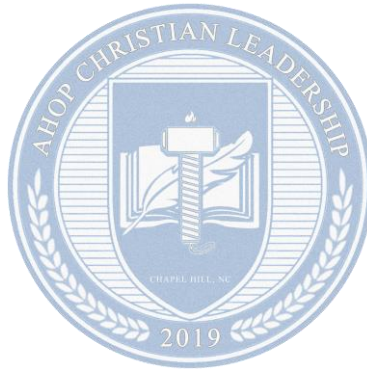


AHOP CHRISTIAN LEADERSHIP ACADEMY



KINDERGARDTEN-12TH/Post- Graduate GRADE PARENT AND STUDENT HANDBOOK

2021-2022

2016 Mount Carmel Church Road
Chapel Hill, North Carolina 27517

Work: (919) 376-2360

Fax: (919) 869-2511

www.myacla.org

Revised 6/25/2021

MISSION STATEMENT:

AHOP is a Christian school assisting families by embracing the pursuit of excellence with a Christ centered approach inside and outside the classroom while instilling the principles of mastery and critical thinking in students' lives that they might impact their society for Christ.

VISION STATEMENT:

AHOP stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service.

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AHOP General Information

School Verse:

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

Proverbs 22:6

School Colors:

Columbia Blue & Black

Team Names:

Administrative Staff:

Mr. Fields-Founder and Superintendent

Ms. Tish-Curriculum Director

Ms. Danee-Finance Manager

Ms. Woods-Academic Director

Ms. Richards-Student Life Director

Mr. Nickey-Athletic Director

Mr. Powell-College Counseling Director

Mr. Capers, Jr-Academic Improvement Officer

School Website: www.myacla.org

IMPORTANT PHONE NUMBERS

School Contact Numbers:

Step 1: Call School at 919.376.2360

Step 2: Follow prompts below

School Contact Email:

admin@myacla.org

School Fax Number:

919-869-2511

Staff Directory Online:

www.myacla.org

INTRODUCTION TO AHOP

WELCOME:

We thank God that you have joined the AHOP Christian Leadership Academy family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it.” (Proverbs 22:6) This demands a concerted effort by the home, church, and school, the AHOP team, to accomplish a Kingdom education. Kingdom education is a life-long, Bible-based, Christ centered process of bring a child to Christ, training a child up in Christ, and equipping a child to serve Christ. The nature of an independent Christian Academy such as AHOP Christian Leadership Academy makes it imperative that close harmony be maintained between the members of the AHOP team (home, church, and school) to effectively meet the needs of our students. The necessity of this closeness is seen when we begin to define the classroom as any place where structured learning experiences are occurring. In this context, everyone is a teacher.

PURPOSE OF THE HANDBOOK:

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of AHOP Christian Leadership Academy. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the Academy to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this book assists in the “of one mind” training of children to honor God with their whole lives. Written questions or recommendations to the Superintendent of the Academy should be made by January 31 for the coming year and are appreciated.

AHOP HISTORY:

In the Spring of 2019, a group of concerned Christian parents and area pastors joined Founder Damien S. Fields in the vision of a non-denominational Christian academy with multiple elementary campuses that would surround a hub campus of grades K-12, and Post Graduate education. The mission of this community Christian Academy would be to assist families by embracing the pursuit of excellence with a Christ centered approach inside and outside the classroom while instilling the principles of mastery and critical thinking in students’ lives that they might impact their society for Christ. This group of parents and pastors knew that a Christian education would be important for molding and shaping the lives of their children. The school was born at First Baptist Church in August of 2019. The Lord has provided outstanding academic and spiritual leadership for the Academy through the Board of Governors, Superintendent, administration, faculty, and staff. Because of the vision of Damien S. Fields and the wise leadership of the Board of Governors, the Academy has become a private school operating Chapel Hill, NC. Through God’s grace many young people attend our Academy into many walks of life with the training to truly live a life holy and acceptable to God. It is, and will continue to be, the aim of our school ministry to see our students and their families trust Christ and serve Him.

KINGDOM EDUCATION MINISTRY:

The opportunity for educational training, from kindergarten through high school, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing Christ-honoring education reflecting a commitment to God’s Word and academic excellence. The educational process is measured by the criteria stated in Luke 2:52. The educational process and commitment,

both in and out of the classroom, is directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, enrollment is not limited to Christian students. Evangelism, through proclamation of the gospel to students and parents, is an important part of the Academy's educational process. The Academy is also committed to advancing Christian education in our region. Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of the Academy. AHOP Christian Leadership Academy believes in "Kingdom Education," a life long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. AHOP views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to "assist parents" and be an extension of the home in the development of students spiritually, academically, physically, and socially. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives. AHOP Christian Leadership Academy strives to teach young people, not only how to make a living, but how to make a life.

PRINCIPLES OF KINGDOM EDUCATION:

AHOP operates according to a philosophy of education. This philosophy has been compiled in the book, *"Kingdom Education: God's Plan for Educating Future Generations."* It is the desire of the Academy to have its Board of Governors, administration, faculty, staff, and parents to know, understand, and commit themselves to the ten principles found in Kingdom Education. These principles are:

1. The education of children and youth is the primary responsibility of parents (Deut. 6:4-9; 11:18-21; Psa. 78:1-7; Psa. 127:3; Prov. 22:6; Mal. 2:13-16; Eph. 6:4).
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth to maturity (Deut. 6:7; 11:19; Prov. 22:6).
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation (Psa. 78:6-7; Matt. 28:19-20).
4. The education of children and youth must be based on God's Word as absolute truth (Matt. 24:35; Psa. 119).
5. The education of children and youth must hold Christ as preeminent in all of life (Col. 2:3; 6-10).
6. The education of children and youth must not hinder the spiritual and moral development of the next generation (Matt. 18:6; 19:13-14; Mk. 10:13-16; Lk. 18:15-17).
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles (Ex. 18:21; I Sam. 1:27-28; 3:1-10).
8. The education of children and youth results in the formation of a biblical belief system or worldview (Lk. 6:40).
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a worldview frame of reference (Rom. 1:20; Psa. 19:1; Prov. 4:5,7; 3:19; 9:10; Psa. 104:24; 136:5; Jere. 10:12; Rom. 11:33; Luke 11:52; Col. 2:3; I Cor. 8:1; 13:8; Rom. 1:28).
10. The education of children and youth must have a view of the future that includes the eternal perspective (Col. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:13; Col. 3:23-24).

BIBLICAL PHILOPHY OF EDUCATION:

The educational philosophy of the AHOP Christian Leadership Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God containing this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship, all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-

secondary education of his/her choosing, whether in college, university or in vocational training areas. Our responsibility to the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and run through the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone--the scarlet thread must be woven throughout the total curriculum. It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas--else we become textbook-oriented rather than student-oriented. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of AHOP. Objectives established to implement this philosophy are:

1. To teach that the Bible is the only inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
2. To teach the basic doctrines of the Bible (Titus 2:1).
3. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10).
4. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23).
5. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Tim. 4:7).
6. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
7. To teach the student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
8. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
9. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:103).
10. To help the student develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential (Psalm 139:13-16).
11. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
12. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19,20).
14. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19,20; I Corinthians 10:31).
15. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20)].
16. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
17. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
18. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] and to honor the symbols of our country, the flag and the National Anthem (I Cor.10:11; Rom. 13:1-7), by standing in honor and respect for those who have past and present served our country by their sacrifices and commitment.
19. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
20. To help parents to understand the school's purpose and program.
21. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
22. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deut. 6:4-7).

HANDBOOK REVISIONS

This handbook is available by downloading its contents from our website at www.myacla.org and clicking on “General Information” and then clicking on “Handbook.” The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, AHOP reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

PHILOSOPHY OF MINISTRY

God has established AHOP for the purpose of impacting lives for eternity through biblically-based and Christ-centered education. The mission and vision statement articulates the purpose behind the school's existence. When coupled with the five school core values, the eight staff core values, and the principles of Kingdom education, these ministry statements provide AHOP with an operating constitution that will guide all of its policies, procedures, and practices.

MISSION STATEMENT:

AHOP is a Christian school assisting families by embracing the pursuit of excellence with a Christ centered approach inside and outside the classroom while instilling the principles of mastery and critical thinking in students' lives that they might impact their society for Christ

VISION STATEMENT:

AHOP stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service.

VALUES STATEMENT:

As AHOP endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

1. The Scripture is recognized as the revealed Word of God and is taught as truth.
2. We strive to lead each student into a personal relationship with our Lord Jesus Christ.
3. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
4. A Christian administration and faculty model Christ in teaching and leading.
5. High academic standards are maintained with internal and external evaluation.
6. The curriculum and other programs are characteristically innovative.
7. The school community exhibits love, justice, humility, and service among the Board of Governors, administration, faculty, students, parents, and the larger community.
8. The organizational practices are thoroughly Christian: business, development, marketing, personnel, and government relations.
9. A thoroughly biblical philosophy of education should be implemented in all cultural contexts.
10. Students should learn how to process information and think initially in the context of a biblical world view.
11. The teaching of the Bible as a core subject is essential to the academic curriculum.
12. The biblical integration of every planned learning experience is crucial to effective Christian schooling.
13. The opportunity for Christian schooling should be accessible to families as a means of evangelizing, nurturing, and disciplining students for a life of service to God and society.
14. AHOP should be involved in a plan of consistent evaluation and assessment for continuous improvement.
15. The teaching/learning process should reflect a Christ-like sensitivity, relevant to a diverse school community.
16. We believe that Christians must live honestly, responsibly; and we must emphasize this priority to our students.
17. AHOP is committed to building the strongest possible relationship with our school families, the churches to which they belong, and the community in which we all live.

SCHOOL CORE VALUES:

As AHOP endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

1. **Truth:** Scripture is the revealed Word of God and is taught as truth, which is then integrated into the

learning experience. Students are taught that all truth is God's truth; they are created in the image of God; they must confront the issue of sin and redemption; they can know God as revealed in Christ and made present through the Holy Spirit; they can have a personal relationship with our Lord Jesus Christ; they can live honestly and responsibly; and they can fulfill God's plan for their lives.

