructional and tuition fees are non-refundable and are required for children enrolled in Toddlers through Seventh Grade.

REPORT CARDS

Report cards will be issued at the end of each six weeks. The report card is to be signed by the parent and returned to school by the next day.

ROOM PARENTS/INVOLVEMENT

We would love for every parent to be a room parent and be involved in some way in the class parties or field trips. We understand that a large percentage of the parents of our students work and we value any contribution you can make to your child's class.

SCHOOL OFFICE

School office hours are 7:15 a.m. to 5:30 p.m. Parents visiting the school for any reason other than dropping off or picking up students, **must** first report to the office. DO NOT go directly to the classroom. Affiliated vendors must sign in with the office prior to providing their services on campus. **ALL OTHER VISITORS (other than parents or vendors) MUST BE APPROVED BY THE DIRECTOR.** This is for the safety and well-being of all the students. It is also to protect valuable teaching time from being interrupted.

IMPORTANT! If you have a change of address, home/cell/business phone number, or place of work, please notify the office immediately at 585-9773. Equally important is to notify the office of a change in phone number of a person to contact in case of emergency or authorized release of persons.

SPECIAL DRESS DAYS

There are a variety of special dress days during the year that are fun, but optional, for the students who would like to participate.

These special dress days may vary from year to year. Some favorites include the following: Favorite football team t-shirt on Football Fridays, Western Day and Crazy Day. Agape dress code guidelines must be followed.

SPIRITUAL LIFE

Agape Christian School encourages the students to read God's word and to pray daily. Biblical principles are taught to the students. Christ-like character is modeled by the teachers and staff. The Christian school does not take the place of the church or the home in the training of the child.

STUDENT ACTIVITIES

Students at Agape Christian School are encouraged to participate in enrichment activities. Activities such as cheerleading, student council, etc.

TESTING

Our school participates in a testing program using the Terra Nova Test of Basic Skills. The tests are administered in the spring and a week is set aside for the testing period.

TEXTBOOKS

Classroom textbooks are issued to each student for use during the school year. These consumable texts are the property of Agape Christian School and should be treated as such. Charges will be made to the student for damages, mutilation of or lost textbooks.

TOYS

NO weapons (toy or real), personal play items, or electronic devices may be brought to school. Cell phones are not permitted. Any of these articles will be turned into the office and released only to the parent. This may be amended to accommodate tablets and/or e-readers later in the year. You will be notified if and when your student will be allowed to bring these electronic devices.

TRANSFERS & WITHDRAWALS

Any child leaving from Agape Christian School to another school must have parent fill out a school withdrawal form and will be furnished with a report card and a copy of the health record. A copy of the permanent record will be sent to the receiving school upon request.

All withdrawals must be completed in the school office.

No refunds will be given for tuition and instructional fees if a student withdraws from school.

TUITION AND EXTENDED CHILD CARE FEES

For families with more than one child attending Agape Christian School, the discounted rate will apply to the child with the lowest tuition fee.

PK and Elementary Extended Care billing, begins at 3:46 p.m.-5:30 p.m. and a fee of \$6 will be assessed for the first child and \$4 for the second child per family.

TUITION AND EXTENDED CHILD CARE PAYMENT POLICY

A statement for tuition and extended child care charges will be sent home at the end of each month with the payment due on the 1st of the month. The full amount of tuition is due each month in order to retain the student's place in his or her class, even if the child will be absent for an extended period of time for any reason. If the amounts billed are not paid when due, the collection policies established by the Agape School Board will be applied.

These policies regarding past due amounts are as follows:

- A \$35.00 administrative fee will be assessed if the tuition is not received in the school office on or before the 5th of the month. Payments that are mailed to Agape and received in the school's mailbox after the 5th of the month will be subject to the \$35 administrative fee. This administrative fee will be included on the next tuition statement. A second statement, with a \$35 Administrative fee added, will be sent home.
- If a family is facing a financial hardship we encourage our parents/guardians to come to the office of the school to discuss other arrangements to handle tuition and extended child care charges. The school will provide a form on which any agreement must be evidenced in writing, and signed by the parents/guardians, and acknowledged by the school. Full payment must be received, or a written agreement executed concerning payment of delinquent accounts, by the 30th of the month in which the fees are due. Failure to meet these requirements will result in the expulsion of the child from school effective the first school day of the month following the month in which the fees were due. Any amounts past due more than 45 days may be pursued for collection through any collection means approved by the Agape School Board.
- There will be a \$30.00 administrative fee for returned checks. If two checks are returned within the school year, all subsequent payments must be made in cash or by cashier's check.

