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# I. AN INTRODUCTION TO AGATHOS SCHOOL OF COLUMBIA

The Lord has been faithful to uphold and establish this work. Great efforts by many people have aided in the founding of Agathos, but ultimately all glory and honor must be given to Christ whose grace will uphold Agathos School of Columbia.

**Our Name:** Agathos is a Greek word meaning good, that which is beneficial and worth passing on to others.

**Our Mission Statement:** Using the tools of classical education, Agathos School of Columbia assists Christian parents in teaching and training their children to the glory of God.

**Our Logo:** The circle with the cross in the middle represents continuity of life when Christ is the center. Each point of the cross signifies God the Father, the Son and the Holy Spirit. When the four ends are multiplied the total is twelve. This is a reminder of the original disciples and how we are called to be disciples as well.



The color is gold. Gold is pure, beautiful and valuable—a precious gift befitting a king. Just as the wise men presented gold to the Christ Child, we are called in Romans 12:1 to present ourselves “a living sacrifice, holy, acceptable unto God...”. When our children wear this insignia let us use it as a tool to continue to teach them of God’s gift of His Son on the cross and what our response to that gift should be.

**Our Motto:** “Soli Deo Gloria” is Latin for “To the glory of God alone”.

## **II. STATEMENTS**

### **Statement of Faith**

1. We believe the Bible to be the inspired, authoritative Word of God. (II Tim. 3:16)
2. We believe that there is one God, creator of all things, who is eternally existent in three persons: Father, Son, and Holy Spirit. (Deut. 6:4; Gen. 1:1; I John 5:7)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:30; Matt. 1:18; Heb. 4:15; John 10:32; Rom. 3:25; Matt. 28:6; Rom. 8:34; Luke 21:27)
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (John 3:3-8)
5. We believe salvation to be a gift of God, attained by grace through faith, apart from any works we may offer. (Eph. 2:8-9)
6. We believe that faith without works is dead. (James 2:17)
7. We believe in the present ministry of the Holy Spirit by whose power the Christian is enabled to live a godly life. (Gal. 5:16)
8. We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of eternal life and they that are lost to the resurrection of eternal condemnation. (I Thess. 4:16,17; II Thess. 1:9)
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:20-23)

# Vision Statement

That Agathos School of Columbia will implement a classical approach to education founded in a Christian worldview.

That Agathos will prepare students for a lifetime of learning by equipping them with the basic tools of learning. At the completion of an education at Agathos, we desire our graduates to be young men and women who possess the classical tools that enable them to acquire the facts (grammar), reason clearly (logic), communicate effectively and persuasively (rhetoric), and live a life to the glory of God alone (Soli Deo Gloria). They will know *how* to think rather than simply what to think. By God's grace, the educational environment will develop young people who will possess a love of learning, be obedient to the Word of God, and thus serve Him with distinction in society. Our vision is to further the kingdom of God through our students and graduates now and in the future in ways that we cannot imagine. (Ephesians 3:20)

That Agathos students will strive for excellence in all endeavors and achieve to the fullest their intellectual, spiritual, and physical potential. Agathos will seek and emphasize curricula that conforms to the school's educational philosophy and that meets, exceeds or sets new standards for academic excellence. Agathos will encourage the full development of the student; that those gifted by God with intellectual talents will be continually challenged; that those gifted with musical, artistic, or other creative abilities will be encouraged and nurtured in those gifts; that those gifted with physical abilities will have opportunity to use and refine them; that our students will "know, love, and practice that which is true, good, and beautiful."

That Agathos will encourage every student to come to a saving knowledge of Christ, and to grow in the grace and knowledge of God through Jesus Christ. (John 17:3; 2 Peter 3:18) We will encourage growth in Godly character in the students so that they may become mature Christians, equipped to be faithful servants of the Lord in their calling. We desire to see our students develop Christ-like humility and yet be capable of sound, bold, and eloquent apology. (Ephesians 4:29) We desire to have students that fully possess knowledge, understanding, and wisdom, recognizing the wisdom of man as foolishness before God. (Romans 12:2)

That the faculty, staff, and Board of Directors of Agathos will seek to reflect the character of Christ in their attitudes and behaviors, and thus provide an example of Godliness to the students. Their lives should be a clear model of a biblical Christian life.

That parental involvement will saturate every aspect of Agathos.

That an Agathos graduate will manifest the following:

Ephesians 4:14-15 *“that we should no longer be children, tossed to and fro and carried about with every wind of doctrine, by the trickery of men, in the cunning craftiness of deceitful plotting, but, speaking the truth in love, may grow up in all things into Him who is the head – Christ.”*

Galatians 5:22-23a *“the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.”*

Philippians 4:8 *“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”*

2 Corinthians 10:5 *“We are destroying speculations and every lofty thing raise up against the knowledge of God, and we are taking every thought captive to the obedience of Christ.”*

Colossians 4:6 *“Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.”*

Our long-term vision is to have an independent campus on which the school will function as a Pre-K through 12<sup>th</sup> grade classical and Christian school with a full complement of academic, extracurricular, and athletic programs.

