

AKHEPRAN

INTERNATIONAL ACADEMY



Parent - Student Handbook 2023 - 2024

Policies

Procedures

Rights

Responsibilities

***“Teaching Ancient Wisdom and
Values to Prepare 21st Century
Global Leaders”***



Welcome to Akhepran International Academy!

Thank you for your interest in Akhepran International Academy, a 21st Century Learning **BYOD** (Bring Your Own Device) School, that prepares students to use Ancient wisdom and values as well as modern technology to become Conscientious Citizens and Proactive, Global Leaders.

Education is a partnership between the student, the parent and the school; a partnership to provide quality education in a positive and supportive environment. For Akhepran International academy to be successful, your cooperation and support are needed. Parents, please take time to review and discuss the items in this handbook with your children. If you have any questions regarding any item(s) now or as the year progresses, please contact the principal or vice principal. We want to work with you to resolve any questions or concerns you may have. Our policies and procedures are written to benefit the students.

Note: Reference to parents includes guardians and other persons who may have guardianship over the student and who maybe responsible for the student's school fees.

ABOUT US

WHAT DOES AKHEPRAN MEAN?



The name Akhepran (pronounced "Ah-Kef-ran") is derived from an Ancient African Kemetic word called "**Khepri**", which refers to scarab beetle. The scarab beetle was chosen for our school's symbol because the beetle is a very strong and resilient insect that survives natural disasters such as fire, volcanoes, flood and earthquakes. Symbolically, the Khepri, also spelt khepra beetle, means '**Divine Strength**' and **Self Transformation**'.

Our students are taught to remain strong and never give up, no matter what obstacle or challenge they may experience in life. Our scholars are encouraged to practice being **A Khepra** person who is brave, wise, and intelligent, hence the name **Akhepran**.

OUR MOTTO:

“Teaching Ancient Wisdom and Values to Prepare 21st Century Global Leaders.”

OUR VISION STATEMENT:

“Teaching children to become conscientious citizens and proactive global leaders.”

OUR MISSION STATEMENT:

“To teach the historical, spiritual and intellectual heritage of humankind. To train scholars who will enhance environment, economy, culture and civilization. To transform students into local, national and global leaders.”

“We celebrate AIA where Divinity, Values, and Akhepran knowledge are taught using NON-Traditional methods and Technology to prepare all ages to become Global Leaders ready to protect and preserve our Environment and Economy.”



A school's logo is a symbol or graphic design intended to communicate or portray a school's spirit, theme, or message. Our logo also shares images of history, tradition, and philosophy of what is being taught at Akhepran International Academy. The school's logo was originally designed by Sepa Ahmad Azzshir and was later modified by Hasheen Lockhart, one of our parents. The logo was later used as a crest which is worn on our scholars' uniform. The meanings of the symbols within the logo are as follows:

Sun a Discipline, knowledge, light, fire, illumination and enlightenment. “Lift up your head to the rising sun, Bahamaland” (Timothy Gibson). The sun gives energy, light and direction to every living organism on earth. The sun illustrates the creative symbol of discipline, balance and order as it rises each morning and sheds light on all the earth.

Khepra – Red bug or scarabeous beetle in the middle of logo represents rebirth, transformation, strength and resilience. The beetle has the endurance to survive natural disasters like earthquakes, floods and fires. Our students are encouraged to persevere no matter what trials and tribulations they encounter in their lives.



Scrolls – Two yellow lines behind the faces represent ancient papyrus paper which were used for sacred writings. We teach ancient values, lessons, stories and teachings from our ancestors, elders and grandparents.

Book - The Bible holds the knowledge, history and heritage of our great ancestors. Students study the life, death and resurrection of Christ to learn that patience, love and wisdom are needed for effective leadership.

Feather – is purity, righteousness, justice and reciprocity. When you die your heart has to be light as a feather, In 2 Samuel 6:16 King David was pleased so he danced because his spirit (heart) was light as a feather.