2. Intellectual Development: The Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits. AHOP seeks to develop students with a biblical worldview who are well prepared in all academic disciplines with an emphasis on accurately interpreting the Word of God, mastering communication skills, showing proficiency in mathematics and science, understanding history and God's role in it, appreciating literature and the arts, reasoning and thinking critically, finding, analyzing, evaluating, and appropriately using information, integrating faith and learning in all academic disciplines, developing innovative curriculum and programs, and teaching Bible as an essential core subject in the academic curriculum.
3. Christian Leadership: The Board of Governors, Superintendent, administration, faculty, and staff shall be committed followers of Christ, teaching and leading from a biblically integrated perspective. Those engaged with the school's governance, leadership, and teaching will model Christ in their teaching and leading, reflect and support the school's mission and core values, understand and focus on achieving the school's vision and expected outcomes, exhibit love, justice, humility, and service throughout the community, implement in all cultural contexts a thoroughly biblical philosophy of education, and reflect a Christ-like sensitivity relevant to a diverse school community.
4. Potential in Christ: Every learning experience aims to enable students to reach their full potential in Christ. AHOP will focus teaching on providing programs and services appropriate for the student, establishing awareness of the student's relationship and responsibility to society, developing students intellectually, spiritually, socially, emotionally, and physically through every curricular and co-curricular activity, making disciples, preparing for works of service, developing an eternal view of life, and thinking and processing information in the context of a biblical worldview.
5. Operational Integrity: The school's day-to-day operational practices are a consistent model of integrity, efficiency, and accountability. Biblical values are consistently implemented as the school reflects the high road to policy development and accountability in Board governance, manages people resources ethically and justly, manages and monitors school finances with integrity and disclosure, conducts straightforward and Christ-like relations with the government and its agencies, creates ethical, clear, and open strategies in business, development, marketing, and personnel, conducts fair and consistent classroom management, reflects honesty, openness, and fairness in parent relations, maintains high academic standards with internal and external evaluation, and initiates a plan of consistent evaluation and assessment for continuous improvement.

STAFF CORE VALUES:

1. Evangelism: We believe there is nothing more important than encouraging people to respond to the gospel of Jesus Christ. We desire to disseminate the gospel of Jesus Christ to as many people as possible. We believe the ultimate purpose in living is to know and glorify God and to attain eternal life through Jesus Christ our Lord, beginning within our own school families and then reaching beyond to the rest of the world that does not know of His love and sacrifice.
2. God's Ministry: This ministry was God's idea, and we do not own it. We are simply the stewards of the opportunities and the resources He sends our way.
3. Assisting Families: AHOP started by having a mission that said, "Assisting families". Our primary focus each and every day is simply meeting the needs of our families and friends. It is our calling.
4. Sense of Community: People will make a decision about who Jesus is by the way we treat them and the way we treat each other. Therefore, our responses will be personal, gracious, timely, and generous.
5. Integrity: Because we live before an all-seeing God and are subject to public scrutiny, we attempt to be above reproach in the operation of this ministry by holding ourselves to the highest standards of accountability. We want to be worthy of the trust that has been placed in us by our school families.
6. Excellence: We sweat the details to provide the highest level of quality we can achieve for the glory of God and the

benefit of our constituents.

7. Family:

We believe that the institution of marriage was intended by God to be a permanent, lifelong relationship between a man and a woman, regardless of the trials, sickness, financial reverses, or emotional stresses that may ensue. We believe that children are a heritage from God and a blessing from His hand. We are therefore accountable to Him for raising, shaping, and preparing them for a life of service to His Kingdom and to humanity. We believe that human life is of inestimable worth and significance in all its dimensions, including the unborn, the aged, the widowed, the mentally handicapped, the unattractive, the physically challenged, and every other condition in which humanness is expressed from conception to the grave.

8. Kingdom Education:

Kingdom Education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. We believe that God has ordained three basis institutions—the church, the family, and the government—for the benefit of all humankind. The family exists to propagate the race and to provide a safe and secure haven in which to nurture, teach, and love the younger generation. The church exists to minister to individuals and families by sharing the love of God and the message of repentance and salvation through the blood of Jesus Christ. The government exists to maintain cultural equilibrium and to provide a framework for social order. The Christian school serves as a bridge in uniting these institutions within the community in the fulfillment of Kingdom Education (Deut. 6:7-9). Kingdom Education is a campaign for righteousness. This campaign into which we are called is as straightforward as the Gospel itself. Our goals are: to bring people to Christ; to deepen the walk of those who have been nominal believers; to clearly introduce the doctrines of His Lordship, sin, repentance, forgiveness, and justification by faith to those who don't know God or those who only know Him as a 'Friend' and Creator; to point everyone to the resurrection and to judgment in the next world; to encourage young people and their parents to live by His standard of holiness and obedience to the Lord; to encourage intensive scriptural study and application of His Word to all areas of life; to motivate the people of God to practical actions in their communities and our nation in defense of righteousness; and to inspire those who are working at AHOP to love one another in a way that is pleasing to Him and displays to all the love of Christ. Let Kingdom Education burn within the hearts of every member of AHOP, and let it take root in each office, class, program, and activity of this ministry.

FAITH STATEMENT:

This Faith Statement can never be altered to protect the integrity of AHOP Christian Leadership Academy as a Christian school: "The general nature and object of AHOP Christian Leadership Academy shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God."

STATEMENT OF DOCTRINAL BELIEFS:

1. The Scriptures: We believe that the entire Bible is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice (2 Tim. 3:16-17; 2 Pet. 1:20-21).
2. God: We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists and has revealed Himself as our Father, in His Son Jesus Christ, and as the Holy Spirit. Jesus Christ is God manifested in flesh. He is both God and man. The Almighty God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience

- (Deut. 6:4-5; Gen. 1:31; Eph. 4:4-6; Col 2:9).
3. Jesus Christ: We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt of our sins, was buried, bodily resurrected, ascended to the right of the Father, and will return literally, visibly, and personally, in glory and power (Jn. 1:1-3; 14; Matthew 1:18-25; Phil. 2:5-9; Col. 1:15; I Cor. 15:1-8; Acts 1:11).
 4. Holy Spirit: We believe that the Holy Spirit of God is the Father and the Son. He is chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (Jn. 14:16-19; 16:7-15; I Cor. 6:19-20; Rom. 8:9,11; Titus 3:5).
 5. Mankind: We believe that in the beginning God created mankind in His image, and is not in any sense the product of evolution. We believe in the literal seven days of Creation as written in God's Word. Mankind was originally created with the ability to live perfectly for God's glory (Gen. 1:1-27,31).
 6. Sin: We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind, therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Gen. 3:1-24; Rom. 3:10-23; 5:12-21; 6:23).
 7. Salvation: We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Eph. 2:8-10; 2 Cor. 5:21; Acts 2:38).
 8. The Church: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry (Matt. 16:18; I Cor. 12:12-14; Heb. 10:25).
 9. Evangelism: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matt. 28:18-20; Acts 1:8).

GOALS STATEMENT:

1. Christ-Centered Purpose: AHOP is a concept...a vision conceived in the hearts of parents in our community who saw both a tremendous need and an outstanding opportunity. AHOP is a commitment...a desire for excellence, for achieving one's best, and for developing character that is pleasing to God. AHOP is, above all, a community...a group of people who love God, who are committed to Him, and who have given themselves to the ministry of evangelism, discipleship, and education. It is a quest to achieve God's standard of excellence in all that is done; a commitment to raising and educating children to love God and serve Him whole-heartedly.
2. Character-Building: Character is frequently a neglected quality in education. We believe that a child's character ought to be molded by God's Word. AHOP is dedicated to shaping the lives of the students by teaching them the qualities which matter most--trust in God, honesty in word and deed, respect for authority, and kindness toward others. Central to our philosophy is the belief that a strong intellect alone is inadequate to face life's demands. There must be strong character, rooted in God's Word, for a fruitful life.
3. Home-Strengthening: Home and school should not be mutually exclusive or opposing influences in a child's life. In fact, the best school is one that supports the home and reinforces the values taught there. We desire for parents to be actively involved in their children's educational experiences: assisting leaders, sponsoring clubs and participating in field trips, as well as daily overseeing academics. The school's administration and teachers do not view parents as intrusive, but as partners in the exciting privilege of providing children with the fullest, most well rounded education possible.
4. Outstanding Staff and Program: Outstanding describes the faculty and staff of AHOP. We seek qualified and experienced teachers who are certified or can be certified by the ACSI and/or State of North Carolina. The faculty members are exceptional both professionally and personally. Our approach to curriculum is outstanding. Our teachers are trained in various classical methods to add creativity, critical thinking skills, and understanding of one's learning style. AHOP has a system of academic field

trips from kindergarten through 12th grade that accents the classroom experience. Someone once said, “People remember more of what they do, see, and observe, than what they learn in a sterile classroom.” Selection of texts is based upon how we might best prepare the student for advanced placement classes, the SAT, and college. AHOP offers a variety of sports opportunities. Boys sports include soccer, football, basketball, wrestling, lacrosse, baseball, track, tennis, golf, swimming, and cross-country. Girls sports include volleyball, basketball, softball, soccer, track, cross-country, tennis, swimming, and cheerleading. AHOP offers excellent fine arts opportunities like drama, band, dance, and choral groups as well as local, state, and national competitions. Also, Post-Graduate Sport opportunities.

5. An Oasis: Sending our children into a world that exposes them to dangers unknown to previous generations is a legitimate concern of parents. An oasis is a place of refuge and refreshment. This is certainly an apt description of AHOP, where girls and boys are greeted each morning with cheerful words and an encouraging spirit. AHOP is a place where students are reminded of their significance, where they can relax in an atmosphere permeated with love and acceptance, and where they are spiced with the right kinds of challenges. AHOP students are safe and secure, able to concentrate on the thrilling adventure of learning.
6. Life Changing: AHOP has one of the finest academic programs possible, but gaining knowledge is not enough. Children need a Godly, personal, and loving influence to change their lives and allow them to be all that God intends them to be. The administration and faculty desire an educational experience that affects their entire life. We want the students of AHOP not only to make a living, but to make a life.
7. Lifestyle Statement-Biblical Morality Policy The biblical and philosophical goal of AHOP is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at AHOP, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior. The school’s biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. The schools reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such activities; or being unable to support the moral principles of the school (Leviticus 20:13, Romans 1:27). As a parent or student, acceptance of admission means I have read the school’s biblical morality policy and agree to abide by it.
8. Parent and Student Commitment: The policies and procedures contained in the student handbook constitute notice to parents and students regarding the school’s expectations and requirements. Moreover, they also constitute, at a minimum, terms of an implied contract for enrollment if a student is accepted at the school

EXPECTED STUDENT OUTCOMES:

Students graduate with a biblical worldview based upon established spiritual disciplines, sound academic thinking, and appropriate skill development that enables them to launch into adult life with the character and tools to navigate successfully for God’s service.

