



IMANUELA AKATEMIA (GOD WITH US ACADEMY)

PARENT/STUDENT HANDBOOK

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VISION

To reach every child in this nation for Jesus Christ while empowering them to strive for whatever goals and ambitions they may have; implanting in their hearts to love Jesus first and foremost and making all other things secondary.

MISSION STATEMENT

To provide quality education based on a Biblical Christian World View enabling each child to fulfil their God-given destiny

Proverbs: 22:6

Train up a child in the way he should go, And when he is old he will not depart from it.

Special Character Definition

Imanuela Akatemia's Special Character is defined by:

- (i) Imanuela Akatemia is a Christian School established for Year 1 – 13 in 1992. The school was founded by the Assemblies of God church to meet the educational needs of Christian families in Rarotonga and to provide a quality educational environment where the Holy Spirit and the Word of God were able to directly influence the life and character of their children.
- (ii) Christianity is based on a personal relationship with Christ rather than an intellectual understanding. The school will encourage the student to develop a personal relationship with the Lord Jesus Christ. The school will provide an environment where students, parents, and staff can experience Godly relationships, and work towards showing the character of Christ in love, discipline, respect, honor and trust, developing a healthy self image as a child of God
- (iii) The School community relies on the Holy Spirit and the Word of God recognising that:-
 - a. All truth must be received as revelation made real by the work of the Holy Spirit in the life of the individual
 - b. All knowledge should be measured against Biblical truth
 - c. That this will result in an ongoing unfolding relationship with the Lord Jesus Christ
- (iv) God creates and equips each person for their unique role in his service. The school will encourage each student to give of their best and will acknowledge achievement in accordance with the student's effort. To achieve this, the school's approach to teaching and learning will acknowledge individual difference in:
 - a. Prior Learning
 - b. Rates of Learning
 - c. Cultural differences
 - d. Family and Church backgrounds

- (v) The learning environment of the student includes the home, the church, and the school. The school recognizes the importance of their inter-relationship and will actively encourage, develop and support a unity between them.
- (vi) Education is ultimately the responsibility of parents and the special character is dependent on their involvement. Opportunity exists in the classroom, in management, in administration, or other school activities for parents to be actively involved in school life.
- (vii) The school will provide a curriculum based on the principles and procedures of Accelerated Christian Education but which also recognises the bilingual nature of the Cook Islands culture.
- (viii) The Assemblies of God statement of faith reflects the school's Christian beliefs, which will permeate and guide all aspects of school life.

2006 HANDBOOK

Introduction

The Student Handbook contains important school policies, rules and regulations that require students to adhere to for the duration of their enrollment at the school. Imanuela Akatemia (God with Us Academy) (hereinafter called "School") reserves the right to change and amend these policies, rules and regulations with or without written or verbal notification.

By virtue of a student being enrolled in the school, the parents or guardians are deemed to have agreed to the school's policies, rules and regulations as outlined in this handbook. Students who fail to comply will face disciplinary action.

History of the School

The school was founded in 1992 and first registered in the beginning of 1993. It was established by a God inspired vision to the AOG church to bring Bible based education and academic excellence to the children of the church firstly, and then to those outside.

The school was founded on the scripture Proverb 22:6 "Train up a child in the way he should go, and when he is old he will not depart from it."

The School is an extended ministry of the Church to fulfill the Great Commission in teaching.

Admissions Policies

A student seeking admission into school must have:

1. Completed the diagnostic test or placement test provided by the school.
2. A recommendation letter from the pastor of the church the family attends
3. Admission fees paid in full when submitting the application.
4. Either one or both parents of a child applying must be practising Christians
5. Attend a Parent interview.
6. The Principal has the discretion on final enrolment. If any appeals are made to this decision, the school committee's decision is final.

Nondiscrimination Statement

The school shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

Enrolment Regulation

Students who have been officially informed of an offer for a place at school should enroll within three weeks. Places will be offered to another student if parents/guardian do not respond or confirm their children's place after notification.