Hair Strands – DNA helix strands containing grandparents DNA, mother and father genes and divine gifts.

Man & Woman – a Male and Female divine complementarity is the partnership of male and female working together for greater humankind and environmental good. God sustains life through man and woman uniting to produce children and working together as one.

OUR ADVANTAGE

The key to making us different is the “**Akhepran Advantage**”, which encapsulates our core values.

A ACADEMY

School hours: Our formal and informal learning begins at 8:00am and ends at 5pm.

D DIVINITY

Discipline: Our behavior, speech and thoughts are guided by the 42 Principles of Ma’at found on the back of this brochure.

V VALUES

The spiritual essence of God lies deep within each of us.

A AKHEPRAN

Culture: We celebrate the Spirituality, Symbols, Culture and Heritage of our grandparents, elders and ancestors.

N NON-TRADITIONAL

Curriculum: Teaching methods are used to develop the whole child, so we focus on Spirit, Skills, and Schema (Subjects).

T TECHNOLOGY

We use computer and iPad devices as primary teaching and learning tools.

A ALL AGES

Comprehensive school with grades 1 thru 12

G GLOBAL LEADERSHIP

Scholars are trained to become Global Leaders with Godly wisdom.

E ENVIRONMENT

Scholars are educated about the economy, environment and energy.

YOUR RETURN ON INVESTMENT

We recognize that you are making an important investment when you select a school. Your investment includes Registration, Tuition and Enrollment, Classes, Enrichment Programs, and your time. Your **RETURN ON INVESTMENT** includes the following services and training for your child:

- 1 **Proper Speech &** Providing public speaking opportunities
- 2 **Respectful Behavior** – Encouraging courteous manners and social discipline
- 3 **Academic Excellence**- Teaching scholars to be responsible for their thoughts, words and actions
- 4 **National & International Examinations** – Offering GLAT and BGCSE
- 5 **College Readiness** – Attending College fairs and preparation class exams for ACT & SAT
- 6 **Living Curricula** – Focusing on Skills & Spiritual curriculum
- 7 **Modern Languages** – Introducing scholars to modern languages through songs & drama
- 8 **Entrepreneurship** – Fostering wise money and financial management skills
- 9 **Technology Training** – Preparing 21st Century tech-savvy scholars with daily use of technology



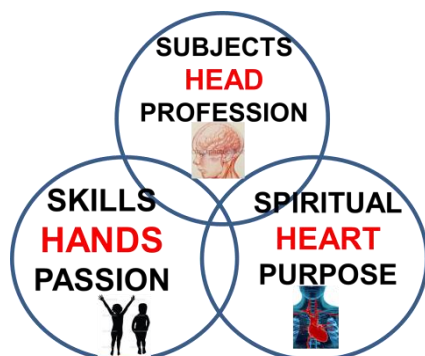
OUR CURRICULUM

What type of Curriculum is being used?

- Online Curricula Programs** - With use of the internet, online educational programs, videos and resource books.
- Ministry of Education Curriculum** – Our scholars are prepared to sit the GLAT, BJC and BGCSE national examinations.
- MOODLE** – Online Educational System allowing parents to view assignments, tests and grades. It permits parents to be more involved in their child's learning.
- College Curricula** – Vocabulary, critical thinking and problem-solving skills for ACT and SAT College Readiness Exams.

Our focus is on what we call the:

“Trinity of Teaching”. This includes helping scholars discern and decide their divine **SKILLS (PASSION)**, **SUBJECTS (PROFESSION)** and **SPIRIT (PURPOSE)** for which they were born). Training the **WHOLE CHILD!**



SKILLS ~ PASSION

Writing	Web Design
Reading	Performance
Public Speaking	Culinary Arts
Music	Swimming
Singin	Gardening
Dance	Cosmetology

SUBJECTS ~ PROFESSION

English Language	Physics
Mathematics	Chemistry
Science	Computers
General	



Studies:

Language:	History
Spanish	Quickbooks
French	Aviation
Mandarin	Art
Sign Language	

SPIRITUAL GIFTS ~ PURPOSE

Students are taught lessons about:
Service, Peace, Charity, Humility, Gentleness,
Love, Morality, Respect, Discipline, Balance,
Patience, Generosity, Kindness and Honesty.



