

Agape Innovative Learning Center

Guidelines & Policies

The Innovative Learning Center is a homeschool program with a desire to assist parents as they take on the role of educator. As your child is homeschooled, you as a parent have the most important role in the success of their education. As a homeschooling parent of a student at the ILC, you are expected to be fully engaged in your child's education. This includes helping them to keep on schedule with their assignments, overseeing the work given on workdays, and seeking extra help if your child needs it. Parents are also responsible for knowing how to log in and use all portals to check on the status of assignments/grades and to communicate with teachers. The ILC teacher will prepare lessons, present material, and assign coursework for you and your child to follow along. The ILC teacher will grade work, offer assessments throughout the year, and offer a suggested grade at the end of the term. **As the parent of the homeschooled student, you are ultimately responsible for making sure your child has fulfilled the requirements for their education and graduation.**

Agape ILC Families and Teachers should “read and heed” all the policies and guidelines to maximize the benefit of classes for all students. Parents attest that all students have been informed of these policies and guidelines.

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Agape Innovative Learning Center Mission Statement:

Agape ILC exists to encourage, support, and assist homeschooling parents in fulfilling their God-given responsibility in the training up of their children to live for the Glory of God.

Proverbs 22:6 and 1 Corinthians 10:31.

Agape Innovative Learning Center Vision Statement:

The vision of our ministry is that through prayer, and practical application of God's word we would serve Christian Homeschool families on the Jersey Shore and be an integral part of equipping Christ-like leaders in homes, churches, communities, and the world.

Statement of Faith Agape Outreach Ministries:

Agape Outreach Ministries was formed by a body of believers whose purpose shall be to worship God according to the teaching of His Word, to practice the precepts and examples of the Church of our Lord Jesus Christ as outlined in the New Testament, to sustain its ordinances and doctrines and to preach and propagate among all peoples the Gospel of Salvation which is by personal faith in Jesus Christ as Savior and Lord.

The Word of God

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. II Timothy 3:16; II Peter 1:20,21; Mark 13:31; John 8:31,32; John 20:31; Acts 20:32 II.

The Trinity

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. Genesis 1:1,26; John 1:1,3; Matthew 28:19, John 4:24, Romans 1:19,20; Ephesians 4:5,6

God the Father:

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He infallibly foreknows all that shall come to pass, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. Luke 10:21,22; Matthew 23:9; John 3:16; 6:27; Romans 1:7; I Timothy 1:1,2; 2:5,6; I Peter 1:3; Revelation 1:6

Jesus Christ:

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. Matthew 1:18-25; Luke 1:26-38; John 1:1; 20:28; Romans 9:5; 8:46; II Corinthians 5:21; I Peter 2:21-23; John 20:30, 31; Matthew 20:28; Ephesians 1:4; Acts 1:11; Romans 5:6-8;6:9,10; Hebrews 7:25; Hebrews 9:28; I Timothy 3:16

The Holy Spirit:

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide. John 14:16, 17, 26; 15:26,27; John 16:9-14; Romans 8:9; I Corinthians 3:16; 6:19; Galatians 5:22-26

Born Again:

We believe that man was created by God in His own image; that he sinned and thereby incurred physical, spiritual, and eternal death, which is separation from God; that consequently, all human beings are born with a sinful nature and are sinners by choice and therefore under condemnation. We believe that those who repent and forsake sin and trust Jesus Christ as Savior are born again (regenerated) by the Holy Spirit.

Dress Code:

The purpose of establishing a dress code for Agape ILC is to cultivate honor, respect, and love for one another. The dress code for Agape ILC was shaped by using Romans 12:10 as our guide: "Be devoted to one another in brotherly love. Honor one another above yourself."