EXPECTED STUDENT OUTCOME #1: SPIRITUAL FORMATION:

Impact Statement: One of the distinctive elements of Christian schools is its preparation of students for a life-keeping faith with God. Spiritual formation assists students in the development of a pattern of life that leads to Christ-likeness. The evidence of a biblical lifestyle involves the practice of spiritual disciplines, a balance of discipline and correction, head to heart development of the mind, body, and character, and a spirit of service and gratefulness.

Rationale: Students express an informed faith in Christ, have a visible testimony, are engaged in church and other related activities of growth and service that contribute to the Great Commission, act appropriately for

justice, equity, and peace, and make maturing application of biblical principles in organizational, family, and social relationships.

Mission Objectives: Students ...

1. personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
2. understand and commit to a personal relationship with Jesus Christ.
3. know, understand, and apply God's Word in daily life.
4. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
5. treat their bodies as the temple of the Holy Spirit.
6. are actively involved in a church community, serving God and others.
7. respect and relate appropriately with integrity the people they work, play, and live with.

EXPECTED STUDENT OUTCOME #2: WORLDVIEW ORIENTATION:

Impact Statement: Christian schools have the opportunity to intentionally assist students in developing a coherent and consistent worldview. AHOP seeks to assist students in framing their view of God, molding their understanding of what it is to be human, grounding them in their faith, and shaping their values of a person's place in society, community, family, and church.

Rationale: Students apply the unifying principle of God as the Creator and Savior in their thinking as it relates to all content disciplines, have a working knowledge of biblical theism and other worldviews, demonstrate an understanding of the inherent tension between popular culture and a biblical theistic worldview, and evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.

Mission Objectives: Students...

1. have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the "alien" or "stranger."
2. are committed to lifelong learning.
3. understand the worth of every human being as created in the image of God.
4. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
5. possess apologetic skills to defend their faith.
6. embrace and practice justice, mercy, and peacemaking in family and society.
7. understand that work has dignity as an expression of the nature of God.

EXPECTED STUDENT OUTCOME #3: ACADEMIC THINKING:

Impact Statement: As an academic institution, it is our responsibility to well-educate our students. Students need to engage in ideas, principles, and knowledge of content in a thorough and comprehensive way. Learning should engage a general acquaintance with many things and a thorough examination and mastery of many others. Students should be able to reason, be reasonable, be articulate, and demonstrate graciousness.

Rationale: Students evidence learning across disciplines, demonstrate a proficiency in transferring learning from one subject to another, utilize higher order thinking skills, demonstrate an ability to think logically, support inferences, and justify conclusions, evaluate a variety of problems, and utilize multiple and creative strategies in solving or posing possible solutions to them.

Mission Objectives: Students...

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. are proficient in mathematics and science.
3. have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).
6. have an appreciation for the natural environment and practice responsible stewardship of God's creation.

EXPECTED STUDENT OUTCOME #4: SKILL DEVELOPMENT:

Impact Statement: Students must develop a strong knowledge base, but the academic institution has an obligation to teach the skilled use of that information. Students need to be able to read, speak, and write, make application of logic, utilize tools of research, frame their questions, compute the resources and facts, investigate their findings, and be confident in their conclusions.

Rationale: Students utilize a variety of resources including technology to develop and evaluate information, demonstrate an ability to develop thoughtful questions in problem solving, engage their community responsibly both politically and socially, evidence an attitude of responsible stewardship of Creation, life, time, finances, and material goods, and articulate the biblical respect for all vocational callings as a gift from God.

Mission Objectives: Students...

1. know how to utilize resources including technology to find, analyze, and evaluate information.
2. have the skills to question, solve problems, and make wise decisions.
3. understand, value, and engage in appropriate social (community) and civic (political) activities.
4. are prepared to practice the principles of healthy, moral family living.
5. are good stewards of their finances, time (including discretionary time) and all other resources.

BIBLICAL MORALITY LIFESTYLE STATEMENT

AHOP believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed in a monogamous lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27–28; 2:18, 20, 23–24; Isa. 54:4–8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Cor. 9:5; Eph. 5:23–32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7–8.

AHOP believes to follow Scriptural teachings on marriage, we must affirm that sexual relationships outside of biblical marriage and sexual relationships between persons of the same sex are immoral and sinful. AHOP abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10–16; Matt. 5:32; 19:19; Mark 10:11–12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance

and sanctification in every culture.

AHOP Christian Leadership Academy is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of AHOP is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. This involves the school's understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture.

AHOP stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at AHOP, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that AHOP will teach these principles and biblical values.

In addition, the Board of Governors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). AHOP was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. AHOP will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at AHOP is contingent upon this same understanding and support by both the student and parents.

AHOP is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of AHOP as Christian ministry, and to provide a biblical role model to the AHOP families, it is imperative that all persons employed by AHOP in any capacity, that serve as Board of Governors, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love,

kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of AHOP's faith, doctrine, practice, policy, and discipline, our Board of Governors is AHOP's final interpretive authority on the Bible's meaning and application.

SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, AHOP will only recognize marriages between a man and ^f_{SEP}woman at the chromosomal level. Further, the Board of Governors, Superintendent, and Staff of AHOP shall only participate in weddings and solemnize marriages between one man and one woman at a chromosomal level. Finally, the facilities and property of AHOP shall only host weddings between one man and one woman.

PARENT STATEMENT OF SUPPORT:

1. We will regularly and earnestly pray for AHOP.
2. We will fully cooperate in the educational activities of AHOP by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy."
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with AHOP in any way we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).
11. We will seek to support and advance AHOP in every area possible—spiritually, academically, physically, and financially.
12. Parents by enrolling their students are ascribing to the AHOP Lifestyle Statement.

STUDENT CODE OF CONDUCT:

As a student of AHOP, I agree:

1. To strive for excellence as a student in all that I say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.

4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. To dress in accordance with the AHOP dress code.
7. To submit to the discipline policy of the school.
8. To remember that I am a student of AHOP wherever I am.
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and me.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

ADMISSIONS

AHOP Christian Leadership Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

PROCEDURE FOR ENROLLMENT:

Interested parents will be asked to follow the procedures listed below in order to enroll their children at any grade level at AHOP Christian Leadership Academy. The process is as follows:

1. Obtain an enrollment packet.
2. Attend a required Parent Information Meeting.
3. Complete application forms for admission and attach the non-refundable registration fee or tuition installment dependent upon the payment chosen. Acceptance of kindergarten students for the next year begins with distribution of new student applications the last week of November. All students must be able to take care of toileting needs independently. Note: All students must be able to consistently and independently use the restroom. Acceptance of students, grades 1-12, for the next school year begins upon completion of re-enrollment by our current school families the first week in January. AHOP reserves the right to interviews, testing, and selective enrollment. No student has a right to acceptance. To attend AHOP is a privilege, not a right. Students are required to take an admissions test, provide current report cards and test scores (Stanford Achievement Test Battery, California Achievement Test, PSAT, or SAT), complete a request for transfer of records, and take an admission test. Students cannot be accepted until the application is completed and the interview takes place. If the class is full, they will be placed in a waiting pool. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girls ratio, AHOP reserves the right to make placement in accordance with that balance.
4. Complete the children's medical report form (Kindergarten, and First grade only) and have a licensed physician complete his portion of the report.

ADMISSIONS POLICY:

1. Previous Dismissal From Another School: Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school unless there is Executive Approval from Superintendent
2. Parent or Guardian: AHOP students must live with at least one biological, adoptive, or guardian parent except in the case of foreign exchange students.
3. Birth Certificate: A copy of the child's birth certificate must be in the school records.
4. Immunization Records: Immunization must be up to date by North Carolina law.
5. Wait Pool: A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girls ratio, gender may be the criteria for placement.
6. Kindergarten Admittance Age: A Kindergarten student must be five by August 31. All students must be able to take care of toileting needs independently. Note: All students must be able to consistently and independently use the restroom, including the use of automatic flushing toilets.
7. Acceptance Policy: Students must score on grade level and complete the application process to be eligible for enrollment. Generally, Stanine scores must be in the 4 or higher range in math and reading. Students with I.Q.'s of 90 or less are not accepted because of the difficulty they will have being successful in our program. The Academy does not provide the enrollment to students whose special education, behavioral, or physical needs cannot be met by our existing programs, services, or staff. A

student can be exempt from enrollment based on intelligence and/or disabilities (ADD, physical, mental, etc.). The school has the right to impose religious requirements on their students or at the discretion of the Superintendent.

STUDENT WITHDRAWAL:

A student is not considered withdrawn until the school office has been notified by the parent or in the case of dismissal, the parent has been notified and the parents have had an exit phone or office interview with the principal.

SIBLING ENROLLMENT:

Current students who have siblings who desire to attend the next school year will go through the enrollment process as do new students except they do not have to attend a Parent Information Meeting. They will have an interview with the respective principal.

REENROLLMENT:

Students attending AHOP Christian Leadership Academy will be given the opportunity to re-enroll during the first week of January.

NEW STUDENT ENROLLMENT:

New student applications are available June to August. However, new students in grades 1-12 will be accepted after January re-enrollment for our current students.