SCHOOL COLORS

Black - represents the power, physical strength and heritage of our Ancestors DNA.

Green – represents life, vitality, growth, energy, and self-respect

Red – represents Christ's blood, Godly heritage and divine protection

Yellow – represents the sun, joy, peace and enlightenment

White – represents the spiritual energy, purity and protection of our body, mind and soul.



Who is required to have a laptop or iPad?

It is MANDATORY for ALL Scholars from grades 1-12 at Akhepran International Academy to have an approved device. It is used daily enhancing their learning experiences and increasing their research and study skills.



What are the specifications for the approved laptop or I-Pad?

SEE THE 2020.2023 DEVICE SPECIFICATIONS DOCUMENT FOR FULL DETAILS

1. Word, Excel, Power Point, Publisher
2. Headphones are MANDATORY
3. Webcam & audio capabilities REQUIRED
4. Flash drive for notes are strongly suggested
5. Extra device charger recommended
6. Device Protective bag or case MANDATORY
7. I Pad Wireless keyboard recommended

TUITION & FEES

Here at Akhepran, we provide affordable, quality education. Tuition is as follows:

Grades 1 – 6 \$4000 per year, per child,
Paid in Five (5) installment payments of **\$800**

Grades 7 – 12 \$4500 per year, per child
Paid in five (5) installments payments of **\$900**

The Enrollment fee is inclusive of:

- a) Summer School Orientation (3) days in September. *Mandatory for all new students.*
- b) Dashiki Uniform Top
- c) School ID Card
- d) School Accident Insurance Akhepran has longer school days, thus more teaching and learning hours. The fees are also all inclusive.

The Tuition & Enrollment fee schedule is as follows:

DUE DATES		7 - 12	1 - 6
4 AUGUST Application and Registration fee		\$100.00	\$100.00
4 AUGUST Enrollment	Fee (NON-REFUNDABLE)	\$500.00	\$500.00
4 AUGUST	Tuition 1	\$900.00	\$800.00
1 SEPTEMBER	Tuition 2	\$900.00	\$800.00
1 NOVEMBER	Tuition 3	\$900.00	\$800.00
1 FEBRUARY	Tuition 4	\$900.00	\$800.00
1 MARCH	Tuition 5	\$900.00	\$800.00

**There are no DISCOUNTS on tuition for families with 2 or more children because the cost is already low for one student.*

ADMISSION / ENROLLEMENT

What is the Registration and Enrollment Procedure?

(1) Each student must sit a Placement Exam.

The placement exam is deferred this year

(2) The following documentation and fees must be completed and submitted to the office:

New Student Application & Registration form and Fee \$100 (non-refundable)

New Student Enrollment Fee \$500 (non-refundable)

Both non-refundable fees are due on **August 4th**.

Tuition Contract - AIA office

Child's Birth Certificate

(2) Recent Passport Photos

Passport Info pages Copy

National Insurance Card Copy

Child's Immunization Card

Physician's Medical Form - AIA office

Medicine Authorization Form - AIA office

Report Cards - 2 years (Primary Students)
Transcripts (Junior & Senior Students)

National Exam results (GLAT/BJC/BGCSE)
Other relevant academic records and/or
Psychological/behavioral assessment records
(if applicable).

Student ID Card Form – AIA office

Student BAF Insurance Form - AIA office

Cell Phone & Technology Contract - AIA office

Student School Materials & Supplies List - AIA office

Stakeholder Commitment Statement - AIA office

Akhepran's Parent's Handbook - AIA office



**Student's Code of Conduct & - AIA
office
Uniform Policy Handbook**

- (3). The student and parents/guardians are required to attend an interview session with the principal.