1. Required documents are birth certificates, clearance letter from previous school attended; medical reports, grades or transcripts etc... must be submitted in certified photocopy forms. Certification must be done by one of the following:
 - a. Principal
 - b. Justice of Peace or a registered lawyer
 - c. District Officer
 - d. Police Commissioner
 - e. Ordained Church Minister
2. All administration fees for the first term of school must be cleared upon enrolment
3. Tuition Payment Plan must be arranged during enrolment of the student

Processing of Application

1. Normally the required time for processing an application is three weeks.
2. A letter of confirmation of placement will be sent to successful applicants. Relevant documents for enrolment and information about the high school will accompany this letter.

Cancellation of Enrolment

Student enrolment may be cancelled if:

1. There is a serious breach of school regulations and policies.
2. There are more than two terms default payments of fees and no repayment arrangements have been made with the school.

Withdrawal from School

1. Any student withdrawing from school must provide a letter explaining the reason for withdrawal.
2. The school must be given one term notification prior to withdrawal.
3. Student's tuition fee may not be refunded if proper withdrawal procedures are not being followed.

Students With Specific Learning Disabilities

1. Students who show symptoms of dyslexia are recommended to be assessed by professional assessors.
2. Fees incurred from extra tuition provided will be met by the parents or guardian.
3. A medical history will need to be provided.
4. Students will need to attend daily remedial sessions to help them cope with their learning disability.
5. A special program will be drawn to facilitate the maximum use of the A.C.E curriculum.
6. Parents will be frequently updated on the progress of their child.
7. A lower level certificate may be available for these special needs students most preferably the New Zealand Year 11 Certificate of Academic Achievement.
8. Academic prescription will be directly related to their level of ability.

Arrival and Dismissal

Students are not permitted to be on the school grounds after 3:30pm.

Office hours: 8:00am to 4:00pm

School hours: School begins at 8:30am and ends at 2:50pm. Students must be at their Learning Center at 8:30am for morning devotions.

Pre-reading/ABC's hours: 8:30am – 1:30pm

Attendance

1. All students are not allowed to exceed a total of 20 school days (5 days each Term) absent without any notice or valid reason.
2. Parents need to call the school by 9:15 am on the day their child is going to be away from school. Then when the child returns to school, he must bring with him a letter from the parents explaining the reason for his absence.
3. Any student absent for 3 days or more due to illness must produce a medical certificate accompanied by a letter from the parent or guardian.
4. If the above is not adhered to an initial warning letter will be issued. After the issue of the second warning letter, a parent interview will be called to address the issue. If no improvements are observed, the student will be suspended from the school after being issued the third warning.
5. Parents must inform in writing or contact the Principal if their child is to miss classes due to immediate or close family emergencies such as death. In the event of pre-arranged trips, parents should request a **Leave of Absence** for their child prior to the event. Failure to inform the school the student will be marked absent without any valid reason.
6. The school considers truancy as a serious offence and will not tolerate such behaviour. Students found playing truant will go through a parent interview with school to address the issue. Repeat offenders will be suspended and could even be asked to withdraw from the school.

Tardiness (Lateness)

A child is tardy to school if he arrives after 8:30am. The parent must inform the school either by writing a note or contacting the school through the telephone the reason for his or her child being tardy. If no such information is received from the parent then the child will be marked tardy on the Absentee and Tardy Notebook.

Students who are marked “tardy” for more than 5 times will go through parent interviews. Failure to improve may result in suspension and withdrawal from school.

Contacting Students while in School

Parents who wish to contact their child during school hours regarding any family emergency can do so through the Principal or Vice Principal.

Early Dismissal from School

Any student who needs to leave the school compound early needs to obtain special permission from the Principal and be issued a SCHOOL PASS. Parents must seek permission from the Principal either through a written note or by telephone.

Health Service and First Aid

In the event a student becomes ill at school he or she must inform his or her Supervisor. The school will make available paracetamol if needed by the student upon parent approval. The student will be allowed to rest in the designated area. If the child does not improve one of his parents is contacted to arrange pickup from the school.

If a student is ill and suffers from flu, migraines, measles, and other diseases that are contagious then the student is not to attend school. However, if a child attends school ill then the school will inform the parent and the child will be sent home.