FINANCES:

1. Kindergarten: Parents pay a registration fee with ten monthly installments (all-inclusive).
2. Registration (K-12th Grade): The registration fee or first installment is due upon application dependent on the payment plan chosen. Registration fees and first installment are non-refundable unless the student is placed in the wait pool and the parent requests a refund prior to an opening in a class.
3. Tuition: Tuition is scaled according to grade level. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by the business office if the account is past due or if two FACTS drafts are returned unpaid. Students may not attend class if accounts are more **than 30 days in arrears**. Extra charges such as lunchroom, physical education uniforms, etc. may not be permitted for any account that is thirty days or more in arrears.
4. Two Payment Plans:
 - a. Full Payment Plan: A 2% discount for prepayment of the entire year by July 31st. If the parent decides to change to the 12-month plan after February 1st, there is a \$100 charge per child.
 - b. 12-Month Plan: Tuition is paid in twelve equal installments with installment 1 on January 1st, installment 2 March 1st, and 3-12 from June 1st through May 1st excluding January and March when next year's registration and fees or installment 1 and 2 are paid. This plan includes registration, resource fees, capital fees, and tuition.
 - c. Withdrawal Fee: Students are considered enrolled for the entire year (Normally for K to 12) or semester (Normally for PostGraduate); therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between July 1 and April 30 will be assessed a \$500 Withdrawal Fee. In addition, the full month's tuition is due for any month in which the student attends one school day. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at AHOP.
5. Payment Policy: Parents may pay in full or use FACTS with automatic bank draft for the 12-month plan.
6. Late Fees: A late fee of \$25.00 is assessed each month if resource fees, capital fees, tuition, and/or aftercare payments are not paid by the due date. A returned check will result in a \$30.00 fee.
7. Tuition and Fees Reimbursement: A student is considered enrolled for the initial semester. Tuition is calculated on the basis of a semester; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the semester, the parents are responsible for the monthly tuition through the current month enrolled. In addition, fees, discounts, and

incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings. Furthermore, after 30 Days of attendance if any student from K-12 or PG is removed from the program there will be no refund and all balances are non-refundable and must be paid. All tuition payments are made, via electronic funds transfers, to the designed administrator. Furthermore, effective “Immediately” all payments have a 15 Day grace period and on the 16th Day a Late Fee of 5% on top of the above mentioned Late fees in item #6., will be assessed to the total bill. Finally, any payment arrangements, monthly payments, and or outstanding non-negotiated after THIRTY (30) DAYS will constitute automatic dismissal and removal from the program.

9. Donations: Presently, tuition is not tax deductible, but cash gifts are. Also, from time to time parents might like to donate needed school equipment and supplies. Please see the school superintendent for a list of needed equipment and supplies. Donations to the general and building funds are appreciated.
10. Annual Fund: The Annual Fund is a yearly tax-deductible gift to AHOP Christian Leadership Academy. Your gift to the Annual Fund will provide additional financial resources to improve and expand the overall programs of AHOP Christian Leadership Academy. Families and individuals are asked to give their tax-deductible contribution by December 15th, so funds may be applied to the current school year. Your gift to the Annual Fund is very important, and every family is encouraged to give as it has been given unto you.
11. Tuition Assistance: Tuition assistance awards are based on the family’s demonstrated need (Not available for PostGraduate) as determined by FACTS Management Company (FACTS). FACTS is a third party agency that makes financial needs assessments for Christian schools. FACTS uses information supplied by the applicant to assess need. Application can be made on-line at www.myacla.org. Each award is made for one year only, based on availability of tuition assistance funds. Current families will be given priority consideration in the aid allocation process. The deadline for initial awards is July 31st. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.
12. Scholarships: Funds occasionally are donated for needs-based scholarships. These funds, as available, are used for hardships like a parent who may have lost a job or experienced a financial setback. Typically, a month or two of assistance is given. Of course, this is based upon availability of funds.
13. After School Care: After school care begins upon dismissal of school and ends at 6:00 p.m. Only full-time aftercare is available, no drop-ins. Students are considered enrolled for the entire school year. If a child leaves the aftercare program during the school year, they may not return to the program the remainder of the school year. The full month’s payment is due for any month in which the student attends one day. The aftercare program is not available on half-days, teachers’ workdays, school holidays, or summer vacation.

GENERAL INFORMATION

ATTENDANCE:

All students are to attend school regularly (see Kindergarten info, page 28). We believe that regular attendance in classes is essential to the success of a student’s school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Students in Kindergarten-12th grade are allowed 10 absences per semester, Post-Graduate only allowed 1 excused absences. The administration will make the final decision as to whether or not a student will pass or fail due to a prolonged illness. A student must be in school 4 ½ hours to receive credit for the day. Students must be at school by 10:30 a.m. or not leave before 1:30 p.m. in order to be counted present. Unless it is school business, students must be in attendance at least half the class period to be counted present. To participate in after school activities (Senior Campout, sports practices or games, fine arts

practices or performances, etc.), a student must be counted present for the day. All AHOP students to receive credit for the day and attend the Junior-Senior Banquet in the evening must be present 7:45 a.m.-11:35 a.m. the day of the event. Students must be present the day of the banquet in order to attend (no college days). All juniors and seniors, whether they attend the banquet or not, are dismissed for the day at 11:35 a.m. If a high school student, other than a junior or senior, is an invited guest to the banquet, the student must have a parental note to be dismissed early (11:35 a.m. or later).

EXCUSED AND UNEXCUSED ABSENCES:

1. Parental Phone Call of Absence:

The safety of our students is a prime concern. As a matter of crisis management, we desire to know where students are and if they will be attending for the day. AHOP requests that parents phone the School Attendance Secretary, 919.376.2360, the day of an absence, between 8:00 a.m. if possible. Leave a message if the phone is busy with the name of the student, grade, date, and reason for absence. Parents of students who have been absent, who did not call, will receive a message from the School Attendance Secretary/Administrator by email of their student's absence at 3:30 p.m. A signed note is due within 3 days with the above info and any documentation for all absences.

2. **Examples of Excused Absences:** Absences are excused for **illness, injury, death in the family, medical or dental appointments that cannot possibly be made outside of school hours, family reasons pre-approved by the administration (one week's notice), marriage in the immediate family, one morning** in order to obtain their driver's license if the student has no test scheduled during the period of the absence, educational trips of an educationally redeeming nature, a business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay, help at home of an emergency nature will also be given consideration, or special situations where a student may have the opportunity to represent his church, scout troop, a civic organization or some such group will be considered by the principal/Superintendent based on the student's grades, previous absences, etc.

3. **Perfect Attendance Exemptions:** Absences that are exempt for perfect attendance are for students participating in Academy-sponsored activities during the school day, or college days for juniors and seniors per the guidelines in the academic section. Seniors have two exempt days and juniors have one exempt day except during exams.

4. **Required Note for Classroom Absences:** **Except for illness, injury, and death in a family, prior notice of the absence should be given one week in advance. Otherwise, students must bring a note explaining their absence on the first day of their return for it to be excused.** *Students have 3 days of grace to return a note or the student will serve an after school detention. If the absence remains unexcused, it will result in a 3-point deduction for the quarter from all academic classes.* The note should include the name of the student, grade, date, reason for the absence, documentation if available (ex. doctor's note), and the parent's legible signature. Students should bring the note to the attendance secretary in the lobby of the school before going to class.

5. **Tardies and Absences to Homeroom:** Homeroom is an important part of the day because of devotions, attendance, announcements, handouts, and various voting opportunities. *If a student has 6 absences/tardies to homeroom, excused and/or unexcused, in a quarter, they will receive an afternoon detention. If the student has an additional 5 excused and/or unexcused absences/tardies in a quarter, a Saturday school will be assessed. Five additional tardies/absences in the same quarter will result in suspension.*

6. **Tardies and Absences to Zero Hour Class:** Being on time for zero hour classes is essential to accomplish the objectives of the course. Unlike homeroom, academic work is lost. *For each 6 absences/tardies to the zero hour class, excused and/or unexcused, in a semester, students will receive an afternoon detention.*

7. **Examples of Unexcused Absences:** Absences are unexcused for all of the examples listed if not requested in writing and approved in advance of the absence: oversleeping, hair appointments, shopping

excursions, automobile repairs, working on a class assignment, unapproved personal trips, tardiness or truancy, parent notes without any explanation, failure to bring a note in the 3 day grace period, can result in suspension.

8. **Consequence for Unexcused Absences:** A deduction of three percentage points (out of 100) per class per day for the grading period will normally be made for unexcused absences. Post Graduates will adhere to the 1 (One) unexcused absences policy.
9. **Makeup Work:** Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, online, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the student's responsibility to schedule a time for makeup work. All work missed must be made up within two times the numbers of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. *Student participating in a previously scheduled athletic or fine arts event are responsible to take the test or quiz the day before or the day following. Projects should be submitted on the due date even if the student does not meet for that class due to an athletic or fine arts event that day.* Students absent for other reasons, such as educational trips, college days, appointments, etc., do not have this number of days for makeup. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.
10. **Extracurricular:** If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school having arrived to school before 10:30 a.m. or having not departed school before 12:30 p.m., and or during the time Post-Graduate classes are in session.
11. **Loss of Credit for the Year Due to Absences:** For students to receive credit in any class, total semester absences may not exceed ten (10) or the year absences may not exceed (20). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.
12. **Removal from the Program:** For students K-12 who violate the recommended protocol for recovery of absences after continual counseling will be removed from the program, Post-Graduate Students who have missed one days unexcused will be removed from the Program.

TARDINESS:

Students are expected to be on time for their classes. Students do serve a detention for three unexcused tardies. A note for tardy to class or school should be brought the day of the tardy. If a student does not bring a note within three days of the tardy, it will be unexcused.

1. **Examples of Unexcused Tardies:** are oversleeping, arriving late for any reason not in keeping with reasonable prudence, any tardiness in getting to class during the school day or not bringing a note within three days of a tardy.
2. **Examples of Excused Tardies** are student or parent automobile delays or breakdowns in route to school (unless habitual), detainment by the office or another teacher, or a temporary illness.
3. **Grades 6-12:** In the 6th-12th grades, for six excused and/or unexcused tardies/absences to homeroom each quarter, students will serve an after school detention. Five additional excused and/or unexcused tardies/absences in the same quarter will result in a Saturday school. Five additional tardies in the same

quarter will result in suspension. In each academic class, except zero hour (see page 20, number 6), every three unexcused tardies in a semester will result in an after-school detention.