Enrollment Procedure



PAYMENT PLAN

Full payment for the application/registration and enrollment fees and August tuition payment of **\$1500.00** **MUST** be made **before** a monthly payment plan option is available.

Late Fee Payment

\$50 will be charged to each late tuition payment.

Can payments be made at the office?

No! School fees **MUST** be paid at any branch of **Commonwealth Bank**.

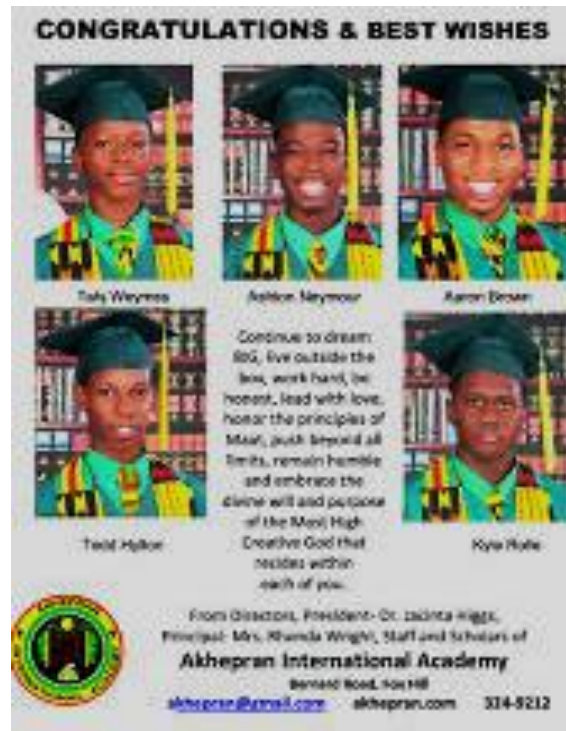
Fees may also be transferred or wired online: Account Number **117000222**

Account Name: **Akhepran Academy:**

Branch: **Prince Charles**

Type: **Chequing and Business.**

** Please be sure to instruct the teller to type the name of the student in the computer. Take a photo of the deposit slip and whatsapp or email to show proof of payment.*





How many scholars per class?

An average of 15 scholars per class.



What age must a scholar be for grade 1? A child must be 5 years old by 30 September 2023 and must also be toilet trained.



When does school begin for NEW and RETURNING students?

-NEW scholars: **Wednesday, September 2nd**

-RETURNING scholars return: **Thursday, September 3rd**



Is there a lunch program?

Yes! Snacks & Hot lunch meals sold. Vegetarian meal options are available.



Community Service

The importance of Community is at the heart of the Akhepran Philosophy. We want to ensure our scholars understand how to

respect difference and work together for the Greater Good.

“It takes a village to raise a child...”

A healthy Bahamian community guarantees a bright future for the generations to come. Akhepran International Academy expects each scholar from grades 7 – 12 to complete 40 hours of community service annually.

Healthy Community = Bright Future

Will there be a nurse on staff?

No! Students in need of Medical attention will be taken to the Fox Hill Clinic five minutes away, or the Prince Charles Medical Centre.

SCHOOL UNIFORMS

	GRADES	UNIFORM	COLORS	Amount	BRAND
PRIMARY	1 to 6 Primary School	Shirt / Blouse Formal Collar Cotton	Fire Engine Red	1	Universal or French Toast Janae's Uniform Store In Chesapeake Road (or Sandy's)
		Polo / Golf Shirts	Fire Engine Red	3-5	
		PANTS - Khaki – Boys Short Pants Grades 1-4 Long Pants Grades 5 & 6	PLEATED SKIRTS - Khaki for Girls (Skorts permitted for Grades 1-3 only)	3-5	
JUNIOR	7 to 9 Junior School	Shirt / Blouse Formal Collar Cotton	Gold	1	Universal or French Toast Janae's Uniform Store in Chesapeake Road (Sandy's)
		Polo / Golf Shirts	Gold	3-5	
		PANTS Khaki – Boys Long Pants	PLEATED SKIRTS Khaki for Girls	3-5	
SENIOR	10 to 12 Senior School	Shirt / Blouse Formal Collar Cotton	Kelly Green (Janae Uniform Store or Sandy's)	1	Universal or French Toast Janae's Uniform Store in Chesapeake Road or (Sandy's)
		Polo / Golf Shirts	Kelly Green	3-5	
		PANTS Khaki – Boys Long Pants	PLEATED SKIRTS– Khaki for Girls	3-5	