If a student is injured during any school activity first aid will be provided and parents notified immediately. The school will send the child with one of the staff to the hospital.

Student Vehicles

Students with vehicles (and a driving license) are allowed to bring their vehicles to school, but the school will not be liable if the student has an accident. Students coming to school on motorcycles and push bikes **must** wear helmets.

Students with vehicles are not allowed to carry other students unless parents have notified the school that they have granted permission.

Visitors

Any visitor to the school must report to the school office and get approval before seeing any student or staff.

Deliveries

Parents who bring lunch etc. for their child must leave these with any of the staff who will pass it on to the student.

School Closing

The School will observe all public holidays and will be closed on these days. On certain occasions the school will be closed due to a planned activity such as Student Convention. The school may also close early especially if there is water disruption or flash flooding and during a hurricane. The school will follow the Ministry of Education’s directive if schools are required to close during flooding or hurricane.

Personal Property

Students are allowed the following personal items to be brought to school:

1. Stationery items: Calculator, Ruler, Pencil, Blue Pen, Mathematical set, Bible, drawing items
2. Deodorant, towel, undergarment change.
3. Cash not exceeding \$15.00.

Note:

1. Students must label all items clearly and indelibly with their name. This includes school uniform, sports uniform, bags, pencil cases, library and swimming bags.
2. All valuables such as radio or jewelry should not be brought to school, but if for any special function they are required, these should be handed to the Form Supervisor or to the school office for safe keeping when not in use.

Articles Prohibited in School

The following items are not allowed to be brought to school:

1. Any weapon or object such as knives etc. that may cause serious injury
2. Mobile Phones (Note: Students must turn off their mobile phones and hand it over to the Supervisor who will return it after school.)
3. Pornographic material (magazine, music, video, literature)
4. Permanent markers
5. CD walkman or ipod and Electronic games
6. Jewellery
7. Liquor or cigarettes
8. Illicit Drugs
9. Stolen property
10. Hate literature, racist material etc.

The items above, if found, will be confiscated by the school and will not be returned to the student.

Lunch

Lunch break is from 12:30pm to 1:00pm. It is divided into two parts.

12:30 to 12:40pm students eat their lunch. No games allowed during this time.

12:40 to 1:00pm students either have games or attend practice sessions. Students who wish to take part in sports must change into their sports uniform and then change back into their school uniform before afternoon classes resume. Students must ensure they bring their deodorant, towel, and undergarment change. On "Push Play" days, lunch extends to 1:30pm. All students are required to bring change and be actively involved in this program.

Breaks

Students will have a short recess from 10:15am to 10:45. They should bring their lunch and water bottle to school every day. Students may buy food that is on sale and juice or water if they do not bring anything from home. All students must not remain in their Learning Centers and sit in the designated lunch area.

Parental Involvement

According to the Bible the responsibility in educating the child was given by God to the parent. Many parents are all too willing to permit the school to bear the sole responsibility for educating their child. No matter how unfit to educate the child the parent may seem, it is on the parents that God has placed the task. The function of the school is to assist the parents in carrying out what God has given them to do! Some things parents can be involved with are as follows:

1. Commit to pray for the school each day.
2. Monitor your child's progress at home.
3. Encourage and support your child with his or her events for Student Convention.
4. Attend Parents' Evenings
5. Volunteer during fundraising drives or sports events or careers talks.
6. As a reader for the junior learning center

Searches for Suspicion of Illegal or Unauthorized Materials

The school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or the parents' permission and registration of the child constitutes parental consent to such searches.

The Principal and Vice Principal will carry out the search together in an appropriate manner either as a group or individually.

The School will involve the police if necessary.

