

*Agape*  
F A I T H W O R K S

**Serving Christian Homeschool Families on the Jersey Shore**

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# **MEMBER** **HANDBOOK**

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## **Agape FaithWorks Mission Statement**

Agape FaithWorks 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 Faithworks Vision Statement**

The vision of our ministry is that through prayer, and practical application of Gods' word that 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 has been formed as 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 set forth 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.

### **I. 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

### **III. 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

### **IV. 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

## **V. 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

## **VI. 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 and become new creatures, delivered from condemnation, and receive eternal life. Genesis 1:26; 5:2; Genesis 3; Genesis 2:17; 3:19; Eccl. 2:11; John 3:14; 5:24; John 5:30; 7:13; 8:12; 10:26; Romans 9:22; II Thessalonians 1:9; Rev. 19:3, 20; 20:10:14,15; 21:18; Psalm 51:7; Jeremiah 17:9; James 1:14; Romans 3:19; 5:19; Proverbs 28:13; I John 1:9; John 3:16; John 1:13; II Corinthians 5:17; Romans 8:1

## **VII. The Church**

We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world. Ephesians 2:19-22; Acts 1:8; Ephesians 5:19-21; Acts 2:42; Hebrews 10:23-25

## **VIII. Christian Conduct**

We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ. I Corinthians 10:31; Romans 12:1-3; Hebrews 12:1-2; John 14:15,23-24; I John 2:3-6; II Corinthians 9:6-9; I Corinthians 4:2; Col. 1:9-10

## **IX. The Ordinances**

We believe that the Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of the believer in water into the name of the triune God. We believe that the Lord's supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

## **X. Religious Liberty**

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other. I Timothy 2:5; Romans 14:7-9,12

## **XI. The Last Things**

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and the endless suffering of the wicked. Matthew 16:27; Mark 14:62; John 14:3; Acts 1:11; Phil. 3:20; I Thessalonians 4:15; II Timothy 4:1; Titus 2:13; I Corinthians 4:5; I Corinthians 15; II Thessalonians 1:7-10; Revelation 20:4-6; 11-15.

## Agape FaithWorks General Information

Membership to AFW requires a \$40 non-refundable payment for membership to the AFW group to be paid annually (waived for members attending co-op). Social group membership includes full access to our group's website features and family connections at [faithworksny.org](http://faithworksny.org) plus all social activities offered throughout the year. We offer a variety of family experiences including a weekly co-op, student portraits & yearbook, standardized testing, family nights, graduation event, holiday celebrations, field trips, and much more. Additional fees apply.

- Calendar of Events can be located on the AFW website. Submissions by members may be made for various field trips and activities and are approved for posting to the calendar by the AFW Administrative team.
- Student portraits are coordinated during the Monday co-op, but this is an opportunity which is open to all AFW members. Scheduling must be done for those not attending Co-op by communicating in writing to the Portrait coordinator.
- A graduation ceremony is scheduled annually for high school seniors and eighth grade students. Coordination for cap/gown purchases and diplomas may be done by AFW leadership, however only diplomas are funded by AFW. Cap & gown purchases are the responsibility of the member family of the graduate. ***Graduation certificates are provided for participants in our annual graduation ceremony as an acknowledgement of their participation in the ceremony and is not a representation of Agape FaithWorks certifying a student's eligibility to graduate.***
- Standardized testing is coordinated annually in the spring through BJU. This is not a drop-off testing environment. Testing will be proctored by parents who are qualified through the testing agency. A team of parent members will be assembled to facilitate the testing day.

## **Communication:**

Our main source of communication is the AFW website. Please refrain from sending texts and emails to individual AFW administrators as there is a possibility they could be missed. For the protection of our members, we do not publicly advertise our membership information. We also communicate via the online forum for the purposes of sharing information, websites, and encouragement or prayer requests. We are encouraged that you would consider sharing your prayer request with us and please exercise wisdom when sharing prayer requests. Do not share information that could decimate someone's character or reputation. Other forms of communication should be encouraging and building up of the body of Christ.

## **Request/Renewing Annual Agape FaithWorks Membership.**

New Members may join at any time of the year using the *Request Membership* link on our website, [faithworksnj.org](http://faithworksnj.org). AFW Memberships are accepted all year, with social member fees waived for those joining after May 1<sup>st</sup>. Annual memberships expire in June.