Dress Code for Adults and Students:

1. Dress and groom oneself in a way that honors Christ and brings you respect.
Guideline: Modesty
 - o Shorts, skirts, dress hemlines, and tops worn over leggings, must have adequate coverage.
 - o All clothing must cover undergarments.
 - o Avoid clothing that reveals midriff or cleavage.
 - o Shorts should be well-fitting, and the length should not be shorter than the fingertip.
 - o Any message on a shirt, sweatshirt, or hoodie should be a neutral, or God-honoring theme.
2. No clothing with inappropriate, illegal, or immoral designs.
3. Dress code violations will result in a student being asked to change or leave Agape ILC premises until he/she is dressed appropriately.

Students who fail to adhere to the behavior policy will be given verbal encouragement. If the problem persists after parental notification and given warning, a plan of action will be determined. In the event of a serious disciplinary issue, the Agape ILC advisory board will be consulted.

General Behavior:

1. Students are expected to act respectfully and politely to adults and fellow students. For example: no talking over others, especially the teacher; raise your hand to be called upon.
2. Bullying behavior (whether physical, emotional, or verbal, including social media, text, etc.), and promotion of behavior contrary to any portion of our Statement of Faith, will not be tolerated.
3. Any controlled substances found on Agape ILC premises will be confiscated and, if illegal, turned over to the Howell Police with appropriate names and information regarding the confiscation.
4. No smoking or e-cigarettes on the Agape ILC premises, including in vehicles. If found, the cigarettes or entire units may be confiscated and disposed of without repayment or return.
5. No weapons, including pocket knives, are allowed at Agape ILC.
6. No public displays of affection at Agape ILC, including handholding, kissing, embracing, and/or other physical fraternization.
7. No roughhousing, running, or talking loudly.
8. Students are to be in designated areas only and may not loiter in the bathroom. If found in a restricted area, they will be given a disciplinary notice.
9. Students may not bring food or drinks to class other than a water bottle.
10. Your belongings are your responsibility. Items left at Agape ILC will be placed in the Lost and Found box. All unclaimed items will be donated to charity at the end of each year.

Illness and Medical Issues:

1. Please do not bring/send your children who have had fever, vomiting, or diarrhea within the last 24 hours.
2. Please do not bring/send your children who have a cloudy, runny nose or a consistent cough.
3. Any accidents should be reported to the Administration immediately.
4. Adults only will deal with bodily fluids/blood and gloves must be worn.
5. All open wounds must be covered before the student may return to class.
6. If you have a child with a medical condition or food allergies/restrictions of which Agape ILC should be made aware, ***please indicate that on the Medical Release/ Liability form and inform teachers.*** Agape ILC and its families do not claim medical expertise but will administer reasonable regular care when possible. No medicine will be administered without consent.

Building and Equipment Policies:

We are guests at this facility and as such, everyone is expected to treat the facility with respect. Agape ILC is very blessed that Immanuel Bible Church is allowing us to use their facilities. As Christians, we want to honor, be respectful and aware of the testimony we leave behind. Please encourage your students to be respectful in all areas of the buildings. Parents will be financially responsible for any intentional damage to the facility caused by their children. Such damage can also result in removal from Agape ILC.

Agape ILC Students are not to use:

1. Any Church Equipment (Sound/Music/Stage/Platforms) except under the direct supervision of an Agape ILC Admin/Teacher.

Agape ILC Students may not:

2. Go behind the Church Office Buildings.
3. Go inside/near/climb on the dumpster.
4. Climb the dumpster/utility walls and/or fences.
5. Students should not wander the hallways or stairwells.
6. Pull, touch, climb, kick any landscaping (including, but not limited to) trees/shrubs/bushes/flowers/bedding
7. Enter the playground area at any time or use the doors that lead to the building from the playground area.
8. Sit on, write on, or carve on tables or desks or deface/damage/destroy any item belonging to Agape ILC or Immanuel Bible Church.

Visitor Policy:

For the safety of our environment and insurance requirements, all visitors must be pre-approved by filling out the visitor request form located on the website under forms a minimum of 48 hours before the requested visitation. Agape ILC leadership will approve or deny the request based on circumstances and reply with approval or denial via email.