It is our vision that in the end our students, parents, faculty, staff, and board of directors will be looked upon and hear, “Well done, good and faithful servant!” (Matt 25:23)

**Soli Deo Gloria**

### III. EDUCATIONAL PHILOSOPHY

The educational approach of Agathos School of Columbia recognizes that an excellent education never takes place in a moral or philosophical vacuum. It is founded upon disciplined, eager attention to learning; that this discipline originates both internally and externally and rests upon the development of the student's moral character; and that this moral character can only be developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility for educating their children, Agathos School of Columbia seeks to:

1. Provide a clear and consistent model of Christian life through its Staff and Board members. (Matthew 22: 37-40)
2. Encourage and assist every student in the development of a relationship with God the Father through Jesus Christ. (Matthew 28:18-20)
3. Teach all subjects from a biblical world and life view as parts of an integrated whole with the Scripture at the center. (II Timothy 3:16-17)
4. Provide students with a rigorous, classical education, in which grammar (the fundamental facts or particulars of each subject), logic (understanding of the ordered relationship of these particulars), and rhetoric (the effective and persuasive expression in speech and writing of the ideas within a subject) are emphasized in all subject areas. We believe this parallels, in essence, the Scriptural call to knowledge, understanding (discernment), and wisdom. (Proverbs 2:6; Exodus 35:31; Psalm 111:10; Proverbs 15:2)
5. Encourage all students to develop wisdom, discernment, and a love for learning. Children will be taught how to learn and how to express what they have learned; how to think rather than simply what to think.
6. Teach our students to recognize the truth, goodness, beauty, and interrelatedness of all of God's creation. (Genesis 1:31; Exodus 34:6; Philippians 4:8)
7. Partner with parents in fulfilling the biblical command to educate their children, believing the school to be an extension of instruction that begins and is rooted in the Christian home. The primary responsibility for education of the child rests on the parents and as such, parents will be expected to "teach them diligently" in subject studies, character

development, spiritual maturity, and all areas of biblically based child development. (Ephesians 6:4; Deuteronomy 6:4-9)

8. Provide an orderly, disciplined, and safe atmosphere conducive to attaining these goals.

## **IV. PARENT/TEACHER COMMUNICATION**

### **Parental Involvement and Communication**

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” Eph. 6:4

The family is of primary importance at Agathos since it is the most important human institution ordained by God. No other institution is given the high calling of bringing forth and raising up children. Therefore, Agathos will continually seek ways to constructively involve the parents, grandparents, and siblings of our students in the school’s regular and special programs.

#### ***Parent Involvement***

As a support and extension of the family unit, Agathos considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. Agathos strives to support the family and respects parental authority and responsibility in all it does. The education philosophy of Agathos supports parents as being ultimately responsible for the education of their children. Therefore, Agathos strongly encourages parent, grandparent and sibling involvement in the school. Below are examples of ways you can become involved at Agathos:

1. Parents are encouraged to visit the school or classroom. Visits to the classroom should be arranged with the classroom teacher.
2. Parents can also provide assistance within the classroom. Arrangements for this should be made with the classroom teacher.
3. Parents can act as chaperones on field trips and other outings.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Share your experience, trips, or vacations as they may relate to an area of study in a class.
6. Help host class parties, at home or in the classroom.
7. Attend all parent-teacher conferences. Informal conferences may be held anytime at the parent’s request.

8. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home.
9. Communicate your ideas for school improvement and your comments regarding the school program to the teachers and board. They want to hear from you.
10. Serve on one of the school committees.
11. Participate in fundraising activities and school improvements.
12. Invite a teacher or staff member for dinner and fellowship.
13. Complete a set number of volunteer hours to be determined at the beginning of each school year.
14. If volunteering at school, parents with small children must keep the child with them at all times. Never to be left unattended or attended by someone other than the parent themselves.

Parents who wish to visit their child during lunchtime are welcome. Arrangements with the classroom teacher should be made in advance.

### ***Communication Book***

Communication with the parents is an important aspect of the partnership in education at Agathos. Teachers (K-3) will develop a notebook system for each student as a means of keeping parents completely and continually informed of the student's activities as well as their progress. The teachers will briefly journal specifics about each child and send it home with the student. As a way to keep communication fresh and continuous, parents are asked to respond if necessary, sign and return the book to the teacher.

### ***Parent-Teacher Conferences***

Parent-teacher conferences are scheduled four times during the school year, at the end of each nine-week period. Parents are strongly encouraged to attend these conferences. If a problem or question regarding a student does arise, parents or teachers shall address those with each other first. If it becomes necessary, concerns can be addressed with the teacher and the board.