Personal Appearance and Dress Code

1. Junior girls wear a pinafore with blouse. Senior girls wear school skirt with white blouse. Plain white singlets to be worn underneath blouses.
Boys wear school shirt with dark navy school shorts.
Note: skirts and shorts are to be worn at the waist line (not hips). No underwear should be visible. (Failure to abide by this request may result in the school making it mandatory for all shirts and blouses to be neatly tucked into shorts and skirts)
2. Hair should be clean and tidy and should not fall over your eyebrows (or your collar for boys). If girls have longer than shoulder length hair, it should be plaited and tied, or held back with white or aqua blue ribbons or with small hair fasteners of any type as long as they are aqua blue or white. Beards and moustaches are not permitted and all boys must be clean-shaven. No fancy hair styles, hair colouring (bleaching or tinting) for boys or girls are permitted. Long hair for boys will only be permitted after a discussion with the parents and the principal.
3. Fingernails should be kept short.
4. Jewellery, make-up or nail polish, chains, rubber bands, rings etc are not to be worn with the school uniform except for the following: a wrist watch a pair of small gold sleepers or stud earrings for pierced ears (girls only). Nose studs or rings, multiple earrings, tattoos not are permitted. Footwear: Wear only black footwear. No party or fancy shoes and no bare feet.
5. Sports uniform: The proper uniform is compulsory for all Physical Education, Sports periods and lunchtime outdoor activities. The sports uniform should be worn to school on days earmarked for Physical Education.
6. While travelling to and from school, you must always wear the correct and full school uniform.
7. No T-shirts or like extras will be worn on top of the school uniform.
8. Boys are not to wear T-shirts under their school shirt. Only a white vest is permitted.
9. Tattered and faded uniforms need to be replaced.
10. Mufti – all clothing worn for mufti must be decent and promote modesty.

Standards of Conduct

Students are expected to conduct themselves properly at all times to maintain a Godly environment conducive to learning and character development.

1. Courtesy: Students must treat all staff with respect and not talking back or give sarcastic remarks. Gossiping about another person is not allowed. Parents are recommended to contact the principal for clarifications.
2. Learning Center Requirements: A Learning Center must be treated with respect. It is where students conduct their learning. The following will not be permitted:
 - (a) Rowdy behavior or playing in the Learning Center
 - (b) Disturbing other students.
 - (c) Eating in the Learning Center.
 - (d) Chewing gum in the school.
 - (e) Borrowing of stationery items belonging to other students.
 - (f) Sleeping in the Learning Center.
 - (g) Students in the Learning Center unsupervised during break.
 - (h) Students removing any Score Key from the Scoring Station.
 - (i) Students entering the Learning Center without the permission of either the Form Supervisor or the Supervisor supervising the class.
 - (j) Students operating light or fan or air-condition switches unless instructed by their Supervisor.

Students to observe the following:

- (a) Learning Center must be kept neat and tidy at all times.
 - (b) During class time students must follow PACE procedures correctly.
 - (c) All lights, fans and air-condition must be turned off if the Learning Centers are left unoccupied.
3. Students must not loiter in all out of bound areas, corridors or toilets but move quickly to their destination in the school. All movements about the school must be brisk and purposeful.

Out of bound areas include the following:

 - (i) Teachers desk
 - (ii) PACE Cupboards
 - (iii) Store Room
 - (iv) Library (during breaks)
 - (v) Computer Room (during breaks)
 - (vi) Staff Room and Kitchen
 - (vii) Area behind school building
 - (viii) Any other area the Principal deems out of bound area
4. Students are required to attend and participate in all extra-curricular activities. If a student is ill he or she must produce a medical certificate or a written note from the parents. Extra-curricular activities include Sports, Physical Education, Music, Art, Swimming, Student Convention and School Excursions. Students must bring any material needed for their lessons. Also students must be punctual to their lessons.
5. School Environment: Students must keep the school compound clean and tidy and put litter in the bins provided. Also students are not allowed to pick fruits and flowers from the compound without permission.
6. All literature books issued to students must be returned by the due date.
7. Cheating in any form will not be tolerated.

8. Stealing or borrowing without permission is considered an extremely serious offence. Students who lose an article and believe it was stolen must report the loss immediately to their respective Supervisor.
9. Vandalism:
Defacing or deliberately damaging school property is considered a serious offence; and due punishment will be given.
The following will not be permitted:
 - (a) Writing or scratching on school desks, benches, chairs or any furniture or on walls, anywhere in the school.
 - (b) Writing in any library books or magazines or school textbooks.
 - (c) Cutting out of pages is from any library books or magazines or school textbooks.
 - (d) Mishandling all school furniture and equipment (desk, chairs etc.) at any time.