- Crest:** (1) for each everyday uniform shirt and (1) for the formal shirt. **Office. (\$10.00 each).**
- Dashiki:** Dashiki top for Boys and Girls – **Office.**
- Tie:** To be worn with formal shirt for official ceremonies, assemblies and field trips - **Office. (\$8.00 each).**
- GIRLS: Skirt Length:** Must be 2" below the knee in both the front and the back.
- BOYS:** No jeans – official uniform pants only.

6. **School Shoes:** Black low comfortable school shoes (no tennis or boots).
7. **Tennis:** White or black Tennis for P.E. No neon, fluorescent or bright colors permitted.
8. **Belt:** ALL Black **Socks:** Boys: Black Girls: Tan
9. **Hair Styles:** **GIRLS:** Braids, weaves, wigs, locks or head wraps are acceptable, once approved by the Principal. Braids, weaves, wigs, locks etc. MUST be neatly pulled back, off of the face and **worn in a bun.** **NO color permitted.**

*Hair ornaments: Must be appropriate for school i.e. head bands or bows. It must be the color of the uniform top (or khaki).

BOYS: School boy haircut. Must be clean shaven (i.e. no beard or mustache)



WINTER ATTIRE:

10. **Sweater OR Jacket:** **ALL** Black blazer, all black jacket, all black windbreaker, or all black sweater OR approved Green Akhepran Sport Jacket.

11. **NO hoodies, NO stripes or other designs/markings, NO additional colors or symbols.**

12. NO hats or tams permitted unless approved by The Principal (considered only on the basis of the temperature – if approved, tam must be ALL BLACK). Not permitted to be worn in class.

13. **P.E. shirt:** Akhepran P.E. Shirt (the applicable color of the grade level). **Office. (\$15.00 each)**

14. **P.E. pants:** BLACK light weight, loose fitting, track pants. It must be **LONG & ALL BLACK.**

15. **NO TIGHTS, LEGGINGS or SHORTS PERMITTED.**

16. **Swim Wear:** Full Swim Suit for girls. No (2) piece/bikinis permitted. Swim pants/trunks for boys. Swim Cap. Goggles. Towel. Rubber Slippers.



(After you have reviewed the handbook, please detach, sign and return the last page to our office). Your signature assures the school that you have received, read and discussed the handbook with your child. We look forward to having a productive and rewarding relationship). **HOTEP!**

42 Ideals of Ma'at

1. I honor virtue
2. I benefit with gratitude
3. I am peaceful
4. I respect the property of others
5. I affirm that all life is sacred
6. I give offerings that are genuine
7. I live in truth
8. I regard all altars with respect
9. I speak with sincerity
10. I consume only my fair share
11. I offer words of good intent
12. I relate in peace
13. I honor animals with reverence
14. I can be trusted
15. I care for the earth
16. I keep my own council
17. I speak positively of others
18. I remain in balance with my emotions
19. I am trustful in my relationships
20. I hold purity in high esteem
21. I spread joy
22. I do the best I can
23. I communicate with compassion
24. I listen to opposing opinions
25. I create harmony
26. I invoke laughter
27. I am open to love in various forms
28. I am forgiving
29. I am kind
30. I act respectfully of others
31. I am accepting
32. I follow my inner guidance
33. I converse with awareness
34. I do good
35. I give blessings
36. I keep the waters pure
37. I speak with good intent
38. I praise the Goddess and the God
39. I am humble
40. I achieve with integrity
41. I advance through my own abilities
42. I embrace the All