At the end of the academic year, current AFW members will be given an opportunity to renew their membership. Re-activation of membership is solely dependent upon individuals completing the required forms ***and*** submitting the proper payments. Failure to renew and pay the appropriate fees will result in denied website access. Allow for at least 48 hours from time of payment submission for the Administrator to re-activate membership.

## **Payment & Refund Policy**

The AFW Financial Agreement is described below and found on our website under Co-op Information. Members are responsible for reading and understanding this information fully at the time of registration.

## **Financial Agreement**

The fee schedule for 2023-2024 FaithWorks Co-op is provided below. A few things to note:

1. Classes will have a 4 student minimum enrollment requirement to run

2. The Co-op will compensate teachers in 2023-2024.
3. Books and additional supplies may be required. Information can be found in the class description.
4. Preferred method of payment is through our website.
5. Personal check payments for registration are to be paid in full to: Agape FaithWorks 665 Toms River Road Jackson NJ 08527

### **2023-2024 Fee Structure**

- Social Member only - \$40 per family (Co-op members do not pay this fee)
- Co-op Student Registration/Insurance/Building Usage - \$200 per family

### **Co-op Class Fees:**

- \$25 per hour for the year Nursery (\$.92 per hour per week) **Parents with nursery children will be required to volunteer to serve 10 of the 27 weeks**
- \$85-300 per hour for the year Pre-K through 12th (\$3.14-\$11 per hour per week) College credit courses \$450-\$500 for 3 credits per semester.

### **Full Time Ministry**

As a thank you to families in full time ministry, AFW will receive a 50% discount on AFW class fees (this does not include additional fees for specialized courses such as drama, vocal, cooking and college classes). They are responsible for all supply and book fees when applicable.

Under exceptional circumstances, a Deferred Payment plan may be available. You must indicate this on the Member Registration form **and** fill out the financial aid application located on the website under forms. Upon receiving your request, you will be contacted to discuss options for payment plan and the required deposits that are due. Deferred payments must be paid on the schedule determined by the treasurer on a case-by-case basis. Payments must be received according to schedule. Failure to do so may result in the inability to participate in co-op funded functions and/or removal from the weekly co-op.

## **Financial Assistance**

If your family is experiencing financial hardship, you may submit a request for financial assistance by filling out the financial aid application located on the website under forms. Each request will be considered by the AFW Administrators on a case-by-case basis and will be determined by both need and the availability of AFW funds.

**Please note that the \$200 initial fee, supply/book fees and specialty classes such as drama, vocal, cooking and college classes are NOT eligible for scholarship.**

## **Refund Policy**

Refunds of Co-op fees for the year will be granted based on the following schedule:

- Cancellations/Refund Requests made up to 5 weeks prior to the Co-op start date (**before 8/7/2023**) will receive 100% refund of fees paid.
- Cancellations/Refund Requests made up to 3 weeks prior to the Co-op start date (**before 8/21/2023**) will receive 75% refund of fees paid.
- Cancellations/Refund Requests made 2 weeks prior to the Co-op start date (**before 8/28/2023**) will receive 50% refund of fees
- Requests made **on or after August 28, 2023** will be subject to no refund of fees paid unless extenuating circumstances arise.

All refunds must be made in writing to the FaithWorks financial administrator and will be returned via refund check.

**The Social Member fee of \$40 is non-refundable**

***If a book is ordered, you will not be reimbursed for this book. The book and invoice will be given to you and you can choose to keep it or return it to the company.***



## **AFW Co-op Opportunity**

A popular benefit for members is our cooperative learning environment for families with children in Pre-K through the 12<sup>th</sup> grade and the opportunity for students age 15 and up to earn college credits at a significant discount.

- Nursery classes are offered as a courtesy ONLY to families with older children enrolled in the co-op.
- We will be allowing drop-offs for children K-12th
- All current paid AFW members who first satisfy the initial \$200 fee are eligible to enroll in classes for the upcoming school year.
- Parents who are not teachers may stay at Co-op and help as needed in nursery, pre-K, and K-1 classes, and in other areas.
- Parents choosing to drop off their children will be asked to serve in some capacity during a limited number of Co-op meetings should the need arise.
- The Covenant of Cooperation below outlines additional areas of service required and is completed at the time of Member renewal registration.

## **Behavior Expectations Regarding Drop-offs**

Due to the fact that every parent will not be present on campus every week during Co-op, it is even more important that every student respect the authority of their teachers and any other adults on campus. If students are disrespectful or uncooperative, Administration reserves the right to require parents to remove their student for the remainder of the day. Students will be responsible for any missed assignments. Should this behavior continue, it could result in removal from the Co-op experience.