Accidental damage to school property e.g. windows, science equipment, must be reported immediately to an appropriate staff member and if it is considered to be the result of carelessness or disregard of instructions, you must pay for the damage.

10. Language: For Christians, it is desirable that students not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions, which are offensive.
11. All forms of harassment will not be permitted.
12. As a Christian School students should not engage in drinking alcohol, use of tobacco products, use of illegal drugs and misuse of legal drugs, reading and/or watching pornography, homosexuality, fornication, and wearing of immodest clothing. Breaches of the above will be dealt with by the Principal.
13. Off-campus: Any school activity held outside of school, school rules apply.
While in school uniform students are identified as an Imanuela Akademia student and bear the good name and reputation of the school. At all times when out in public in school uniform, students will be expected to behave in a good Christian manner.

Note: Students must not be seen in uniform after 4.30pm.

14. No form of gambling, games of chance or dangerous games (e.g. shooting with rubber bands) is permitted.
15. All students are encouraged to attend Sunday school and church services regularly.

Disciplinary Policies

Biblically, discipline is the parents' responsibility. The parents may delegate the responsibility to the school during school hours, but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a child. The parents should understand exactly what disciplinary options are available to school personnel in a given situation, and should support the school in the use of that discipline. Likewise, the school should include the parents in the disciplinary process to the extent possible.

Detention

The most common form of discipline students must expect for failing to follow these rules is DETENTION. This will consist of staying in the school under a teacher's supervision at lunchtime or after school doing some assigned written work. For repeated offences, double detention may be given.

Detentions will be given for the following:

1. Arriving at school or classes late.
2. Failing to bring absence note on time.
3. Not co-operating with teachers
4. Rudeness to teachers
5. Eating in the classroom
6. Not wearing the correct sports uniform
7. Not wearing the correct uniform at school or while travelling
8. Other occasions as felt appropriate and necessary

(Also see Appendix A)

Disciplinary Probation

Probation is a warning period given to students to improve themselves when there is unsatisfactory progress in terms of academic work, conduct, attendance and tardiness. The school considers this as a serious warning as it will eventually lead to students' withdrawal from the school.

The ACE program maintains a high academic standard and although students work at their own pace, they still have to be working at an acceptable level. There are two indicators of student performance. A performance rate is simply the rate in which a student works to complete a PACE in one week. You will notice these values in the Student Progress Report given during Parents Interviews.

1. Expected Performance Rate

The Expected Performance Rate is calculated using the student's Academic Projection. That is, Total Prescribed PACEs for the Year divided by 41 weeks of school for the year.

2. Current Performance Rate

The Current Performance Rate is calculated using the student's Termly PACE Test Record. That is, Total PACEs completed for the term divided by 10 weeks of school for the term.

Comparing these two values will give you an indication of how well your child is performing in school. If the Current Performance Rate is equal or above the Expected Performance Rate, then your child's performance is acceptable. However, if the converse occurs, then your child's performance needs to be improved.

There are various factors that affect a student's current performance rate. This includes:

1. Subject difficulty as students move to more complex concepts.
2. Incomplete goals because homework is incomplete.
3. Repeating a PACE because the student has not revised or studied thoroughly for the PACE Test.
4. Home situation for example a death in the family
5. Poor attendance.

Once this is brought to the student's attention, they take responsibility for improving those things that are within their control, especially their study time from Monday to Sunday. Parents can also assist in providing an adequate study environment for your child at home and limiting visiting "friends" etc. To a large degree the issue is time management. Students can refer to their Student Handbook for some information on time management.

If a capable student does not take his studies seriously, then that student will be put under probation where close monitoring from home and school will be required.

Mandatory Counseling For Referral Disciplinary Cases

In cases where students' activities inside or outside the school are considered a serious breach of school rules, regulations, policies, and Standard of Conduct, such students are placed on suspension for two weeks. Parents and students are advised to seek counselling with a recommended Counsellor.