## **V. THE SCHOOL DAY**

### ***Arrival and Dismissal***

The school day begins promptly at 8:00 am. Children need to begin the day without the anxiety of being late. Therefore, students should arrive between 7:45am and 7:55am so that they can be settled in their desk and ready for the day. Students arriving after 8:05 are considered tardy. They should proceed to class while their parent checks them in with the office. ***Excessive tardiness is***

***disruptive and disrespectful to the class and affects the attendance records of the child.***

The school day ends at ***2:45pm for Kindergarten through the upper grades*** and ***2:30pm for Pre-Classical***. Parents are asked to be at school between 2:40pm and 2:50pm or between 2:25 and 2:35 respectively. Late pick-ups require a fee of \$10 per child for each ten-minute period after 2:55pm. Agathos teachers and staff have obligations that preclude extended stay after hours unless prior arrangements have been made. (Recurrent tardiness and late pick-ups will be tracked and may require special review and action by the board.)

### ***Carpool Procedures***

Parents are encouraged to carpool to alleviate the traffic congestion during drop off and pickup times. The school asks that carpool procedures be followed so that drop off and pickup is expeditious, safe and orderly for everyone.

### ***Substitute Rides Home***

Parents should make sure their child knows who will be picking them up before the day begins. If your child is to ride home with someone other than his or her regularly scheduled drivers, please send a note stating the alternative arrangement and notify the usual carpool driver. Your child will not be allowed to leave school with anyone but a parent or carpool driver without a parent's written permission or a verified phone conversation with a school official in the case of last minute circumstances.

### ***School Cancellations or Delays***

In the event of bad weather, school closings or delays will be announced on radio station WKRM am 1340 (931-388-3636). Agathos will list closings and delays independently of Maury County Schools. Families will receive a call from a designated board member to inform of any school closings. We will also announce our closings with Channel 2 and their Snowbird report.

### ***Messages/Deliveries***

In an effort to keep the classroom uninterrupted, messages will be delivered to students in the classroom only in the event of an emergency. Please call the office if you need a message delivered to your child. If a parent needs to deliver an item to a child, the parent should take the item to the office.

### ***Morning Devotions and Chapel***

The initial part of each day is spent in Bible readings, discussion and prayer. Once a week, on Thursdays, a separate 20-30-minute chapel assembly is held for the upper grades (to begin at 8:30 am). Students are expected to wear their chapel attire on these days (see the Dress Code). Chapel is intended to be an

opportunity for the school family to meet together for announcements, singing, Scripture reading and recitation, and the study of God's Word.

Students are expected to:

- Enter quietly and be seated promptly
- Maintain a reverent and respectful attitude
- Realize every speaker is entitled to courteous attention at all times
- Participate in singing, responsive reading and prayer

Parents, family members, and guests are always welcome at chapel.

### ***Lunch/Snacks***

Students should bring their lunch to school each day. Family members and visitors are encouraged to join students for lunch after checking with the teacher to make sure it is a good day to visit. A healthy snack from home should be included in the child's lunchbox to be provided to the students at designated times each day.

### ***Homework***

The definition of homework is "all school work that is done at home."

Homework includes all assignments related to specific subjects, spelling, corrections of past papers, research papers, book reports, memorization, reading and any special projects assigned by the classroom teacher.

The purpose of homework is to equip students with the necessary tools for learning, involve parents in the learning process, establish the disciplines and habits that foster responsibility and reinforce the concepts presented by the curriculum during the school day.

Parents may answer questions and encourage their child to do his or her homework well, but should not do the work for the child. A teacher may more successfully teach a student responsibility for these matters if the student is in charge of his or her own homework.

With each student and at every grade level the time for homework will vary. The following guidelines are suggested limits by grade level that should allow for completion of homework by most, but not all students:

Pre-Classical	A few minutes reinforcing topics of the day
Kindergarten	Fifteen minutes for math worksheet in addition to memorization, daily reading, and special projects (a goal of around 30 minutes per day)
1 <sup>st</sup> and 2 <sup>nd</sup> Grades	30-45 minutes for assignments and 15 or more minutes reading with parents

3<sup>rd</sup> – 6<sup>th</sup> Grades      60 minutes for assignments and assigned reading with and without parents.

The objective is for students to complete the assignments within the guidelines. Students are not restricted to these time limits. They are offered to assist parents in controlling the maximum amount of time spent on homework. Parents whose students are having difficulty completing the assignments within these guidelines should let the teacher know.

Homework is a requirement, not an option, for all grades at Agathos. If a student or parent is non-compliant, it is considered a breach of the Parent Partnering Agreement and is subject to review by the Board.

Each child will have a homework sheet that shows the required homework for that week. This sheet should be signed by a parent on a daily basis to show that the day's work has been completed.

### ***Recess and Physical Education***

Involvement in outdoor and physical activities is an integral part of Agathos School. On designated days, students will wear their casual attire for outdoor or physical activities and be expected to participate fully unless they have a signed statement from a parent or physician.