## **Co-op Location and Class Days**

AFW Co-op classes are held on Mondays from September through May. Observed holidays include Columbus Day, November 15 (Operation Christmas Child collection – IBC not available) Thanksgiving, Christmas, New Years, Martin Luther King Jr. Day, President's Day & Easter. Specific dates on a monthly calendar and a current class schedule are available online at: [faithworksny.org](http://faithworksny.org)

- The building is located at Immanuel Bible Church 1244 W Farms Road Howell NJ 07731
- Hours of class operations are from 9:30 am – 12:25 pm
- Set up teams are to arrive at 9:00am
- 3<sup>rd</sup> hour teachers are required to wipe down the tables, tidy the room, and tie the trashbag and put it in the hallway
- Other cleaning responsibilities will be assigned by the Custodial Coordinator

Each AFW family may choose from the available class(es) in which they would like to participate for a portion of the day or for the full day of classes. **ALL children must be registered and in a classroom or study hall during the co-op day unless other arrangements are communicated to and approved by AFW administrators.**

## **COVENANT OF COOPERATION**

Co-op Member Families fulfill various cooperative roles of service to participate in this aspect of the AFW ministry.

**Full Time Administrator**- 30+ weeks providing support to the organization in various ways including but not limited to bookkeeping, communications, scheduling, data entry, etc.. (**Ministry application required**) \*Eligible for Early Enrollment\*

### **Agape FaithWorks Full Time Administrator Agreement**

By engaging in verbal and written covenant with member families to be a Full Time Administrator at Agape FaithWorks Co-op I agree to the following:

I have read, understand, and agree to fully support the mission and vision, statement of faith, policies, procedures, codes, and rules as outlined in the online AFW Member Handbook including the Behavior/Discipline and Mediation policies.

**I agree to be present as a Full Time Administrator for AFW during the full 30-week school term in addition to summer planning. I covenant to serve with my administrative gifts willingly and communicate regularly with Department Leaders and parents. I understand that I will be providing adequate support for the ministry to run efficiently. These tasks may include but are not limited to bookkeeping, communications, scheduling, data entry, etc..**

**In the event I am absent or unable to maintain the position I have agreed upon, I will make every effort to find a replacement for my responsibilities.**

RELEASE OF LIABILITY: I release AFW, its volunteer agents, and Agape Outreach Ministries from any claims or causes of action arising from or connected to attendance at AFW functions for the 2023-2024 school year.

PERMISSION FOR PHOTO: I give my permission and consent to AFW for any photography, videotapes, and interviews to be taken during any AFW class or activity to be published and used to illustrate the programs at AFW.

MEDICAL CONSENT: I hereby give permission to Agape FaithWorks, its volunteer agents, or Agape Outreach Ministries employees to provide first aid for myself and to take the appropriate measures, including contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility should I become ill or injured.

My DIGITAL signature is proof of my intention to execute this covenant and serves as a complete and unconditional Waiver and Release of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter in this waiver. I understand a complete background check will be conducted at the expense of AFW and I will provide all necessary documentation as requested.

**Approved Instructor** – 30-week teaching commitment. (Teacher Ministry Application and Instructor Agreement to be signed and submitted online.)

\*Eligible for Early Enrollment\*

**Agape FaithWorks Instructor Agreement**

By engaging in verbal and written covenant with member families to be an instructor at Agape FaithWorks Co-op I agree to the following:

I have read, understand, and agree to fully support the mission and vision, statement of faith, policies, procedures, codes and rules as outlined in the online AFW Member Handbook including the Behavior/Discipline and Mediation policies.

**I agree to be present as an Approved Instructor for the educational enrichment of the AFW students during the full 27-week school term. I covenant to serve with my teaching gifts willingly each week in the classrooms and to communicate regularly with Department Leaders and parents. In the event an issue arises in the classroom, I agree to handle it according to the behavior/discipline process outlined in the handbook. In the event I am absent or unable to maintain the teaching schedule I have agreed upon, I will find a replacement for my teaching responsibilities, including a daily teaching plan.**

**In the event of a state/national emergency whereby the necessity to teach online classes for students should be required, I will do my best to make arrangements to be available for such a scenario.**

**If, due to extenuating circumstances, I become unable to honor this covenant as agreed upon herein, and have not discussed and determined arrangements with the AFW administration, my family's membership to the AFW co-op may be released.**

RELEASE OF LIABILITY: I release AFW, its volunteer agents, and Agape Outreach Ministries from any claims or causes of action arising from or connected to attendance at AFW functions for the 2023-2024 school year.