Whilst the school believes in giving students a second chance, we also have a responsibility to protect other students in our care.

Suspension and Expulsion

It is the practices of suspension and expulsion, which bring forth the highest number of threatened lawsuits. It is critical that the offenses for which suspension or expulsion are the disciplinary response is set forth, along with any notice requirement to the parents and any procedural rights (such as the right of the student to tell his side of the story). The school should also address the issue of whether an accumulation of infractions will ever subject a student to suspension or expulsion.

Assessment Regulations

1. Students will be assessed through assignments, PACES, projects and exams.
2. Records of all their performance will be maintained in a data base for regular reporting to parents, students and teachers
3. All tests and assessment from PACE will be maintained at 88% mastery of contents or better
4. Progress to the next level will only be permitted if the 88% or more is met.
5. Exceptions may be shown only to students who have been identified as having specific learning disabilities.

Reporting of Performance

1. All reports on students' performance will be recorded by teachers in a standard grade book which students can view with the permission and discretion of the subject teacher concerned.
2. Discussions on the students' reports (performance) are to be made between parent/guardian and teacher when deemed essential.
3. Every report should bear the Supervisor's and Principal's signatures
4. Reports are issued on a termly basis.

Tests Regulations

1. All PACE tests are to be in the safe custody of the Supervisor before the student is allowed to sit the exam.
2. Re-taking of tests by students will be organized by the Supervisor within one week from the day the test was marked.
3. All unattempted exams by students with no valid reasons will result in an incomplete status of a certificate award.
4. Records of the tests and exams must be kept in a standard grade book by the Supervisor. Such records will be regularly transferred into the centralized grades' database where students' transcripts will be organized and disbursed when requested.
5. Students, who consistently perform poorly in exams and tests, will have their student status reviewed by the Principal (in consultation with the students supervisor) for appropriate solutions

Grading System

A+	96-100%	Excellent
A	91-95%	Very Good
B	86-90%	Good
C	80-85%	Satisfactory

Confirmation of grades

The Principal will verify the validity of PACE tests submitted by Supervisors. Students' grades will be confirmed if the following criteria are met:

1. Students have completed all exercises, activities and projects associated with the PACE.
2. Students work has been initialled and thoroughly checked by the Supervisor.
3. Proper scoring and PACE procedures are being followed.

Withdrawal and Change of Courses

1. Students who wish to withdraw and/or change a course already prescribed for the year need to notify their Supervisors within three weeks from the time of commencement of school.
2. There should be valid reasons that accompany their request. If reasons are unsatisfactory, students may be required to pay for PACEs already ordered for that subject.

Unsatisfactory Progress Regulations

1. Unsatisfactory Progress is when a student:
 - a. Completes below the minimum performance rate of 2 PACEs a week or the expected performance rate for individual cases.
 - b. A student fails a test more than twice in any subject area.Note: Performance rate is the number of PACEs completed in a week.
2. Students on unsatisfactory progress will be given:
 - a. **Academic warning**- One term with unsatisfactory progress, a student is placed on Academic warning for the whole of the following term.
 - b. **Academic probation**- A student failing to improve performance is placed under Academic probation for another full term. This will involve strict monitoring and supervision. Parents/Guardians will be informed and need to attend a parent-teacher conference.
 - c. **Dismissal**- A student may be disqualified from attending the school if the student has been placed on three consecutive Academic probations. A student who is considered for dismissal may, on appeal, be allowed to continue on strict probation as determined by the Principal.

Plagiarism and Dishonest Practice

Plagiarism and dishonest practice are serious offenses for which offenders will be penalized.

Plagiarism is copying or using someone else's material or ideas and making it ones own. Supervisors who find students who plagiarize will refuse to accept the student's work and may give a fail grade.

Dishonest practice is any form of cheating or procedural violations during scoring, PACE activities and Tests. Students found in dishonest practice may be directed to the Principal and may lose their place if this persists.

Academic Counselling Guideline

1. All students are required to consult their respective Supervisors within the first two weeks of each term or when necessary for a review of their academic plan or work projection according to their academic prescription to be completed by the student at the end of the year.
2. Students who are performing poorly need to attend counselling sessions with academic counsellors.
3. Counselling sessions will be conducted upon the advice of Supervisors who are directly responsible for the students concerned.