Recess will take place each day and Agathos students are expected to display team spirit, loyalty, and good sportsmanship at all times. Good sportsmanship means that students:

- Never hiss, boo, or make disparaging remarks about the opposing players, referees, teammates, coaches, or fans
- Play hard, making every effort to win, but never playing outside the rules
- Never attempt to injure opponents
- Acknowledge good play among teammates and the opposing team
- Never boast in winning, nor make excuses in losing
- Accept responsibility for their own mistakes
- Practice safety and follow the instructions of the coach/teacher

### ***Student/Family Service Philosophy***

Students and their families, along with other members of the school community are responsible for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the school. This includes weekend cleaning of classrooms and necessary grounds maintenance.

Individuals are expected to attend to their assigned service promptly and in a cooperative manner. The students' pride in the school, personal satisfaction and responsibility for a job well done are the ultimate goals of the service program.

## **VI. POLICIES AND PROCEDURES**

### ***Attendance Requirements***

Students are expected to be present and on time every day school is in session. Excessive, unexcused absences are considered a breach of the Parent Partnering Agreement and will be subject to review by the Board of Directors.

### ***Tardiness***

Students are expected to be prompt. Each day school begins at 8:00am. Any student arriving after 8:05am will be considered tardy and should proceed to class while their parent checks him or her in with the office. Five unexcused episodes of tardiness in a single quarter will be equivalent to one absence.

### ***Family Death or Terminal Illness***

In the event there is a death, terminal illness, or a similar traumatic situation in your family that may affect the student's attendance, emotional well-being, and/or level of concentration, please notify the school office.

### ***Illness***

A student who becomes ill at school should notify the teacher, who will help make appropriate arrangements with the school office for the student's care and/or pickup. Students who have had a fever should not return to school until fever free for 24 hours.

### ***Absences***

Unplanned Absences – If a student needs to be absent from school for a brief period of time, for any reason, the parents should contact the school office by note or by phone as soon as possible.

Planned Absences – All planned absences must be pre-approved by the acting administrator or designee of the Board. Notification should be made as soon as possible to permit teachers to compile the necessary missed schoolwork for the student.

Extended Absences – In the event a student is absent from a class, or from school, for more than 5 days during one quarter, for any reason, the student's parents will meet with the acting administrator or designee of the Board to determine whether the student will receive a grade of pass or fail.

### ***Make-up Work***

When students are absent from school due to illness or emergency, they are not expected to have completed all assignments before returning. Their teachers will

consult individually with them when they return to develop means to make up the necessary work. Parents should call the school early in the day to get assignments a student is missing and then pick up needed materials at school. Students are generally given a day for makeup for each day missed.

### ***Appointments***

Whenever possible, appointments with doctors and dentists should be arranged after school hours. Leaving for appointments during the school day is strongly discouraged. If there is no alternative, the student should bring the teacher a note signed by a parent requesting permission for the student to be excused from class. Students must sign “out” and “in” with the office whenever they leave campus. Students should be picked up in the office area.

### ***Behavior***

Agathos seeks to exemplify the “Golden Rule.” Students are expected to practice good behavior. They should address their elders and peers with courtesy and should seek to be helpful whenever possible. In the halls and on sidewalks, they should curb noise and avoid running and roughhousing. When visitors are on campus, students should make an effort to make them feel welcome. Students should always hold doors open for others and use appropriate etiquette. Students should:

- Think of others as more important than themselves.
- Raise hands in class when wishing to speak.
- Stand when adults enter the room and respond when greeted, upon the teacher’s instruction.
- Take care of their belongings and those of the school.
- Walk calmly and quietly.
- Boys are expected to open doors and offer their chairs to girls and ladies.
- Demonstrate a respectful attitude towards adults and classmates.
- Shake hands and exhibit appropriate eye contact.

In our conversation and behavior, we should aspire to Philippians 4:8; “Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.”

Teachers in all grades use the acronym **READO** that stands for

**R**espect authority

**E**steem others

**A**dmit wrongdoing

**D**iligence in all things

**O**bey right away, all the way with a good attitude.

## ***Progress Reports***

Progress reports (report cards) are issued at the end of each quarter for Kindergarten through upper grades and each semester for Pre-Kindergarten. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing grade or an unsatisfactory conduct grade for the quarter or the semester.

Kindergarten and all special area classes (Art, Music, Drama, Bible and Physical Education) at Agathos School of Columbia will be evaluated in the following manner:

### **Subject Matter**

E - Exemplary

S - Successful

N - Needs improvement and /or Time

U - Unsatisfactory

I - Incomplete

### **Behavior/Character**

E - Exemplary

S - Satisfactory

N - Needs improvement and/or Time

U - Unsatisfactory

E's would be given to students that master the material or exhibit the behavior or character in a way that is worthy of being imitated. S's would be given to students that are successfully progressing through the material or exhibiting the appropriate behavior. N's would be given to students who are making some, but less than satisfactory, progress with the material. U's would be given to students who are not making progress with the material or not exhibiting the appropriate behavior or character trait.