VISITORS

Parents are always welcome to visit the school. They **must** first register at the office. The Director/Staff may accompany any visiting parent to and from the classroom. The Director may limit the length of the visit. **A visitor, who is not a parent of an Agape student or a vendor providing a service to the school or students must be approved by the Director.**

ADDENDUMS TO POLICY – Effective August 2015

Board Meeting Participation Procedures: Anyone wishing to address the Agape Board may do so by following the stated procedures.

1. Anyone who wishes to address the board must notify the school director or the board president, at least two weeks prior to the scheduled board meeting so as to be placed on the agenda and must state the reason for wishing to address the board. If a parent is unwilling to do so, then they forfeit any right to address the board.
2. Those following the proper procedures written above will be given five minutes of floor time to address the board and may only speak about what was stated when they were giving notice to be placed on the agenda.
3. Issues, concerns, or anything brought to the board through the proper procedures stated above will be heard by the board but may not receive immediate attention or discussion at the board meeting.
4. If person addressing the board does not keep to their specific topic that was placed on the agenda, speak out of turn, or become belligerent, unruly, or disrespectful to anyone present including but not limited to board members, the director, or other parents will be asked to leave the meeting immediately. These behaviors and actions will not be tolerated, as they are very disruptive to the meeting.
5. This is a reminder that all conversations and actions in the open session meeting is recorded by the acting secretary for the meeting's minutes.

PK AND EXTENDED CARE ADDENDUM – REVISED 2018

I. Hours, days, and months of operation

August – May, Monday – Friday, 7:15 a.m. – 5:30 p.m.

PK Classes: 8:00 a.m. – 3:30 p.m.

Elementary Classes: 8:00 a.m. – 3:30 p.m.

Extended Care available 3:46 p.m. – 5:30 p.m.

*Yearly calendar available upon request in the office.

II. Procedure for release of children

- A. Only persons who are authorized on the child's application may pick up a child unless the office is given oral/written authorization from the parent.
- B. To verify the identity of a person authorized to pick up a child, but whom the care giver does not know, one of the following will be used:
 1. Copy of a valid photo identification or
 2. Recording the driver's license number and car tags.

III. Illness and exclusion criteria

Ill child will not be admitted for care if one or more of the following exists:

- A. The illness prevents the child from participation comfortably in child-care center activities including outdoor play.

- B. The illness results in a greater need for care than care givers can provide without compromising the health, safety, and supervision of the other children in care.
- C. The child has one of the following, unless medical evaluation by a health-care professional indicated that you can include the child in the child-care center's activities:
 - 1. Oral temperature of 101 degrees F. or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - 2. Underarm temperature of 100 degrees F. or greater, accompanied by behavior changes or other symptoms of illness;
 - 3. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
 - 4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
 - 5. Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in TAC 97.7 (relating to Disease Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.

IV. Procedure for dispensing medication

- A. Parents must sign an authorization and include times for childcare center employees to administer each medication according to label directions.
- B. The medication must be in the original container labeled with the child's full name and the date brought to the child-care center.
- C. Medication must only be administered in amounts according to the label directions or as amended by a physician.
- D. Medication must be administered only to the child for whom it is intended.
- E. Medication will not be administered after its expiration date.
- F. If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's healthcare professional may sign a medication authorization allowing administering the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms for which to watch.
- G. After administering the medication, it will be documented in the child's record.

V. Procedures for handling medical emergencies

If a child becomes ill while in the center's care, the care giver will:

- A. Contact the parent to pick up the child.
- B. Care for the child apart from other children.
- C. Give appropriate attention and supervision until the parent picks the child up.
- D. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, the care giver will:

- A. Contact emergency medical services.
- B. Give the child first-aid treatment or CPR when needed.
- C. Contact the physician identified in the child's record.
- D. Contact the child's parent.
- E. Ensure supervision of other children in the group.

VI. Procedure for parental notifications

Emergency/Medical situations

- A. Parents will be notified immediately after a child:
 - 1. Is injured and the injury requires medical attention by a healthcare professional. *
 - 2. Has a sign or symptom requiring exclusion from the childcare center.
 - 3. Has been involved in any situation that placed the child at risk. *
 - 4. Has been involved in any situation that renders the childcare center unsafe, such as a fire, flood or damage to the child-care center as a result of severe weather.

- B. Parents will be notified of less serious injuries when the parent picks the child up from the child-care center requiring first aid treatment by employees.

*An Incident/Illness Report will be provided for parent signature within 48 hours.

Activity Plans

An activity plan outlining the daily routines and specific activities will be posted where parents can see it. They are available for review for three months upon request during hours of operation.