4. **Kindergarten-5th Grade:** In Kindergarten-5th grade, elementary teachers are responsible for handling their students' tardiness. Being tardy to school will result in the parents receiving a call after 5 tardies from the teacher and after 10 tardies from the principal in each semester. If tardiness continues, it may affect the student's enrollment. Tardies to school in the elementary disrupt and distract the children as teachers try to begin the day.
5. **Tardies and Absences to Homeroom:** Homeroom is an important part of the day because of devotions, attendance, announcements, handouts, and various voting opportunities. *If a student has 6 absences/tardies to homeroom, excused and/or unexcused, in a quarter, they will receive an afternoon detention. If the student has an additional 5 excused and/or unexcused absences/tardies in a quarter, a Saturday school will be assessed. Five additional tardies/absences in the same quarter will result in suspension.*
6. **Tardies and Absences to Zero Hour Class:** Being on time for zero hour classes is essential to accomplish the objectives of the course. Unlike homeroom, academic work is lost. *For each 6 absences/tardies to the zero hour class, excused and/or unexcused, in a semester, students will receive an afternoon detention.*

SCHOOL HOURS:

Check with the school office for school hours and designated areas for early arrival. Students should not arrive on AHOP campuses earlier than one half hour before the start of school because there is no supervision. The school's classrooms are opened to students 10 minutes prior to the start of school. If arriving, prior to the ten minutes, students in K-5th grade are to report to designated areas for supervision. Students in 6th-12th grades may wait outside in designated areas.

NON-DISCRIMINATORY POLICY:

AHOP Christian Leadership Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic participation, and other school-administered programs.

AFTERCARE SERVICES:

Aftercare services for K-8th are available and begin upon dismissal of school and ends at 6:00 p.m. Aftercare students in grades 2nd-8th have the opportunity to use the library for academic studies between 3:20 p.m. and 5:15 p.m. with aftercare supervision. Aftercare services are NOT provided for half days, holidays, or staff professional days. Aftercare ends at 6:00 p.m. each full school day. If a student is not picked up by 6:00 p.m., there will be a \$1.00 late fee for each minute after 6:00 p.m. With the school-issued iPads for grades 6-8, student may use the devices during aftercare to complete school and homework assignments.

AFTER SCHOOL HOURS:

Students, grades 6-12, who are on campus after end-of-day dismissal must be at a school activity like sports, sports practice, fine arts, tutoring, clubs, driver's education, detention, aftercare, etc.

Pick-Up For Students Following After School Activities:

If students are waiting for a ride after school activities like sports, fine arts practice, driver's education, tutoring, etc., may wait for their rides in one of two places: (1) Entrance of the School or assigned area by administration. Students not in designated areas may be subject to disciplinary action

Students With Late Pick-Up Following The School Day:

If students are not at an afterschool activity, the middle school students must be in the Church (until 4:30 p.m.) and high school students must be in either the Church or cafeteria (until 4:30 p.m.). Students not engaged in an above school activity who are not in either the Church or cafeteria will be subject to disciplinary action.

Students not at a school activity must be off-campus by 4:00 p.m.

LATE ARRIVAL POLICY:

All students at AHOP are to assume the responsibility of being punctual. Students are encouraged to be in their classrooms five minutes prior to the start of school in order to get organized for the upcoming day. Students in Kindergarten-12th grade who are late should report to the school office. If students in grades 6th -12th arrive late or miss homeroom, they must sign in at the office and check with their homeroom teacher between classes for any announcements or information.

TRAFFIC PATTERNS:

Our car-pool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at the Academy, which unfortunately cannot be free of inconvenience, is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since safety of hundreds of students is involved, please give wholehearted cooperation in observing these regulations. Designated drop off/pick up zones are clearly marked. Please advance far enough so that other cars may pick up their riders. Please do not leave cars unattended in the car line and park in designated areas only. Please watch your speed. Traffic pattern information can be obtained from the school office. Parents should use the Roberson entrance for morning arrival and the Rosemary Street for afternoon departure. Our basic guidelines are:

2. Due to parking limitations and safety, parents should not walk their children to class.
3. If it is necessary to enter the building for school business, drop your students off at the designated area, park in the visitor parking area and enter the front entrance.
4. Parents working as volunteers, room mothers, or assisting for field trips/class parties should drop off their students, park in the visitor parking area, and enter the front entrance. Please see the receptionist for a visitor's pass. No adult may be in the building without a visitors pass.
5. Cars going through the line should pull all the way up.
6. Please have your students ready to exit the car when you enter the designated area.
7. Do not park and leave your cars in the car pool line at any time.
8. Do not park in the faculty or student parking areas.
9. Parents will be given identification numbers for pickup in the car pool. Please keep these numbers in clear view on the dash of the driver's side of the car.

EARLY MORNING ARRIVAL:

1. A teacher will be on duty at 8:30 for grades 6-12 at the Education Building. If 5-12 grade students arrive after 8:35, they go directly to their classroom. Students in grades 5-12 should arrive in time to be in homeroom by 8:15 a.m. Student drivers will park in their designated parking space. Non-driving students dropped off by their parent should be unloaded by the outdoor basketball courts in the designated area.
2. A teacher will be on duty at 8:00 for grades K-5 in the cafeteria for early arrivals. If K-5 students arrive after 8:15, they go directly to their classroom. Students in grades K-4 should arrive in time to be in class by 8:00 a.m. Students should be dropped off in the designated area by the canopy.
3. Inclement Weather: In the event of rain, students K-5 arriving before 8:00 a.m., go directly to the cafeteria via the main entrance.

STUDENT DRIVERS:

Driving on campus is a privilege and should be regarded with the utmost responsibility. Speed limit is 10 mile per hour. Student drivers must register their cars. Registration forms are only available to students with a valid North Carolina driver's license. Juniors and seniors must sign a liability waiver for off-campus lunch. Registration forms and off-campus liability waivers are available online or in the school office. Students may not leave campus until the waiver is on file in the office. All student drivers must have a parking permit which is clearly visible on the windshield. Students will park in assigned parking spaces. Students should use the entrance/exit for morning arrival and Rosemary afternoon departure. Students should use the entrance/exit for

lunch, doctor's appointments or after athletics or fine arts practices and events. Please observe speed limits in the neighborhood. Reports by staff, parents, or neighbors of excessive speed or careless driving will result in disciplinary action. It is the responsibility of parents and students to abide by the rules and regulations regarding the NC Level 2 Limited Provisional License. Violations may result in loss of driving/parking privileges.

DESIGNATED DRIVERS:

Students not going home with their parents or their usual driver should bring a note from home to their elementary teacher, Kindergarten - 5th grade.

LEAVING CAMPUS DURING THE SCHOOL DAY (EARLY DISMISSALS):

Students in grades 6-12 who must leave early should bring a note to the Attendance Secretary stating the reason for leaving and the time of dismissal and approximate time of return. The Attendance Secretary will give a note for dismissal to the student who will present that note to the teacher for dismissal. All students must sign out in the front office before leaving campus. If it is a doctor's appointment, the note should also include the time of the appointment and the location. The note should be signed by a parent or guardian. Students who become sick during the school day will be sent by the classroom teacher to the school office where their parents will be notified by telephone. Parents will be asked to take their child home or grant permission for their student to drive home. Elementary parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their child at the office. Grades 6-12 parents may take their children off campus during the allotted time for lunch. However, students may not go to lunch with another parent and student. Youth pastors or ministry related individuals may take a student (not groups) to lunch during the allotted lunch time with parental permission. They may also have lunch with students on campus with prior notice. Approval should be made 24 hours in advance with the respective principal. All students must sign out at the school office.

SIGNING STUDENTS OUT OF SCHOOL:

1. Students may be signed out for the following conditions:
 - a. Their absence would fall under one of those defined as excused in the Student Handbook.
 - b. If the reason is illness, the student must be running a fever as determined by the office staff. If not running a fever, he must obviously be ill, as determined by the best judgment of the Academy officials. The school will contact a parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the Academy for a parent or legal guardian to arrive.
2. Detailed records for students will be kept in the Office regarding signing in and out of the Academy. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Principal.
3. Students may not leave the campus during the school day without telephone contact with, or personal appearance of the parents or legal guardian. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian except where the Principal has made an exception.
4. Upon checking in either later that day or a following day, a written note from home must accompany the student.

ILLNESS:

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. It is a policy that a student must stay home with a fever (24 hours fever free without the use of medication like Motrin, Aspirin, Tylenol, etc.), vomiting (24 hours free), flu symptoms, diarrhea, colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication).

IMMUNIZATIONS AND PHYSICALS:

North Carolina state law requires AHOP to have on file current immunization and medical records for each

student. Kindergarten, kindergarten and 1st grade must have a physical to enroll. DTAP shots are required the calendar year of a student's 12th birthday. The DTA shots should be taken prior to the start of the school year that their 12th birthday occurs. Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation. Students participating in fine arts productions and marching band must have a physical on file.

INFECTIOUS/VIRUSES DISEASES:

Any child who is diagnosed as carrying a disease classified as "communicable" is not allowed to become or remain a student at AHOP Christian Leadership Academy as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at AHOP. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. AHOP Christian Leadership Academy believes that these measures serve to minimize the further spread of diseases. In 2020, the policy has been expanded to cover COVID-19 Pandemic which all students on campus are required to complete a COVID-19 waiver and are subject to continual screening when arriving on campus.

MEDICATIONS:

All medications (prescription or over-the-counter) must be stored and administered by the school nurse or designee. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Medications must be in original packaging and a bottle no taller than 3 inches or in a labeled zip-lock bag with instructions.

EMERGENCIES:

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

STUDENT INSURANCE:

In the event of a school-related injury, AHOP carries Student Accident Insurance on each student. Student Accident Insurance is secondary to the student's primary insurance; therefore, parents should file with their insurance company first. Student Accident Insurance has a \$2500 Deductible and 80% Co-Insurance. Upon filing with your insurance company, contact the business office for the necessary forms to file Student Accident Insurance. Student Accident Insurance must be filed initially within 60 days of the date of the injury.

PUPIL AND CUMULATIVE RECORDS:

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a transfer of record before records can be released. Student accounts must be current or records and report cards will not be released. A transcript of a student's grades will be provided upon request to the student's parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

INCLEMENT WEATHER CLOSINGS:

In case of inclement weather that occurs WHEN SCHOOL IS OUT for the day, AHOP will announce its delays and closings on WRAL (5), WTVD (11), the school website www.myacla.org, school Twitter account @AHOP, Facebook account AHOP Christian Leadership Academy, and School Messenger Alert System (by cell and email). If the inclement weather event occurs WHEN SCHOOL IS IN SESSION, AHOP will contact parents by the above media sources. Typically, AHOP, during an in-session weather event, follows Wake

County Public Schools, but check the above media sources for verification.