1<sup>st</sup> Grade and above will receive letter grades using the grading scale as follows:

A 93 and above

B 81-92

C 70-80

F 69 and below

## ***Assessment***

Variety in the amount and kind of testing, assignments, and homework is highly encouraged. Applications of knowledge may be used frequently in place of written work or testing

When grades are assigned to daily work assignments, tests, etc. they may be given either as percentages or letter evaluations, but percentages should only be used for objective, discrete answer testing such as math or spelling. This policy does not require that all submitted work be graded. Teachers, at their discretion, may grade for completeness, accuracy and timeliness. All ratings will be in letter format for the Progress Report.

## ***Behavior/Character Evaluation***

*The following areas fall under conduct reporting:*

**Study Habits:** This objective encompasses effort, ability to work independently, pattern of completing work on time, attention span, and organization/care of materials.

**Character:** This objective concerns the student's peer relationships, respect toward faculty and staff, assumption of responsibility, leadership and attitude.

## ***Probation Policy***

Students who do not remain in satisfactory academic or behavioral standing will be placed on probation during the next progress-reporting period or, in the case of behavioral standing, the remainder of the current progress-reporting period.

During that time, parents will need to communicate with the teacher on at least a weekly basis to address the improvement needed in the particular area(s). If at the end of the progress-reporting period sufficient progress has not been made, then parent, teacher and a designee of the Board will meet to discuss the student's future. The following may take place: (a) Student asked to withdraw immediately; (b) Student given a second probation period of two to four weeks; then, if no progress is evident, the student will be asked to withdraw. Tuition will not be refunded.

## ***Promotion Policy***

The following minimal criteria are guidelines for student promotion:

- Year-end, all-subject average of "S" (Kindergarten) or C (1<sup>st</sup> and above). Improvement should be evident in any single subject where "S" or "C-" is not attained.
- Conduct rating of "S".
- Teacher's recommendation based upon projected success in next grade.
- No grades of *Incomplete*, (indicating that a student has done the work expected for the year.)

If all criteria are met, the student is promoted to the next grade. If some but not all are met, a designee will review the case and determine whether the student is eligible for promotion. Parents may appeal this decision to the Board.

### ***Discipline Policy***

It is our objective at Agathos that discipline occurs in a manner consistent with biblical principles. The guidelines for disciplinary action are as follows:

- The kind and amount of discipline or punishment will be determined by the teachers, and if necessary, by a designee of the Board. Discipline will be administered in the light of the individual student's problem and attitude.
- All discipline will be based on biblical principles, i.e. restitution, asking forgiveness (publicly and privately), timely/appropriate punishment, restoration of fellowship, no lingering attitudes, etc.
- ***The vast majority of discipline problems are to be dealt with at the classroom level.*** Refractory problems and certain behaviors may require an office visit as outlined below.
- In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.
- Love and forgiveness will be an integral part of the discipline of a student.
- **Office Visits:** ***There are certain behaviors that, because of their nature to significantly and adversely impact the classroom, cannot be tolerated,*** and hence, will automatically necessitate immediate disciplinary action outside of the classroom. These include, but are not limited to:
  - i. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
  - ii. Dishonesty in any situation while at school, including lying, cheating, and stealing.
  - iii. Rebellion, i.e., outright disobedience in response to instructions.
  - iv. Fighting, i.e., striking with the intention to harm another student.
  - v. Obscene, vulgar, or profane language, particularly taking the name of the Lord in vain (any use of the Lord's name in an irreverent manner).
- ***In all instances of a disciplinary office visit, a designee of the Board will be involved in prescribing disciplinary action.*** After notifying of the student's parent or guardian about the incident, the designee will determine the nature of any disciplinary action. This may be in the form of restitution, janitorial work, parental attendance during the school day, or any other measures consistent with biblical guidelines

that may be appropriate. ***The Board designee reserves the right to send the student home for the day if necessary.***

- If for any of the above, or other reasons, a student requires disciplinary action outside of the classroom (an “office visit”), the following accounting will be observed ***for each semester of the school year:***
  - i. On the **first** disciplinary office visit, the student’s primary guardian will be contacted to inform them of the incident and the plan of action. The parents’ assistance and support in averting further problems will be sought.
  - ii. Upon the need for a **second** disciplinary office visit, ***the student’s primary guardian will be contacted and asked to come to the school immediately*** to be informed of, and participate in, the plan of action.
  - iii. Should the student require a **third** disciplinary office visit, ***a mandatory, two-day, unexcused suspension will be imposed.***
  - iv. If a **fourth** disciplinary office visit is required, the student and parents ***will be required to attend an expulsion hearing before the Board.***

### ***Dress Code***

Students should be clean, well groomed, and conservatively dressed on campus and at school functions. Excesses of hairstyle and attire are out of place. Shoes are required at all times while on campus. Students may wear watches that do not have alarm beepers. Modest jewelry may be worn. During the school day, students are required to wear the Agathos uniform. For specifics of the uniform dress code see section IX below.

### ***School Uniform***

The school in accordance with the school’s guiding principles that call for a tasteful and modest lifestyle has adopted uniform regulations. The items that are plaid specific or embroidered with the school crest will need to be purchased at Lands’ End. It is not required that all items be purchased from the same supplier, however, a portion of your purchase price at Lands’ End is given back to Agathos. Please see the attached Uniform List at the back of the handbook.