VII. Discipline and guidance practices

1. Discipline will be:

- A. Individualized and consistent for each child.
- B. Appropriate to the child's level of understanding.
- C. Directed toward teaching the child acceptable behavior and self-control.

2. A care giver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- A. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- B. Reminding a child of behavior expectations daily by using clear, positive statements.
- C. Redirecting behavior using positive statements.
- D. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

3. There must not be harsh, cruel, or unusual treatment of any child.

4. The following types of discipline and guidance are **prohibited**:

- A. Corporal punishment or threats of corporal punishment.
- B. Punishment associated with foods, naps, or toilet training.
- C. Pinching, shaking or biting a child.
- D. Hitting a child with a hand or instrument.
- E. Putting anything in or on a child's mouth.
- F. Humiliating, ridiculing, rejecting, or yelling at a child.
- G. Subjecting a child to harsh, abusive, or profane language.
- H. Placing a child in a locked or dark room, bathroom, or closet with the door closed.

- I. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

VIII. Meals and food service practices

Parents must sign a statement saying that the parent is choosing to provide the child's meals and/or snacks and that the parent understands the child-care center is not responsible for its nutritional value or meeting the child's daily food needs.

We will provide safe and proper storage and service of individual meals and snacks.

Meals and snacks provided by parents are not shared with other children.

IX. Immunization Requirements

1. Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.
2. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.
3. Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health rules in 25 TAC 97.62 (relating to Exclusions from Compliance).
4. You can find more information in the Texas Department of Health's rules at 25 TAC Chapter 97, Sub-chapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

You can access it on the Texas Department of Health Internet website at:

www.tdh.state.tx.us/immuniz, or you may obtain a copy from Licensing or your local or state health department.

Staff is not required, but is encouraged to receive the influenza shot each year.

X. Tuberculin testing requirements

All **new** students are required to have a T.B. test before admission, if applicable.

XI. Hearing and Vision screening requirements

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center:

- A. Any child four years of age or older by September 1st of each year must be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.
- B. A licensed or certified screener or health-care professional must conduct the screening.

XII. Enrollment procedures (including how and when parents will be notified of policy changes).

The following information must be obtained before admitting a child to school:

- A. The child's name and birth date
- B. The child's home address and telephone number
- C. Date of child's admission to the child-care center
- D. Name and address of parent(s)

- E. Telephone numbers at which parent(s) can be reached while the child is in care
- F. Name, address, and telephone number of the child's physician and emergency care facility
- G. Names and telephone numbers of persons other than a parent to whom the child may be released
- H. Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
- I. A statement of the child's special problems or special care needs. This includes, but is not limited to, allergies, existing illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.
- J. Parents will be notified in newsletter/letter of any changes to policies and enrollment agreement. An updated policy must be signed and dated.

XIII. Animals

If animals are on the premises:

- A. Parents will be notified in writing when animals are, or will be present.
- B. Animals will not create unsafe or unsanitary conditions.
- C. Children will not handle any animal that shows any signs of illness, such as lethargy or diarrhea.
- D. Care givers and children will practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

XIV. Procedure for parents to review and discuss with the school director any questions/concerns about policies and procedures

If a parent has a concern with school policies or procedures, the following steps should be pursued to resolve the problem:

- A. Parent should request a conference with child's care giver
- B. If resolution regarding concern is not provided, the parents and care giver should request a conference with the Director

XV. Procedure for Parents to visit school to observe child, operation, or activities (without prior approval)

Parents are always welcome to visit the school. They must register at the office before visiting any classroom. Office staff/director may accompany any parent who is visiting their child during the school hours of operation to and from child's group. The director may limit the amount of time a parent spends at the school. Arrangements must be made for siblings to visit the school.

XVI. Procedures for parents to participate in school's activities

The Agape Parent Volunteer Committee is an important aspect of Agape Christian School. The staff and the Agape Parent Volunteer Committee (APVC) members work closely together to enhance the educational opportunities for the children. Meetings of the APVC are held periodically and parents will receive reminders of these important meetings in the weekly newsletter.

Other opportunities for parent involvement include:

- A. Meet the Teacher and Holiday Celebrations
- B. Fund Raisers

XVII. Procedure for parents to review copy of Minimum Standards and school's most recent Licensing inspection report.

Copies of the minimum standard rules are available in the classrooms and office. This document may also be found on the website at www.tdprs.state.tx.us/childcare. The most recent licensing inspection report is posted/filed in the office. The website for the licensing report is www.tdprs.state.tx.