Certification Requirements

Any pupil, in order to successfully complete high school, must meet the following criteria:

1. Pass all prescribed courses/subjects with C or better
2. Complete all major projects and/or research
3. Meet minimum credit requirements for each certificate level.
4. Settle all fees owed to the school
5. Clear all property/ texts/ equipment loaned from school

There are four main exit certificates. These certificates are: -

1. Year 11 Academic Certificate (Form 5 equivalent)
2. Year 12 Academic Certificate (Form 6 equivalent)
3. Year 13 Academic Certificate (Form 7 equivalent) and
4. Year 13 with Honours Certificate (scoring a 93% average in all year 13 subjects)

Proper selection of courses towards Year 11 and Year 12, 13 Academic Certificate is done by the Academic counsellor, the student and parents. These courses must satisfy the minimum requirements of each certificate level (Refer to table on the next page).

Awards

Upon meeting the requirements listed above, a student with the recommendation of the faculty will be awarded a school certificate.

Prizes

'A student's work must be rewarded' – Five laws of learning.

Students will be awarded prizes on the following categories:

1. Academic
2. Christian Character
3. Art
4. Music
5. Sports
6. Bible
7. Prefects

Certificate compatibility with external exams is not a problem as course content in the academic subjects we offer are equivalent or even beyond the ones offered by our counterparts.

NZ Year 11 Certificate of Academic Achievement Requirements

The following requirements are the minimum requirements for students working from PACE 1085 and aiming for the foundational Year 11 Certificate:

CREDITS	SUBJECT	COURSE
2	Maths	<i>Either</i> Mathematics overview 1085 - 1096 <i>Or</i> ACE Approved Mathematics Course <i>And</i> Algebra 1 1097 – 1108 or Geometry 1109-1120
2	English	English 1085 – 1096 <i>And</i> English 1097 – 1108
1	Literature	<i>Either</i> Basic Literature 8 and 9 <i>Or</i> ACE Approved Literature Course
2	Social Studies	<i>Either</i> NZ Social Studies 1085 – 1096 <i>or</i> South Pacific Social Studies 1085 – 1096 consisting of at least 6 NZ Social Studies PACEs with another 6 PACEs (or equivalent) of Australian or National PACEs. <i>And</i> World Geography 1097 – 1108 <i>Or</i> World History 97 - 108
2	Science	Earth Science 1085 – 1096 <i>And</i> Biology 1097 – 1108 <i>Or</i> Physical Science 1109 -1120
1	Core Subject	<i>Either</i> Math, English, Social Studies or Science at 1097 – 1108 or above
2	Word Building	Word Building 1085 – 1096 <i>And</i> Etymology 1097 – 1108
2	Christian Studies	New Testament Survey 97 – 108 <i>And</i> Old Testament Survey <i>Or</i> One other ACE approved Christian Studies course
1	Keyboard Skills	Typing PACEs 97 -108 <i>Or</i> Other typing program resulting in 30wpm with 100% accuracy
2	Electives	Can be approved non-ACE subjects above 1085 level.
A total of 17 CREDITS		

For a **NZ Year 12 Academic Certificate** another **6 credits** must be added to the NZ Year 11 Certificate requirements (A total of 23 credits). A complete New Zealand Year 12 Academic Certificate should contain:

- 3 credits in **English**
- 3 credits in **Christian Studies**
- 3 credits must be at or above Year 12 level

For a **NZ Year 13 Academic Certificate** another **6 credits** must be added to the NZ Year 12 Certificate requirements (A total of 23 credits). A complete New Zealand Year 13 Academic Certificate should contain:

- 4 credits in **English**
- 4 credits in **Christian Studies**
- 4 credits must be at or above Year 13 level

For a **NZ Year 13 Academic Certificate with Honours** the requirements for the New Zealand Year 13 Academic Certificate (above) must be met plus an average of 93% in each subject must be maintained.

In any subject a set of 12 books (PACEs) is equivalent to 1 credit except for A.C.E. College PACEs where 10 PACEs equal 1 credit.