All items brought to school and used by students are considered an extension of the Agathos uniform. Parents are encouraged to remain sensitive to the school's guiding principles that call for a tasteful, modest and orderly environment that glorifies God alone. When choosing supplies and other school items, please guide your child toward less distracting options. Items such as lunchboxes, backpacks, and inclement weather attire (raincoats, winter coats, etc.) should be plain and without any sort of “character” representations.

Parents of students not wearing the appropriate uniform or those using school items deemed inappropriate or distracting will be notified orally the first time; the second time, a note will be sent home. Upon the third occurrence, the student's parent will be called and asked to bring the appropriate article of clothing or supply needed. Continued disregard of the dress code and uniform is considered a breach of the Parent Partnering Agreement and will be subject to review by the Board of Directors.

### ***Chapel Days***

In an effort to set apart chapel days and set forth an example of reverence, students are required to wear the most formal elements of their uniform. For the girls, this is the plaid jumper with a white short or long sleeve blouse. For the boys, khaki shorts or pants with either a short or long sleeve mesh polo shirt and vest (cardigan or crew neck sweater is optional).

### ***P.E. Days***

Because of limited space to store items at the school, students must wear their P.E. uniform on the designated day. This is the same for both boys and girls: an "Agathos" t-shirt, skorts/shorts/pants, white socks and athletic shoes. (Note: Athletic shoes should be all-purpose shoes for athletics and nature studies. These shoes should be ones that can get dirty.)

### ***Food, Chewing Gum and Drinks***

Students are not allowed to chew gum on campus. Other food and drink may be consumed at a designated lunchtime or at an appropriate snack time identified by the teacher.

### ***Money at School***

Students should not bring large amounts of money to school. Parents may consult the teacher when exceptions need to be made regarding school projects or field trips.

### ***Electronic Devices***

Students should not bring radios, beepers, cellular phones, personal music devices, video games or similar devices to school.

### ***Office/School Equipment***

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to be followed to ensure that the students use the office correctly.

- Phone use: Every student desiring to use the school phone must have a note signed by a teacher to present to the secretary. Calls should be limited to critical needs; casual calls are forbidden. Teachers signing the

- notes will be responsible for the call(s) made.
- First Aid: The office contains a number of first aid materials. Should a student require first aid at any time, a teacher or other adult (not other students) should accompany the injured student to the office. If possible, the accompanying adult should administer aid.
  - General: Students should not remove items from the office without permission from the secretary. If items are borrowed, it is expected that they are for a specific class use and will be returned promptly.

### ***Expenditure Reimbursement***

Donations of supplies and equipment are gratefully appreciated. Parents who desire to be reimbursed for expenses must obtain written approval prior to expending the funds. Expenses incurred without prior written approval will be considered donations, and there is no guarantee they will be reimbursed.

### ***Fire/Tornado Drills***

The procedures are to be followed as closely as possible. The step-by-step procedure for leaving the building will be explained to each class by the classroom teacher at the beginning of the school year. The teacher will review it periodically.

- Fire Drill Occurrence – fire drills will be held at least once each month. The teachers will be notified as to the specific time a fire drill is to be held. The students will be notified only before the first drill of the school year. The administrator is solely responsible for the direction and execution of the drills. That person is also responsible for ensuring that all students have left the building.
- Fire Drill Procedures – When a fire drill is held, or in the event of an actual fire, the procedures posted in the classroom will be followed. Each classroom teacher is expected to ensure that all his students have left the classroom and that all the classroom windows and doors have been shut. Lights should be turned off. As stated above, the designee should be the only person to actually sound the alarm, unless an emergency exists. In that event, the closest teacher to the fire alarm should pull it or notify the office. However, the designee will be responsible for calling the fire department should it be needed. Students are never to touch the alarm or fire extinguishers. The designee will be the last person to leave the building after ensuring that all others have been evacuated and that the doors are all closed. She will then give the teachers the “all clear” signal, and they will return the students to their classes. In no event should a teacher or student re-enter the building until the “all clear” signal has been given.
- Tornado Drill – This will be conducted each spring.

## ***Homeroom Mothers***

Each class will have a homeroom mother. She will be responsible for a variety of duties including but not limited to:

- Planning class parties.
- Assisting class teachers with organizing carpools for field trips.
- Assisting class teachers with the organization of class plays.
- Organizing a phone chain.
- Calling parents with volunteer needs.

## ***Field Trips***

All learning does not take place in the classroom. Field trips are an important part of our educational program; they not only enrich our curriculum but also involve parents in the teaching and learning process beyond our campus. Each class will participate in a number of field trips each year. Faculty members and parent volunteers supervise these excursions; parents in private cars provide transportation. Parents will also be asked to sign a Parental Authorization Release Form at the beginning of the year to be placed in each student's file. Appropriate attire is required on all field trips.