XVIII. Instructions on how a parent may contact local Licensing office, PRS child abuse hotline, and PRS website.

Local Licensing: 1-956-316-8275
2520 N. Closner Blvd
Edinburg, Tx 78541
Laura Trevino (956) 802-6358
PRS Child Abuse Hotline: 1-800-252-5400
PRS Website: www.tdprs.state.tx.us/childcare

**AGAPE SAFETY PLAN
Emergency Preparedness Plan**

Evacuation/Relocation Procedure

1. In the event of an emergency (natural event, health event or human – caused event) the first responsibility of the staff is to move children to a designated safe area/shelter.
2. All students will be relocated by walking/wagons (under age of 2 or limited mobility) to:

Justice Hall
1401 E. Griffin Parkway
Mission, Texas
956-585-4528

3. The children will be accounted for at the safe area by counting and checking the daily attendance log.
4. The school emergency binder will be used for parent and emergency contact phone numbers and authorization for emergency care, if necessary.
5. Communication will be handled through school phone. Phone number is (956) 585-9773. Teachers will contact parents from relocation point.
6. Employees responsible for implementing the emergency preparedness plan are:
 1. Agape Christian School's Director
 2. Agape Christian School's Business Manager
 3. Agape Christian School's Secretary
 4. Agape Christian School's Student Record Keeper & Nurse

AGAPE SAFETY PLAN

The following school security plan has been formulated:

School Plan

1. All entrance doors will be locked. This will still permit the doors to be opened from the inside. Signs directing visitors to the Office will be provided.
2. Visitors will be asked to sign a visitors' book stating their name, destination, and time of entrance and exit. Teachers will ask each visitor for a pass. They will ask any visitor who has no pass to obtain one in the Office.
3. The faculty, aides, supervisory and custodial staff will periodically check doors to see that they are closed and in a locked position.
4. Teachers have been asked not to be in the building before 7:15 a.m. or after 5:00 p.m. except when an after-school activity is taking place.
5. The school public address system will be checked weekly.
6. Agape Christian School's Business Manager is the authorized representative in charge of safety when the Director is absent.
7. Upon suspicion that an intruder is in the building, a coded message will be broadcast: "Chapel in the office." This will alert teacher and teacher aides. The last word of the message will indicate where the intruder is located. Teachers will immediately follow our intruder plan and dead bolt their classroom doors.
8. School property (A-V, athletic, music) will be marked with the school name.
9. First-aid kits will be checked weekly. Fire extinguishers will be checked monthly by the custodian.

Staff

1. All teachers and teacher aides are aware of the school safety plan as well as of the emergency fire drill signals and procedures.
2. Teachers will keep all bulletins concerning emergency drills together in a folder available for reference and for a substitute to follow.
3. Periodically, teachers will review with their student's basic safety measures and emergency signals and procedures.
4. Teachers will report any intruder from the school building. Police will be called if necessary.
5. The Director will remove the intruder from the school building. Police will be called if necessary.
6. The custodial staff has been informed of our safety procedures.

Students

1. All children are instructed in procedures for safety and emergency drill signals by their teachers.
2. Children must exit and return to their classrooms when signals are sounded.
3. Students are instructed as to which entrances and exits they are to use during morning, lunch and afternoon hours.

4. Students are instructed by their teachers to avoid contact with strangers that they may encounter near the school.

Parents and Community

1. Parents are asked to have their children arrive in school at or after 7:15 a.m. There is no supervision available before that hour.
2. Parents have provided the school with basic data: home phone number, telephone numbers at work, cell phone numbers, emergency contact names and phone numbers, and their physician's name and telephone number, along with hospital of choice.
3. Building inspections are made periodically by the Fire and Health Sanitation Departments.

Bomb Scare Procedures

1. Upon receipt of a bomb threat, by telephone or otherwise, the recipient should immediately notify the head of the school. The information will then, without delay, be forwarded to the Police emergency operator – 911.
2. Particular emphasis should be placed on retaining the exact wording of the original message, and if verbal, whether it was a male or female voice.

Demonstration and Disorders

1. All entrances to the building will be locked in the event of such an occurrence.
2. All outside physical education classes and recesses will be canceled.
3. Teachers and teacher aides will remain with their classes and await instructions.
4. If necessary, the police will be called.

Emergency/Safety Information

Please listen to the following stations for announcements concerning an emergency school closing:

TV Stations:

KRGV Channel 5
KGBT Channel 4
UNIVISION Channel 48 (Spanish)

Radio Stations:

KTEX FM 100.3
KVMV FM 96.9
KURV AM 710
KGBT FM 98.5

FACEBOOK:

[Facebook.com/iloveagape](https://www.facebook.com/iloveagape)