PERMISSION FOR PHOTO: I give my permission and consent to AFW for any photography, videotapes, and interviews to be taken during any AFW class or activity to be published and used to illustrate the programs at AFW.

MEDICAL CONSENT: I hereby give permission to Agape FaithWorks, its volunteer agents, or Agape Outreach Ministries employees to provide first aid for myself and to take the appropriate measures, including contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility should I become ill or injured.

My DIGITAL signature is proof of my intention to execute this covenant and serves as a complete and unconditional Waiver and Release of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter in this waiver. I understand a complete background check will be conducted at the expense of AFW and I will provide all necessary documentation as requested.

## Co-op Registration

- Registrations for classes will be through our website at faithworksnj.org on an enrollment schedule posted by the AFW administrators and will be made available online through the Fall Classes widget on the member page. Schedules and class descriptions as well as books and materials lists are provided online, and arrangements for the purchase of books are as indicated.
- Only one class registration will be accepted per hour for each student. In the event we discover that a student is registered for two separate classes in the same hour, both class registrations will be removed by the administrators and canceled for that student.
- **Students wishing to enroll in classes outside of their grade level must wait until one week after general enrollment date. (see specific instructions under add/drop policy)**
- Class fee payments must be received to secure student's placement on the final class rosters, unless alternate payment arrangements have been made with the AFW leadership.
- **Early Enrollment:**Members who have committed to full time roles - AFW Administrators or 27-week Instructor roles *and* have signed the Instructor Agreement, and Innovative Learning Center students are given first priority for classes during the Early Registration period on the following schedule:
  - Initial Registration – AFW Administrators
  - One hour later – Instructors for AFW and ILC
  - Two hours later – ILC Families
- **General Enrollment:** All Members who have been approved and paid co-op related fees are eligible for class enrollments on a first come, first served basis when General period begins.

## **Add/Drop Policy**

**\*\*Teachers set the guidelines for the grades for which their class is geared, and class schedules are determined by the AFW Administrators based on these grade assignments. Students above or below the stated guidelines are permitted to take the class but must follow the following rules and steps:**

1. Parents must contact teachers **first** and ask permission to enroll a student of a different grade into the class.
2. One week after general registration is complete, open seats for classes will be made available to those students desiring enrollment in classes that are outside of their grade levels.
3. An email request should then be sent to [agapefw@gmail.com](mailto:agapefw@gmail.com) with details of the classes being requested.
4. Upon approval, complete the add/drop form and the registration can be completed online
5. **Registration for students enrolled prior to the waiting period after general enrollment or without teacher permission will be manually cancelled.**

## **Homework**

By registering your students for a class, you are agreeing to the expectations set forth by the teacher. Parents are expected to make sure their children complete all assignments by the due date. If students do not keep up with the class requirements, the teacher has the option of having the child removed from class.

## Arrival/Dismissal

- Arrival for the Set-up team is 9:00 am.
- Parents are required to enter the building and sign in their children each day
- Parking is in front of or on the far right of building. Please do not drive around or park inside of orange cones.
- Classes begin at 9:30am and end at 12:25 pm. Class times, schedules, and room assignments are found on the Class grid online.
- A bell will signal at the end of each class period and changing of classes occurs in the 5-minute interval. Please arrive promptly to class!
- If your student is more than 10 minutes late, the teacher reserves the right to send your child to study hall and the student is responsible for make-up work.
- **Unless your family is participating in AFW sponsored activities, please leave the premises by 1:30 pm. The school building will be locked at 1:30pm to allow the clean-up team to work efficiently.**
- Be aware of all passing students in the parking lots, especially at dismissal.
- **Children are not to be on the playground, sports fields, or surrounding woods or in the parking lots unsupervised *at any time*.**

## 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 prior to the requested visitation.**
- AFW leadership will approve or deny the request based on circumstances and reply with approval or denial via email.
- All approved visitors must sign in at the desk, wear an ID badge at all times and **remain with the responsible party.**
- Examples of approved visitors:
  - Families interested in becoming members
  - Siblings in public/private school
  - Out of town guests residing with a co-op member
  - AFW alumni