INCLEMENT WEATHER EARLY DISMISSALS:

In the event inclement weather necessitates the closing of school before the end of the regular school day, the procedure is the administration will notify, WRAL (5), WTVD (11), the school website www.myacla.org, school Twitter account @myacla, Facebook account AHOP Christian Leadership Academy, and School Messenger Alert System. Student drivers may be dismissed earlier than the students for safety. Students arriving with a driver in the morning may leave with that driver. Parents may call the office to arrange alternate pick-ups for their children.

PHONE POLICY:

Students may use the office telephone with permission of the office staff. Calls to students during school hours are to be limited to emergency messages. Teachers must not issue a phone pass unless it is an emergency. Parents may leave a message with respective teachers through the voice mail system.

CONTACT OF TEACHERS AND RESOLUTION OF PROBLEMS:

Teachers at AHOP are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the teacher's voice mail. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their home telephone number available. Be considerate of their time away from school. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved. Complaints or problems will be considered in no other way than prescribed as stated:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!) it should then be brought to the respective principal.
3. If it is still not solved at this level, it should then be presented to the Superintendent of the Academy.

CAMPUS VISITORS:

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass. Parents are welcome to visit school during the school day. Parents should check in at the school office before going directly to a classroom if they have scheduled an appointment with the teacher for a planned activity, party, etc. Classroom observation by parents is welcomed, but should be arranged and scheduled by the principal at least 24 hours prior to the visit. Parents may not go to a classroom without a pass. Student visitors and alumni, due to limited seating, may not attend classes during the school day. AHOP students may have visitors at lunch with written parental and administrative approval (24 hours in advance). **Student visitors must be in dress code.** Alumni may visit teachers during the teacher's lunch or free periods and/or students during their lunch period. **Alumni dress must be modest and appropriate.**

FOOD AND WATER BOTTLES:

Food and drink (except water) should not be consumed throughout the facilities except in designated areas like the cafeteria, Student Life Center, picnic areas, and outdoor bleachers. In grades 6-12, water may be brought to class in clear, spill-proof, plastic bottles labeled with the student's name. There should be no food or drink other than water in carpeted areas without approval by the Superintendent.

LUNCH POLICIES:

The lunchroom is for all students, K-12; therefore, everyone must take care of it. Students are responsible for using good manners that include clearing off the tables. Lunch is available in the cafeteria daily or a student may bring lunch from home. A schedule is available at the beginning of the school year for daily selections.

Microwave ovens are available to students in grades 3-12 for heating items purchased or brought from home. The student can go to myhot lunch box to schedule meals.

SNACK POLICY:

Morning snacks for lower elementary may vary. Please check with your teacher regarding this policy. Morning snacks are brought from home and should be nutritious. Snacks cannot be purchased from the lunchroom.

OFF CAMPUS LUNCH:

Students in the 11th and 12th grades may leave campus for lunch with written permission from parents. Permission forms must be on file at the beginning of the school year for students to leave school during lunch. Students should remember leaving campus for lunch is a privilege and should be punctual in returning for the remaining academic day. Elementary parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their child at the office. Grades 6-12 parents may take their children off campus during the allotted time for lunch. If students do not return in the allotted time, unexcused tardies or absences will occur. However, students may not go to lunch with another parent and student. Youth pastors or ministry related individuals, with parental permission, may take a student (not groups) to lunch during the allotted lunch time. They may also have lunch with students on campus with prior notice. Approval should be made 24 hours in advance with the respective principal. All students must be signed out in the school office.

BIRTHDAYS:

Celebration of student birthdays may be celebrated by coming to have lunch with your student or taking them off campus for lunch if you choose. In PreK through 5th grade, if invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out. Party announcements and invitations cannot be made in class for grades 6-12. AHOP Christian Leadership Academy does not sponsor or endorse any after-school parties except the Junior-Senior Banquet.

LOST AND FOUND:

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the Lost and Found. Items not claimed will be donated to charity.

FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS:

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire Safety drills are conducted monthly, tornado drills and crisis management are conducted semi-annually. AHOP has a plan for natural disasters, bomb threats, and emergencies. This plan is incorporated in the Staff Handbook.

MEDIA CENTER:

All media center books must be checked out and returned according to procedure. Fines may be charged for overdue books. Lost or damaged books must be paid in full. Students will not be given a final report card unless all media center fines are paid. Elementary students will only come to the library during the school day as a class. Middle and high school students may use the media center during the school day if accompanied by their teacher. The teacher must schedule the visit in advance. Additional computer labs are available for check out, but must be done in advance with the media center director. The media center and computer labs should be used for teacher-directed research, projects, or assignments. Class time is important and should be protected. Juniors and seniors may come to the media center during lunch if they have permission to go offsite. Freshman and Sophomores must have a Media Pass during lunch. The library is open in the afternoons until 5:15 for grades 6-12. Students, kindergarten-5th grade, must be accompanied by an adult for after school use. This time is provided for students who need to use the school resources for assignments or projects or a quiet place for athletic teams and fine arts students to study between practice times. Parents should not use the media center as a holding area until they can pick up their students. Students, grades 6-12, who are not involved in after school activities or do not need the library resources should be picked up at the appropriate time.

SOLICITATION:

Solicitation is prohibited at AHOP. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions.

STUDENT RECORDS:

Student records are confidential and will not be released to anyone or another school without the written permission of the parents and the administration.

TEXTBOOKS AND SUPPLIES:

1. Textbooks and supplementary books will be provided to each student. It must be emphasized that these books are the property of AHOP and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books.
2. Supplies are not furnished by the Academy. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes may require the purchase of calculators, novels, art materials, etc.

LOCKER GUIDELINES:

Students in grades 4-12 will be assigned a locker. These lockers are for the personal use of students and must be kept locked at all times. The Academy retains the right of access to all lockers at any time for any reason (see Search and Seizure under Discipline). Periodic locker inspection may be held at any time. Lockers may not be decorated outside and may only have non-glue stickers or magnetic pictures frames, etc. Students are expected to take care of their lockers. All book bags are to be placed in the locker before the first period and left there until the close of the school day. Students should not store any books or personal items outside their lockers. Lockers should not be shared. Lockers cannot be switched by students without administrative approval. Students are again responsible for their assigned locker. Students should not share locker combinations with other students.

PERSONAL TRIPS:

Continuity is important in the progress of your child’s success. Families are encouraged to plan family vacations during non-school times. However, if your child must be out of school for personal trips, parents should make arrangements with the teacher prior to the trip for the scheduling of make-up class work, homework and tests.

STUDENT TECHNOLOGY RESPONSIBLE USE POLICY:

Elementary classes have a weekly computer elective and weekly access to iPads on a cart (PreK) and daily access to iPads in the classroom (K-3rd Grade) and individual iPads (Grades 4-5). Secondary students will have opportunities for computer use in the media center and/or labs as well as school-issued iPads (Grades 6-12). Middle and high school usage is for classwork, computer classes, and research in academic classes. In keeping with the school’s responsibility to provide a safe learning environment, all students using the school computers and school-issued iPads must abide by the Student Technology Responsive Use Policy that can be found in the Forms section of school’s website. All students in grades 4-12 are required to sign and submit a Student Technology Responsible Use Policy form to the school. Students and their parents must sign the Student Technology Responsible Use Policy. Any student who has not signed the Student Technology Responsible Use Policy is not authorized to use the computers and iPads at AHOP. Any student who violates the Student Technology Use Policy or uses a computer and/or iPad in an unauthorized manner will be referred to the Assistant Elementary Principal (Grades 4-5) or Assistant Secondary Principal (Grade 6-12).

AHOP websites are monitored administratively. Students should notify within 24 hours the respective teacher or staff member if an inappropriate website is accessed. Students agreeing to the Student Technology Responsible Use Policy understand that AHOP may revise the Policy, as it deems necessary. The use of the

Internet and computer equipment within AHOP is a privilege. AHOP reserves the right to monitor and review any material on any machine at anytime in order for the school to determine any inappropriate use of computer/iPad resources. Computer and iPad users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parents (guardians) is not permissible and may result in the restriction of account privileges. Computer and iPad users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. AHOP expressly disclaims any obligation to discover all violations of inappropriate Internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be restricted from Internet use. Computer and iPad infractions may result in detention, Saturday school, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration. Penalties will carry over to the next school year if applicable in the restrictions given.

INTERNET AND PUBLIC DOMAINS:

AHOP, in an effort to serve as a lighthouse to the community, may issue students a Saturday school, suspension, or dismissal if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or biblical values. Postings on social websites like Facebook, Twitter, Instagram, and Snapchats that are in the opinion of the administration inappropriate will result in disciplinary action. A student's home and personal Internet use can have an impact on the school, staff, and other students. If a student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline, up to and including dismissal, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher, principal, or superintendent.

DETRACTORS:

AHOP seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. **Students in Kindergarten-5th Grade** may not bring cell phones, Apple watches, Smart watches, SmartWear, iPods, MP3 players, Nintendo DS, laptops, iPads (unless school issued or usage), or any other electronic device to school. **Students in grades 6-8** may not bring laptops or iPads (unless school issued or usage) to school. Students in grades 6-8 cannot use cell phones or any electronic devices except school-issued iPads between 7:35 and 3:05 p.m. and must be stored in their lockers. Electronic devices may not be used during carline. **Students in grades 9-12** may not bring laptops or iPads (unless school issued or usage). Students cannot use cell phones between 9:00 a.m. and 4:00 p.m. except during their lunch period. Phones must be secured in their locker or cars during the school day except for their lunch period. All other electronic

devices for students in grades 9-12 should be secured between 9:00 a.m. - 4:00 p.m. Electronic devices may not be used during carline. **All students** must remember that language in reference to texts, pictures, photographs, music, or recordings on phones, iPods, or any other electronic devices, that is vulgar or not in harmony with the philosophy of AHOP, is subject to disciplinary action.

USE OF COMPUTERS, LAPTOPS, IPADS, TABLETS, E-READERS:

Electronic devices like computers, laptops, tablets, eReaders, iPads, etc. for all students are permitted during the school day unless restricted by administration. The school-issued iPads are used during the school day for academic use only. Students must keep iPads charged prior to arrival at school. Due to plug locations, safety, cost of utilities, and equity to all students, students will have limited access to power in the classrooms. Misuse will result in restriction of privilege. Some examples of misuse of these devices are playing games, instant messages, inappropriate use of the camera, use of classroom power, etc. during school hours 9:00 a.m. - 4:00 p.m. Students are responsible for the content and use of their devices and school issued devices at all times. Students will be subject to disciplinary action if content is deemed inappropriate. Because this is a privilege, any device infraction can result in restricted use.