NB. All ACE certificates must have a minimum 75% ACE content

Other Areas:

• **Homework** – students having homework depends on the student’s ability to finish his set goals for the day. While the school encourages all work to be completed during school hours, all unfinished goals need to be completed for homework. Homework slips are issued which need to be signed by the parent(s) and returned to school the following morning. **Homework Slips** inform parents that the child has homework to do. If the child for reasons beyond his control is unable to complete his homework, parents need to write a note to inform the school.

• **Report cards** – are compiled upon completion of 10 weeks of school work. At the end of first term, these are sent home for parents to see and sign and returned to the school. A parent teacher interview is scheduled to discuss the results. The report card is updated to include the results of the next term. Same procedure as for term 1 are followed except interviews with only the parents of those students whose results are of concern to the supervisors or parents who have concerns about their child’s results. A parent interview is conducted at the end of term 3.

• **Field trips** - the school will on occasions take students on field trips to expand on students’ in-class learning. On such occasions, students submit a signed liability release and permission form prior to going on any school trips.

FINANCES**Fees structure for the school:**

The school fees charges will be organised in this manner:

1. Diagnostic Test Fees (Students who need diagnosis): \$50
2. Enrolment Fees: \$100 per child (\$97.50 goes towards prepayment of PACEs and \$2.50 administration costs)
3. School Fees: \$167.50 per child per term

* Additional charge of \$5.50 per PACE for all PACEs completed over 15 PACEs per term.

The above is subject to review under the directive of the School Committee.

Fees Payment Plan:

Parents and /or guardians are given these options in settling their fees

- a. Term payment
- b. Half yearly payment
- c. Yearly payment

Fees Policy:

1. All new students are required to pay an enrolment fee of \$100.00 per student.
2. All school fees need to be paid within **4 weeks** from the beginning of the term. An extra week is given for every additional child at school. Fee arrears will be charged interest at the rate of 5% per month unless otherwise arranged.
3. Accumulated school fees in a term must be settled before a student is permitted to attend classes.
4. All final year students and those leaving the school will not be given clearance if they do not clear their due at the school.
5. It is important that parents/guardians make payment plan arrangements during the enrolment of their children or at the beginning of the school year.
6. All advanced payment must be made before the beginning of the new school year.

Appendix A

Behaviours	Consequences
Running inside	VC ID
Out of bounds: office, stage, phone, shop, foyer	VC ID
Out of seat	VC ID
Late	VC ID
Disrespect	CAN
Disobedience	CAN PR
Cheating	CAN
Lying	CAN
Talking back	ID
Bad language	ID
Uniform	
- jewellery	VC ID
- hair not tied back	VC
Goals not done GND	VC ID
Scoring Violation	VC
Disturbance	VC ID
	VC Verbal correction
	ID Interval detention
	CAN Corrective Action Notice
	PR Principal interview
	PA Parent interview
	S Suspension

Appendix B

Pledges

I pledge myself to my Lord Jesus Christ

I pledge myself to my country Cook Islands

I pledge myself to my school Imanuela Akatemia

Appendix B

IMANUELA AKATEMIA - SCHOOL SONG

Turou oro mai

(Welcome)

Ki Imanuela nei

(To Imanuela)

Te ngai tei akonoia

(the place intended)

No ta katou au tamariki

(For your children)

Chorus

Imanuela kua iki ia koe

(Imanuela you have been chosen)

Imanuela poroki ia koe

(imanuela you have been called)

E Iesu Mesia

(By Jesus Christ)

Imanuela, Imanuela, Imanuela

(Imanuela, Imanuela, Imanuela)

Imanuela Akatemia

(Imanuela Academy)

Kua iki ia ia e te Atua

(You have been chosen by God)

Kua oroma ia koe

(You are a vision)

E Te Atua ko Iesu Mesia

(Given by the Lord Jesus Christ)

Imanuela, Imanuela, Imanuela

(Imanuela, Imanuela, Imanuela)

Imanuela Akatemia

(Imanuela Academy)

(English translations in parenthesis – Not to be sung)