**Failure to adhere to the above guidelines could result in the guest being asked to leave the premises.**

## Rules for Building Use ~ Immanuel Bible Church

- Agape FaithWorks 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 AFW.
- Please observe posted speed limit of 5mph in all parking lots.
  - **The playground is available from 9:30am until 1:30pm and all other areas are only available from 9:30am until 1:30pm. Adult supervision is always required**
  - **Sound equipment and stage in the sanctuary is OFF LIMITS** for anyone not authorized by the AFW administrators for its use.
  - **Students should not wander the hallways or stairwells**
  - **All materials and supplies that are not designated for use by the co-op should be left untouched unless permission has been granted by AFW administrator.**



## **Behavior/Discipline Mediation Policy**

We strive to operate with a spirit of grace and truth in discipline, using the Scriptures to guide us in all aspects. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8).

Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by Biblically-based mediation.

Agreement with the following Covenant is required upon registration.

### **CHILD TRAINING COVENANT**

Desiring to see today's children discern a Biblical understanding of respect and discipline, I now covenant to do my part to train and guide the children of the AFW Home School Group. When I see a child misbehaving or showing a lack of respect for God, others, or our ministry and/or church facilities, I will verbally correct that child in love and help him or her to understand what he or she has done wrong. I will not hesitate to inform a child's parents of any action that might need their further attention.

As a parent, I will covenant with God to bring my children up in the nurture and admonition of the Lord. I will expect my children to be respectful to God, adults, their peers, our ministry facilities and God's world. I encourage other adults in Agape FaithWorks to correct my child verbally in love when it is necessary, and to inform me of any misbehavior on my child's part. I agree that bullying of any kind among children is completely unacceptable and will not be tolerated. I also realize if my child conducts him/herself in a negative manner such as the bullying of others or repeated disciplinary actions, our family may be removed from ministry activities as determined by the AFW Leadership and Pastoral staff. Determined efforts of reconciliation will be the focus along with the goal of restoring Christian unity among all.

I enter a partnership with the other parents and families of this group, that we might lead our children to a saving knowledge of Jesus Christ and guide them in their daily walk with the Lord through this ministry together. I realize that I must model for my child and the children of this home school group Christ-like conduct, so I will do all I can to live according to God's Word. I will pray for my child, other families that belong to our group, and for the leaders of Agape FaithWorks and Agape Outreach Ministries. As a ministry of believers, we desire to honor the Lord in all we do and hold to the biblical standards that require us all to demonstrate an attitude of honor and respect. Honor for our Lord, parents, teachers, other adults in authority, fellow students and property. Below are some important guidelines to discuss with your children prior to attending AFW classes. **STUDENTS WILL:**

**Communicate respect for our Lord, and the beliefs of others.**

- **Not physically or emotionally hurt others with words or actions. Cooperate with their teachers and other adults, listening and following directions.**
- **Respect the property of the facility in which we meet.**
- **Remain in the classroom during entire class (except extenuating circumstances w/teacher's permission)**
- **Not roam outdoors or in wooded areas surrounding without adult supervision.**

## **Dress Code: The Heart Behind The AFW Dress Code**

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

As followers of Christ, it is important that we desire to exemplify modesty and respect for our brothers and sisters in Christ with our clothing choices. But modesty is so much more than what shirt we wear, the length of a skirt, or some jeans. Modesty is a character quality within a person or personality, rather than just a list of clothes that are appropriate or inappropriate to wear. The soul of modesty is based on humility and our heart attitude.

As parents, the training and teaching process of what modesty looks like is a continual journey and it is not an easy task. Here at AFW our heart is to treat one another with love and care, always looking out for what is in the best interest of our brother or sister in Christ, not causing them to stumble. When it comes to clothing choices, we need guidelines to help us honor one another, as Christ asks us to. We take seriously our responsibility to bear the name of Jesus Christ in a way that reflects His truth. Because of this, you'll find that we have certain policies that need to be honored on Mondays.

Please read over the AFW Dress Code carefully and share the heart and details of it with your family. On Mondays, our goal is to have unity at AFW that shines the beauty of Christ, that fosters an exemplary learning environment and that honors one another by abiding in all AFW policies and procedures.

## **AFW Dress Code Expectations**

***Because fashions change quickly and often, the AFW Board will review the dress code as needed and make changes at their discretion.***

We ask that all students and parents honor one another by following the below dress code policy for Mondays at Agape FaithWorks Co-op, as well as all other AFW planned events.