1. Guests (adults and children) are welcome to visit by appointment when evaluating Agape ILC as a support for their homeschool.
2. Visiting children must be age-appropriate for the class.
3. Visitors must check in at the administration desk before visiting a class to obtain a visitor pass.
4. All guest speakers/visiting instructors must have prior Admin approval and may be subject to a background check.

Academics and Grading:

1. All students need to be prepared and bring the requested supplies for every class meeting.
2. Cheating, including plagiarism, can be grounds for immediate dismissal from the class and perhaps grounds for withdrawal of a student from Agape ILC. The situations will be handled on a case-by-case basis, but to maintain the integrity of our program we will not allow it to be compromised by cheating.
3. Students must turn in all homework assignments to the appropriate teacher on time. If a student does not consistently turn in homework assignments, parents will be informed, and this may result in dismissal from the class.
4. Agape ILC's teachers reserve the right to have homework signed by each parent before accepting the homework from a student, especially those who continually turn in sloppy or incomplete work.
5. Assignments will be graded and reported via Agape ILC's current online platform, and students in K-12 will receive a final grade of the class via Agape ILC's current online platform.
6. Agape's online platform is available 24 hours a day for parents to follow up on grades, tardiness, absences, and discipline notices.
7. It is the parent's responsibility to help their student keep up with their homework and to ensure that their student receives proper help with any areas of individual difficulty.
8. Communication between Agape's ILC Admin, Teachers, parents, and students will be through Agape's ILC's current online platform, although occasionally communication will be made by phone call, text, or email directly to the parent.
9. After careful review of any ongoing issues either academic or behavioral, Agape Outreach Ministries and the ILC's Board support a teacher's right to refusal of a student to their class.

Tardiness/Attendance Policies:

Absences need to be communicated as early as possible by filling out the online absentee form on the website. Parents or students are responsible for following up with their teacher(s) regarding any assignments that need to be completed before the next class time.

Students **may** be dismissed from a class due to repeat tardiness.

- a. 3 Tardis = 1 absence
- b. 4 unexcused absences may result in dismissal from that class unless specific arrangements have been made with the teacher & approved by Agape ILC's administration.

Lunch/Recess:

1. Please make every effort to keep this area neat & clean. All perishable foods **MUST** be removed from this area by the end of the day.
2. A microwave is available for parent and student use.
3. Items for purchase are made available at the snack table.
4. Lunch is to be self-monitored by students in 6th through 12th grade. Students are expected to be in the main lunchroom, downstairs designated lunchrooms, or outside lunch tables. **ONLY**. Students may not eat in any upstairs room.
5. K through 5th-grade students will be monitored during the lunch hour and must always obey the parent in charge.
7. **Students must clean up ALL lunch messes.** Each student is responsible for cleaning up after him/ herself, including any garbage as well as spills.
8. No skateboards, scooters, or wheeled equipment (including Heely's) may be brought to Agape ILC from home –no exceptions.
9. Balls will be provided for use on the playground. No tackle sports are allowed.

Friday Tutoring:

Yearly tuition covers optional tutoring for students on Fridays with the following guidelines.

1. Students must come prepared to work when they are on the premises. Once they are finished, parents will be called to pick them up.
2. **Students can only attend the number of hours they are enrolled in the program for Tuesday/Thursday** (ex: your student takes 2 hours of classes, they can attend 2 hours each Friday).
3. Students must sign up on the calendar each week before arrival.