CRISIS MANAGEMENT/VOLUNTEER POLICY:

AHOP has developed a crisis management plan to meet the needs of its students and staff. Automatic door locks, video projection systems, surveillance cameras, and automated sign-in/sign-out photo id equipment are some of the means by which students are protected. Volunteer policies are established based on three levels. All volunteers must complete a Volunteer Application regardless of their level. If a volunteer drives, a Volunteer Driver Application Form must be completed. If a volunteer is Level Two or Three, a background check is required. Volunteers should be aware of the school's driver and chaperone policies. If a volunteer is driving students in their car without their child present, another adult must be present in the car.

1. Level One-This is for parents helping in clerical situations without direct supervision of students or helping in the classrooms but are always supervised by teachers/staff. *Volunteer Application and Lobby Guard check are required.*
2. Level Two-This is for parents who chaperone field trips, tutor, or have any direct supervision of students. *Volunteer Application, Lobby Guard check, and Background checks are required.*
3. Level Three-This is for parents who transport students by school bus or personal vehicle. *Volunteer Application, Lobby Guard, Background and DMV checks are required.*

VIDEOS AND MOVIES:

AHOP policy for videos and movies in the classroom or extracurricular activities is as follows:

1. Elementary classes will show only G-rated movies.
2. Grades 6-8 may show G-rated or PG-rated movies for the Middle School, but it must be free of profanity.
3. Grades 9-12 will show only G-rated or PG-rated movies.
4. Exceptions to the PG rating with administrative approval may be made for high school if deemed instructional and appropriate unless the Lord's name is used in vain.

PLEDGE OF ALLEGIANCE AND AMERICAN FLAG:

To encourage good citizenship and show our patriotism for God and country, all AHOP staff and students honor and respect those who have served our country, past and present, by having the option to stand, hold there fist, kneel, bow there head or standing for the Pledge of Allegiance to the Flag and the National Anthem.

RECESS:

Kindergarten-Grade 2 has the Elementary Playground in the Cafeteria Courtyard and the green area across from the courtyard for recess. Grades 3-5 have the outdoor basketball courts next to the elementary gymnasium and the green area by the soccer field for outdoor recess. Our weather and field preparation policy for gym use during recess is as follows: if it is above 90 degrees or below 45 degrees, going outside is at the discretion of the teacher. Sometimes with 90+ degrees and no humidity, it is fine to go outside and sometimes with below

45 degrees, it may be fine with a jacket if the sun is out. It is at the teacher's discretion to choose the elementary gym and/or designated area if it is above 90 or below 45. If fields are unavailable due to repairs or maintenance, recess will be moved to the designated gym.

ON-CAMPUS SAFETY:

Safety is always first for our students. Skateboards, roller-skates, etc. should not be used on campus. Students should not be on-campus after weekday school hours, holidays, or weekends unless they are engaged in an approved AHOP activity and there is adult supervision.

TOBACCO AND TOBACCO PRODUCTS:

The use of tobacco and tobacco products (including electronic cigarettes and/or vaping devices) is prohibited at all times while on AHOP property or within any of AHOP facilities. No person may use tobacco products in a personal vehicle while located on AHOP property.

KINDERGARDTEN SECTION: AHOP CHRISTIAN LEADERSHIP ACADEMY

LITTLE KNIGHTS PRE-K PARENT GUIDELINES:

*“Put on the whole armor of God that ye might stand against the wiles of the devil.”
Ephesians 6:11*

Welcome! The Board of Governors and the Staff of AHOP Christian Leadership Academy welcome you and your child to our school. You are a very important part of the school and of your child’s education. A mutual understanding and respect between parents and teachers is essential in establishing cooperative home and school relationships. This should ensure enriched experiences for your child. We want to provide an atmosphere that will encourage your child to grow spiritually, physically, emotionally, socially, and academically. Through positive learning experiences, we hope to prepare your child for later learning and living.

We invite you to attend school functions, feel free to serve in the school, attend parent-teacher conferences or request conferences if there are concerns, and give your comments and suggestions.

MISSION STATEMENT

AHOP is a Christian school assisting families by embracing the pursuit of excellence with a Christ centered approach inside and outside the classroom while instilling the principles of mastery and critical thinking in students’ lives that they might impact their society for Christ

VISION STATEMENT

AHOP stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God’s service.

PHILOSOPHY

We believe it is most appropriate for children to learn through play-based exploration. Children will be encouraged to understand and interact with God's Word and His world. Children will be encouraged to learn academically and socially through activities that engage their minds and hearts.

GOALS AND VALUES

For Children:

- Provide a loving and safe atmosphere where children can grow to their potential academically and socially through the use of play-based learning and the Word of God.
- Provide an environment that helps children to learn about and feel secure in their role as a student.
- Provide meaningful, Bible-based opportunities for children to explore their role as a family member and friend.
- Promote understanding through discussion that children are wonderfully and individually created by God for His purposes.
- Facilitate confidence and independence at school.
- Encourage the use of a child's unique learning style to reach age appropriate goals.

For Parents:

- Become a supportive team with the parent to help each child reach their God designed potential.

For the Community:

- Teach and demonstrate Biblical principles that help the students learn their role in society and make an impact for God's Kingdom.
- Provide opportunities to serve others with the purpose of expressing God's love in various ways.

ABSENCES

Regular attendance is encouraged; however, if your child is ill, if you are planning a vacation or if you know in advance when your child will not be attending Kindergarten, kindly inform your child's teacher.

ARRIVAL

Time before school is needed for teacher preparation so that your child will have the best possible educational experience. The teacher will be in the classroom ready to receive your child with a special morning welcome. If you are running late and the side doors are locked, bring your child through the front door of the school and check in with the school receptionist.

BEHAVIORAL EXPECTATIONS

In keeping with the philosophy of the Kindergarten to provide a safe environment conducive to learning for our students and staff, we recognize that there may be a disruptive behavior that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is likewise unacceptable and needs to be corrected. Should repeated unacceptable behavior arise, a meeting with the teacher, parents, and Kindergarten administrator will take

place to initiate a plan of action to correct the behavior. After the initiation of the plan, the expectation is that there will be an improvement in behavior. Any time a severe behavioral infraction occurs, the child will be excused from the class until a meeting with the teacher, parents, and the administrator can be arranged. If the child is found not to be developmentally ready to continue in Kindergarten, the administration reserves the right to excuse the child from the program.

BIRTHDAYS

Celebration of student birthdays may be celebrated by coming to have lunch with your student or taking them off campus for lunch if you choose. If invitations or goodie bags are brought to school, they must be provided for the whole class. In order to avoid hurt feelings when planning a home birthday party please follow these suggestions: try to schedule a party on a weekend or at a time that does not involve picking up children from school and please send invitations by mail if you will not be inviting everyone in the class.

CHILD ABUSE AND NEGLECT

If at any time a teacher, principal, or other AHOP employee reasonably suspects that a child has been abused or neglected by the parent or guardian, it will be reported to the appropriate authorities.

CLASS LISTS

Class lists with student and parent contact information are maintained for each class and distributed to each child in that class. This information is intended for use by the parents and the Kindergarten staff only. Contact the school office with any changes or updates to your information.

CLOTHING

Play clothes and rubber-soled shoes are preferred so that the children can freely participate in all activities comfortably. We will play outdoors whenever possible. Please label all items with names. Please keep a change of clothing appropriate for the season including socks and underwear in a zip lock bag in your child's backpack at all times. Students must wear tennis shoes on PE days. Girls need to have shorts or biker shorts under their dresses or skirts. All students must be dressed to play and explore.

COMMUNICATION

Correspondence between the school and home will occur via teacher web pages, weekly folders, monthly calendars, memos/letters, and email. Please contact us if you have any concerns about your child. We appreciate being advised of any changes in your child's home situation, any crisis, or any other circumstance that may affect your child.

CONFIDENTIALITY

Parents are asked to refrain from discussing their child or any other child in public. Please ask the teacher or director for a conference. The protection and confidentiality of each child and family is important to us.

CONTACTING YOUR TEACHER

Please feel free to email or call your child's teacher on their school extension with any information or questions. Your call or email will be returned as soon as possible. While the phones do not ring in the classroom, you can leave messages on the classroom phone. The Teacher Assistant will regularly monitor for any messages.

DISCIPLINE AND BEHAVIOR MANAGEMENT PROGRAM

Each child is a gift from the Lord. In discipline, the focus will be on what the child has done and how to correct it in the future NOT on the child as an individual. There will be NO physical means used as discipline. If re-direction does not work, then a short supervised time-out period will be used.

We

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. Do provide alternatives for inappropriate behavior.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to the children on their levels.
11. DO use short, supervised periods of "time-out" (see time-out section).
12. DO stay consistent in our behavior management program.

We

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT leave the children alone, unattended, or without supervision.
6. DO NOT place the children in locked rooms, closets, or boxes as punishment.
7. DO NOT allow discipline of children by children.
8. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

DISMISSAL

Your child will be brought out to the canopy area. It will not be necessary to come into the building. Please remain in your car placing your school issued nametag in the driver's window. Please remove the tag after the child has been brought to your car. Please be prompt in picking up your child.

Late Pick-Up Policy: Recognizing that parents often incur unavoidable emergency situations, families will be offered 15 minutes of grace time for pick up. If the car line area has been cleared, please park and enter the building to collect your child. Pick-ups after 1:15 p.m. will be asked to sign out in the designated location, acknowledging the charge of \$1.00 per minute after 1:15 p.m. Late charges should be paid directly to your child's teacher within three school days. If a child is picked up late more than three times in one semester, parents will be asked to have a discussion with the Kindergarten director. The names of any persons other than parents who are authorized to pick up your child must be listed on the Child's Release Authorization prior to pick up. If a different arrangement is needed, provide a written and signed permission note for the teacher. If you have concerns about who may not pick up your child, please alert the teacher. If picking up your child early, please notify the teacher ahead of time. When picking up early, you will come in through the front of the school and the receptionist will contact your child's room.

ENRICHMENT CLASSES

Students will attend enrichment classes weekly. These classes consist of Music, Art, computer, PE, Library and Spanish.