- Avoid clothing that reveals midriff or cleavage.
- Any message on a shirt, sweatshirt or hoodie should be a neutral, or God honoring theme.
- Dresses and skirts that are worn without leggings must be of modest length (no mini- skirts).
- Pants should be well fitting with no undergarments showing. Bare skin should not be showing through tears or holes in pants or shorts. (above mid-thigh)
- Shorts should be well fitting, and the length should not be shorter than fingertip.
- **NO Heely's permitted on the premises, no exceptions**

Students who fail to adhere to the behavior policy will be given a 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 AFW advisory board will be consulted.

**Any AFW member (whether student or parent) participating in AFW activities who fails to follow the procedures described in the Behavior/Discipline policy and Biblically-based Mediation in order to resolve conflict in a Christian manner, may be removed from AFW membership and/or prohibited from renewing their AFW membership in the future.**

## Lunch/Recess

- Please make every effort to keep this area neat & clean. All perishable foods **MUST** be removed from this area by the end of the Co-op Day.
- A microwave is available for parent and student use.
- Items for purchase are made available at the snack table.
- Lunch is to be self-monitored and the building will be available until 1:15pm. Families staying on site are expected to clean the main lunchroom, downstairs designated lunchrooms, or outside lunch tables. Students may not eat in any upstairs room.
- Each student is responsible for cleaning up after him/herself, including any garbage as well as spills.
- **No skateboards, scooters, or wheeled equipment (including heely's) may be brought to co-op from home – no exceptions.**
- Balls will be provided for use on playground. No tackle sports are allowed.

## **Electronic devices**

- **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.** In a matter of urgency, calls may be taken outside of the classroom areas.
  - Student cell phones are to be **silenced and placed in a basket** during class time, which eliminates the distractions of texting or calls.
  - Electronic devices (i.e. computers, I-pods, I-pads, Kindles, game boys, 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.
  - Specific electronics such as Computers/i-pads may be used in class upon the request and/or approval of the teacher.
  - AFW 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.

## **Absences**

In the case of absence, several steps need to be taken to support the consistency of coverage in the co-op environment. **Absences need to be communicated as early as possible to the absentee coordinator by filling out the online absentee form on the website.** Parents or students are responsible for follow up with their teacher(s) regarding any assignments that need to be completed before the next class time.

## **Reimbursements**

Requests for financial reimbursements must be submitted on approved reimbursement form ***with receipts attached***. The Reimbursement form can be found on the website under Co-op information links. Submit requests in the secure location provided in the front office. The Leadership Team will approve these and issue reimbursement checks. These will be returned to you at the co-op through the financial coordinator as soon as they are made available from Agape FaithWorks. It is advisable that you keep a personal copy of the forms and receipts you submit.

## **Illness**

Please respectfully consider the health and wellbeing of others. Children must be fever and diarrhea/vomit free for at least 24 hours prior to attending co-op classes. COVID-19 waiver forms must be on file for each family prior to attendance of any Agape sponsored events (social members included)

## **Inclement Weather**

AFW will defer to closing co-op due to inclement weather from the Immanuel Bible Church grounds and building manager. If area schools and businesses delay classes or close, co-op 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.

## **Contact Information for the 2023-2024 Year**

### **AFW Advisory Board**

- Tina Atilas
- Lee Anne Concepcion
- Joe Suozzo

### **AFW Administrators**

- Director Tina Atilas [agapefw@gmail.com](mailto:agapefw@gmail.com) 732 239-2980
- Operations/Secretary Jeannie Thomas [jtrefitrev@gmail.com](mailto:jtrefitrev@gmail.com) 732-239-7112
- Treasurer Martha Rodriguez [martha7762@gmail.com](mailto:martha7762@gmail.com) 908 692-5218
- Administrator Stacia Jacob
- Administrator Mariam Hegel
- Administrator Laura Salas-Guzman

### **Department Coordinators**

- **Maintenance Team/Custodial Coordinator**
- **Absentee Coordinator** Laura Salas-Guzman
- **Sports Coordinator**

### **Committee Chairs**

- **Special Events** Mariam Hegel
- **Yearbook/Photography** Sara Reed
- **Graduation (8<sup>th</sup> & 12<sup>th</sup>)** Mariam Hegel
- **Field Trip Coordinator** Erika Gonzalez

**Early Intervention Evaluations (birth – 5)** Mariam Hegel

## **Suggestions/Comments/Concern**

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 [agapefw@gmail.com](mailto:agapefw@gmail.com) at any time.

***The Agape FaithWorks 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 Ministry and will***