Parental involvement and participation are needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc., to provide these experiences in the safest, most affordable, and enriching manner possible.

We have outlined these important guidelines that relate to the planning and participation:

- Younger siblings are permitted on school-sponsored trips (if administration or teacher deems it appropriate) provided the parent or guardian is one of the chaperones.
- Volunteer drivers and their cars will be used unless the school has arranged special group transportation.
- The school will not cover admission fees and other costs for drivers and chaperones unless other notification is given.
- The leader of each field trip is the teacher. The teacher will determine all final decisions as to itinerary, agenda, logistics and so forth. The teacher may (and, in many cases, will) delegate matters to the homeroom mother or other parent chaperone, but in case of conflicting opinions, the teacher has the final word. The teacher has the sole responsibility for the educational aspect of the trip.
- The role of the parent chaperone is critical to the success of the field trip. Parent chaperones have the primary responsibility for the children assigned to them by the teacher. Normally, a parent chaperone is responsible for those children in the parent's car or hotel room. Parents should assist the

teacher to ensure that students are chaperoned at all times during the trip.

- Students are held to a high standard of behavior on field trips. They are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, parent chaperones and tour leaders promptly and without question. Parent chaperones are requested to assist the teacher in holding students to this standard of behavior. Failure of a student to conform to the expected behavior may result in such discipline as may be necessary upon the student's return to school following the trip.
- Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. This is extremely important because students who become separated from the group pose a threat to their own safety, as well as cause the rest of the group to miss scheduled events.
- Parents should refrain from smoking on campus or during field trips while in the presence or view of students.
- If a video will be played on the way to a field trip, drivers must seek permission from the parents of the other children in their car.
- In summary, students, parents and teachers are expected to conduct themselves in a manner that brings credit to the school and glory to God.

### ***Birthdays/In-class Entertainment Guidelines***

Recognizing the fact that teachers and students will want to have, from time to time, a party or other form of entertainment in the classroom; these guidelines present standards that should provide consistency in the allowance of entertainment.

- Birthday Parties:
  - A meaningful way to celebrate a child's birthday is to donate a book to the school library in honor of the child or in the child's name. Also you may want to join the child for lunch on his or her birthday and read to the class from the donated book.
  - Parents are asked to notify the teacher if they wish to bring cupcakes or cookies to the student's class during the snack/lunch time on the student's birthday. Please ***do not bring candles*** due to fire hazard. Where applicable, the party may be in honor of several students, possibly by the week.
- Holiday Parties should not exceed 45 minutes in length, unless it is coupled with lunch, in which case only 45 minutes of class time may be used. If a video is used in conjunction with a party, it must fit within these time limits.

Aside from birthday and holiday (Christmas, Valentine's Day) parties, there should be no more than three parties per year. Preferably, parties should be used as rewards for good conduct. The teacher is responsible for all activities related

to an in-class party, even if the students do the planning. This will most likely be coordinated with a room mother.

### ***Holiday Observance Policy***

Observances of holidays at Agathos shall be conducted according to the following guidelines:

- Agathos recognizes the necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God's blessing in their individual lives (e.g. birthdays and personal accomplishments) and in history (Columbus Day and Memorial Day).
- The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ).
- Other holidays (Columbus Day, President's Day, Valentines Day, etc.) shall be observed when their recognition is deemed spiritually and/or academically beneficial to the students and consistent with the Agathos Philosophy of Education.
- Prayerful interpretation and application of these holiday observance guidelines shall be the responsibility of the Board of Directors and designees of the Board, including teachers and staff.

### ***Library***

A student may check out regular books for a two-week period. The parents of students will be responsible for the replacing of any lost or damaged books. Procedures for checkout vary from one grade to the next to suit developmental and curricular needs. The library is an integral part of our curriculum. We encourage donations of quality and appropriate literature.

### ***Lost and Found***

Articles found on campus should be turned in to the office. Please check the office periodically for any missing items. Remember to clearly mark all clothing, backpacks, etc.

### ***Textbooks and Supplies***

Textbooks and resource books are issued at the beginning of the school year and at other times during the year as requested by the teacher. Students are asked to replace or pay for any permanent textbooks, library books, and supplies given them if they are damaged or lost.

## VII. SCHOOL YEAR CALENDAR 2008-2009

*The following calendar is not meant to be comprehensive. Other events, programs and reminders will be added during the course of the year.*

### **July**

31 Parent Orientation Night

### **August**

04 First Day of School

### **September**

01 Labor Day-No School

### **October**

06-17 Fall Break

### **November**

07 Teacher In-Service/Mandatory PTC: All grades

26-28 Thanksgiving Break

### **December**

22-31 Christmas Break

### **January**

01-02 Christmas Break

05 Teacher In-Service (No School)

06 3<sup>rd</sup> Quarter Begins

19 Dr. Martin Luther King's Birthday Observed (No School)

### **February**

16 President's Day (No School)

### **March**

06 Parent Teacher Conference

21 Grandparent's Day at Agathos

30-31 Spring Break

### **April**

01-10 Spring Break

### **May**

22 Last Day of School/Field Day  
School dismissed at 11:30.

## VIII. UNIFORM LISTS

The following outline is meant to give you a daily guide for dress code purposes.  
All items are required unless “optional” is specified.