Electronic Devices:

1. To set an example for our children, we ask teachers and helpers to refrain from using cell phones during class times for calls and/ or texting. As a matter of urgency, calls may be taken outside of the classroom areas.
2. Electronic devices (i.e. computers, I-pods, I-pads, Kindles, etc) are permitted for study hall and non-class times with the use of headphones only. If electronic devices become a distraction or are being used inappropriately, the teacher may ask the student to put the device away or take it away. Students should NOT share electronic devices in study halls.
3. Agape ILC does not offer filtering services, so all parents are responsible for installing appropriate filtering software for any internet-capable devices. If a student is found to be abusing Internet use, we reserve the right to revoke this privilege.
4. No electronics, including cell phones, may be in use in the classroom except those brought or authorized by teachers. **All cell phones will be collected at the beginning of each class and placed in a basket to be returned at the end of class. Parents may contact administrators to reach students.** All unauthorized or disruptive devices may be confiscated and returned at the end of the day.

Class Fee Policy:

Registration fee is \$200 per student (must be paid in full at the time of enrollment and is nonrefundable) \$95 nonrefundable deposit will be required to secure your student registration in a course.

1. Classes are \$825 per class including books (4 hours will be offered - students do not need to attend full time) application for a payment plan option of 5 months is offered from August 1 – December 1) Study Hall fee is \$50 per hour.
2. **Families selecting the payment plan option are financially responsible for the full year tuition except in extenuating circumstances which MUST be presented in writing and approved by the Agape Outreach Ministries and ILC board members.**

3. **Books/Supplies** will be purchased by ILC. You may choose to purchase your books and receive a \$150 book credit for the course. However, **you are responsible for making sure that your student has ALL of the necessary materials and same edition.** We do not offer partial book credits. If your student does not have the proper materials on the first day of class, Agape ILC reserves the right to bill your account for the \$150 and order the materials to avoid an extra burden on teachers to copy pages.

Discounts:

5% discounts are available for families paying in full by no later than the first day of classes, full-time ministry families, multi-child (taken off of the child with the least classes), and active military. Only one discount per family can be applied and does not apply to study hall.

Deposit and Refund Policy:

The Agape Innovative Learning Center contracts teachers for a full year.

Please understand that we are unable to pro-rate late enrollees or refund for courses that are not completed by a student unless extenuating circumstances arise. Refunds must be approved by the AOM board.

Refunds of fees before the start of the school year will be granted based on the following schedule:

The \$200 per student registration fee is due upon registration and is non-refundable. *(the ONLY exception to this policy would be in a case where we are unable to clear waitlisted courses).*

The \$95 per class deposit is non-refundable but can be transferred to a different class selection before the start of classes on 9/3/2024. Class deposits after the start of classes cannot be transferred.

Books will be ordered by the last week in July and once books are ordered, you will not be reimbursed for canceled/changed courses. The books will be given to you and you can choose to keep them, return them to the company, or sell them privately. If the student transfers to a new class, new book fees will be charged, or you have the option to purchase all of the books on your own for the new course resulting in a \$150 credit.

- Cancellations/Refund Requests made up to 7/19/2024 will receive a 100% refund of fees less the \$200 per student fee and the \$95 deposit and any purchased books.
- Cancellations/Refund Requests made up to 7/26/2024 will receive 75% refund of fees less the \$200 per student fee and the \$95 deposit and any purchased books.
- Cancellations/Refund Requests made up to 7/31/2024 will receive 50% refund of fees less the \$200 per student fee and the \$95 deposit and any purchased books.
- Requests made after July 31, 2024, will be subject to no refund of fees paid unless extenuating circumstances arise.

All eligible refunds must be made in writing to the ILC financial administrator and may be returned via check.

Inclement Weather:

Agape ILC will defer to closing the Innovative Learning Center due to inclement weather from the Immanuel Bible Church grounds and building manager. If area schools and businesses delay classes or close, ILC will most likely not meet. Closures are communicated on the forum and for delayed openings, please refer to the schedule on the website under forms.

Suggestions/Comments/Concerns:

The AFW Leadership team values your input! A digital form is available online on our website under the Got Questions or an email may be sent to agapeilc22@gmail.com at any time. The Agape ILC Leadership Team reserves the right to make any changes to any schedules, fees, policies, procedures, and statements, as they deem necessary for the functioning of the Innovative Learning Center and will not be held liable.