**\*\* These items must have the school crest embroidered on them.**

### ***BOYS***

#### **(Kindergarten – 6<sup>th</sup> Grade)**

Boys should wear their shirts tucked in with a brown belt. Dark socks should be worn with slacks and white socks should be worn with shorts.

#### **Chapel Day Attire (Thursday)**

\*\*White mesh polo (short or long sleeve)

Khaki Pants or Shorts

\*\*Navy Vest (Unisex) (cardigan or crewneck sweater is optional)

Brown Leather Belt

Mahogany All-Weather Mocs (Kindergarten through 6<sup>th</sup> grade)

Mahogany Oxford Shoes (optional for First through 6<sup>th</sup> grade only)

#### **Weekly Attire (Monday – Wednesday)**

\*\*White or Red Mesh Polo (short or long sleeve) (red is optional)

Khaki Pants or Shorts

Brown Leather Belt

Mahogany All-Weather Mocs (Kindergarten through 6<sup>th</sup> grade)

Mahogany Oxford Shoes (optional for First through 6<sup>th</sup> grade only)

\*\*Navy Vest (Unisex) (optional)

\*\*Navy Cardigan (Unisex) (optional) (cool weather)

\*\*Navy Crewneck (Unisex) (optional) (cool weather)

\*\*Red Agathos Sweat Shirt (Unisex) (cool weather)

#### **Friday Attire**

Agathos T-Shirt (short or long sleeve)

Khaki Pants or Shorts

Brown Leather Belt

\*\*Red Agathos Sweat Shirt (cool weather)

(a white turtleneck may be worn under the sweatshirt, but may not have logos or any other color showing)

Tennis Shoes, no lights or cartoon characters

# ***GIRLS***

## **(Kindergarten – 6<sup>th</sup> Grade)**

Girls should wear white socks in warm weather and may choose to wear either navy or white knee socks or tights in cooler weather.

### **Chapel Day Attire (Thursday)**

Hunter/Classic Navy Plaid Jumper (required item)

Hunter/Classic Navy Plaid A-Line skirt (optional for warmer months)

Knit Peter Pan Shirt, white (short or long sleeve)

Stretchy Bike Shorts, black or navy (must not exceed length of jumper)

Black Classic Mary Janes

### **Weekly Attire (Monday – Wednesday)**

Knit Peter Pan Shirt, white or blue (short or long sleeve) (blue is optional)

Three-quarter Sleeve Knit Polo, white only (optional)

Khaki Chino Skort

Khaki Pants (winter months only)

Plaid A-Line Skirt (optional)

Stretchy Bike Shorts, navy or black (must be worn under A-Line skirt and should not exceed the length of the skirt)

Black Classic Mary Janes

\*\*Navy Vest (Unisex) (optional)

\*\*Navy Cardigan (Unisex) (optional) (cool weather)

\*\*Navy Crewneck (Unisex) (optional) (cool weather)

\*\*Navy fine gauge sweater(optional)(cool weather)

\*\*Red Agathos Sweat Shirt (Unisex) (cool weather)

### **Friday Attire**

Agathos T-Shirt (short or long sleeve)

Khaki Chino Skort

Khaki Pants (winter months only)

\*\*Red Agathos Sweat Shirt (cool weather)

(a white turtleneck may be worn under the sweatshirt, but may not have logos or any other color showing)

Tennis Shoes, no lights or cartoon characters

## *Pre-Classical*

### Weekly Attire (Monday, Wednesday, Friday)

Agathos T-shirt (short or long sleeve)

\*\*Red Agathos Sweat Shirt (cool weather)

(a white turtleneck may be worn under the sweatshirt, but may not have logos or any other color showing)

### Boys

Khaki Pants or Shorts (elastic waist, no belt – enables boys more independence in maintaining their own appearance)

Mahogany All-weather Mocs (boys)

Tennis Shoes, no lights or cartoon characters (Friday only-boys and girls)

### Girls

Khaki Chino Skort (may wear elastic waist, no belt khaki pants in cold weather)

Khaki Pants (winter months only)

Black, Classic Mary Janes (girls)

Tennis Shoes, no lights or cartoon characters (Friday only-boys and girls)

*Pre-Kindergarten students have the option of wearing the elements of the dress code provided for the upper grades **excluding chapel wear.***

## **IX. AFFILIATIONS**

Agathos School of Columbia is a member of the Association of Classical and Christian Schools (ACCS) and the Association of Christian Schools International (ACSI). Though not currently accredited, Agathos has a commitment to pursue such accreditation when requirements have been reached. Because our goals and philosophy are inherently different from government schools, Agathos will not pursue state accreditation.

## X. SCHOOL CONTACT INFORMATION

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