FIELD TRIPS

Parents are responsible for their children during any field trip. Parents are responsible for transporting or arranging transportation and for the protection of their child during the field trip. AHOP is not liable for your transportation of your child to and from a field trip. AHOP is not liable for your child during a field trip. You are to transport your child directly to the field trip location. Children will not come to school on field trip days.

FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS

Students are informed about fire safety, tornado, and crisis management procedures at the beginning of the school year. Fire safety drills are conducted monthly, tornado and crisis management drills are conducted semi-annually. AHOP has a plan for natural disasters, bomb threats, and emergencies. Please know that AHOP has taken measures to prepare as much as possible for such unlikely events and that every effort will be made to safeguard your child.

INCLEMENT WEATHER

In case of inclement weather that occurs WHEN SCHOOL IS CLOSED for the day, AHOP will announce its delays and closings on WRAL (5), WTVD (11), the school website www.myacla.org, school Twitter account @myacla Facebook account AHOP, or admin@myacla.org or email School Reach Alert System, and the school's inclement weather line 919-537-9166. If you call the inclement weather line, please follow the prompts for the needed information. If the inclement weather event occurs WHEN SCHOOL IS IN SESSION,

AHOP will contact parents by the above media sources. Parents are asked to come immediately and pick up their children.

Whenever there is ANY delay for AHOP, (1 hour or 2 hour delay) the Kindergarten will ALWAYS begin at 10:30 AM and finish at 1:00. When AHOP is closed, the Kindergarten will be closed.

LOST AND FOUND

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check with their teacher. Items not claimed will be donated to charity.

LUNCH

All students should bring a lunch each day. Kindergarten students will not purchase lunch from the cafeteria. In preparation for Kindergarten, students need to practice eating as independently as possible. With this in mind, parents should prepare lunches that are easily manipulated by the children (i.e. oranges peeled, fruit already cut or fruit cups drained and placed in a baggie, cheese sticks opened, etc.). Drinks should be in spill-proof, leak-proof containers and anything else that spills easily should be avoided. Please send nutritious lunches, remembering **no candy or gum** is allowed at school and we do not microwave or warm lunches. Include an ice pack to keep refrigerated items cool. Please inform us of any food allergies during orientation.

Desserts or sweets are allowed after a good attempt is made at eating the main course; however, a good way to cut down on lunchtime power issues is to send all healthy items. Partially eaten food will be returned home in the lunch box so parents will be aware of what the child has eaten. Sharing food between students will not be allowed.

MEDICAL AND HEALTH CARE POLICIES

Upon entrance to the program a current Student Medical Form and Contact Information/Medical Permission & Release Form, which must be updated annually, is required for each child. If your child's medical form has not been sent in or you need another, please call. All forms must be on file and up to date while in attendance at school! Attendance is not permitted if a current form is not on file.

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Upon return, students need a signed note from the parent stating the reason for missing school. In order to return to the program your child must take any prescribed antibiotics and be free from fever, vomiting, flu symptoms, diarrhea, colored nasal discharge, persistent cough, strep throat, or pinkeye for a full 24 hours (without the use of medication like Motrin, Aspirin, Tylenol, etc.) and be able to participate comfortably in all program activities including going outside. It is very important, and in the long run to your advantage, to keep your child home, away from the group when ill, as illnesses otherwise go around again with students, becoming re-infected from germs that were spread to the group sometimes because of lowered resistance from not being fully recovered. We are aware of working family demands, but need your cooperation in order to

keep illnesses down, especially during the winter, so students and staff can be fully involved within the program.

All medications (prescription or over-the-counter) must be stored and administered by the school nurse or designee. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Medications must be in the original packaging and a bottle no taller than 3 inches or in a labeled zip-lock bag with instructions.

Emergency information is required on the student application. If there is a change in this information, the parent is responsible for notifying the school office in writing. Please make sure your emergency contact has written permission to obtain medical treatment for your child when you are not present.

If your child becomes ill at school, you will be notified immediately. If your child has any of the following conditions or symptoms you will be called to pick up your child from the program within one hour of notification. Your child will also be kept separate from the group in order to keep illnesses from spreading further.

- Colds accompanied by colored nasal discharge
- Uncontrollable productive cough
- Fever greater than 100°F
- Vomiting and/or diarrhea
- Pink eye, pinworms, or other infestations
- Strep throat, or mouth sores that are open
- Scabies, head lice
- Unknown body rashes
- Any illness disabling child from participating fully
- Contagious childhood diseases, such as chicken pox, mumps, or impetigo

PARENT PARTICIPATION

To enrich our program, parents are invited to participate in classroom activities, benefiting both parent and child. This is an important part of our program since it enables the parents to observe their child in a classroom environment and to share in the learning experiences. Because we want this to be a beneficial experience between parent and child, we ask that no other children accompany the helping parent. The teachers also benefit from parent participation as it helps them understand the child more fully by getting to know the family and establishes a greater cohesiveness between student, teacher and parents.

PARENT-TEACHER CONFERENCE

One conference will be held in the fall of the school year. Additional conferences may be requested by the parent or the teacher.

SHOW AND TELL DAYS

Some classes may have show and tell days. We ask that live animals/pets not be used for show and tell. Play guns and other weapons are not permitted at school. Please refrain from allowing your children to bring in toys unless it is a show and tell day.

TIME-OUT

Time-out is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time-out space (usually a chair) is located away from the classroom activity but within the teacher's sight. During "time-out", the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children. If further action is needed, parents will be notified by the teacher.

TUITION AND FEES

Tuition shall be paid monthly or in full. All tuition payments are made, via electronic funds transfers, to the designed administrator. Furthermore, as of July 1st, 2021 all payments have a 15 Day grace period and on the 16th Day a Late Fee of 5% will be assessed to the total bill. Finally, any payment arrangements, monthly payments, and or outstanding non-negotiated after THIRTY (30) DAYS will constitute automatic dismissal and removal from the program.

WHAT TO BRING TO SCHOOL

- Appropriate **dress for the weather of the day**, including sweaters, coats, rain gear, etc. when applicable (please label clothing).
- A complete change of clothes appropriate for the season. Be sure to restock regularly especially as seasons change or your child grows.
- A **labeled lunch box or lunch bag**, complete with daily lunch, drink, napkin, and any utensils.
- Daily or weekly folders that need to be returned to the teacher.

HOW PARENTS CAN HELP ENRICH THE PROGRAM

You can greatly help your child by being aware of the subjects he or she is currently learning. You can supplement our teaching by simply talking to your child. Asking him or her questions regarding the units of study or themes to be presented by the teacher is very beneficial. Point out items in the home that can be used in school. If the subject is particularly interesting to you and you feel you would like to participate in any of our classes, please contact the teacher. Your talents would be of great benefit to us. We continue to collect, build, and create as our program takes shape, expands, and grows. We welcome your donations, suggestions, and ideas!

BOYS AND GIRLS COUNSELING:

In accordance with the school's philosophical and biblical approach to partner with parents in the development of the whole child according to Luke 2:52, AHOP has purposely chosen not to hire a full-time traditional school counselor. AHOP has procedures in place where the

respective principal (PreK-12th) partners with parents through a process that refers them to Christian counselors and local pastors that will support their individual counseling needs, particularly for long-term spiritual and personal issues. In addition, homeroom/classroom teachers, coaches, and club sponsors are encouraged to develop relationships with their students and families to further the school's mission of assisting families.

CAMPUS RESTRICTIONS:

The use of tobacco, tobacco products (including electronic cigarettes), alcohol, and/or illegal drugs is prohibited at all times while on AHOP property or within any of AHOP facilities. No person may use tobacco products, alcohol, or illegal drugs in a personal vehicle while located on AHOP property.

ACADEMIC SECTION: ELEMENTARY (Kindergarten- 5th Grade)

“Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15

EDUCATIONAL GOALS:

1. Academic excellence in a Christ centered environment;
2. Spiritual/character development in a caring, loving environment; and
3. Enrichment of lives emphasizing creativity.

KINDERGARTEN-FIFTH GRADE CURRICULUM:

A Synopsis of curriculum by grade level is available on our website and clicking on “General Information” and then clicking on “Academics and Curriculum.” The website address is www.myacla.org. Additional enrichment opportunities are available through music, art, poetry, P.E., Spanish, computer, story time, and educational field trips. Private piano and string lessons are also available. Parents may contact the school office to arrange lessons.

HOMEWORK AND TESTS:

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level. Many families attend mid-week services at their churches. Therefore, tests generally are not scheduled for Thursdays. If tests are scheduled for students on Thursday, students are given a week's notice in order to make adequate preparation. Quizzes may be given on any school day. Homework modifications are usually made on days when special school functions are scheduled for the evening. Elementary teachers may provide class calendars to facilitate communication regarding assignments, tests, quizzes, and special school functions.

ASSESSMENT OF STUDENTS' PERFORMANCE:

1. Kindergarten: Students in Kindergarten receive report cards every nine weeks. Progress is assessed using the following scale: “Excellent”, “Satisfactory”, “Improving”, “Needs Improvement”,

“Unsatisfactory”, and “Not Applicable.”

2. Grades 1-5: The academic performance of students in grades 1 - 5 in core subjects (e.g., language arts, math, science, Bible, etc.) are assessed using the following scale: A (100-90), B (89-80), C (79-70), D (69-60), F (59-0). Performance of elementary students (grades 1-5) in enrichment courses (e.g., art, choir, band, etc.) is assessed using the following scale: Satisfactory (S) and Unsatisfactory (U). Conduct of elementary students (grades 1-5) is assessed in several areas, including work habits and interpersonal behavior. Report Cards are electronic for the 1st, 2nd, and 3rd grading period, but a paper copy for the 4th grading period.
3. Students' grades in grades 1-2 are determined by Tests (50%) and Quizzes, Classwork, and Homework (50%) except Reading which is 40% oral and 60% comprehension. Students' grades in grades 3-5 are determined by Daily Quizzes, Classwork, and Homework (40%, minimum of 6 grades), and Tests, Projects, and Papers (60%, minimum of 3 grades).

INCOMPLETE WORK:

Students must complete any assignments that are missed due to excused absences within time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. If long-term assignments are due, the two-day allotment may be exempted. For instance: A book report was assigned at the beginning of the quarter. If a student were absent the day before its due date, the student would be responsible for the report upon return or no later than the next day. Extensions may be granted in extenuating circumstances. Submitting late assignments may result in a deduction of points from the assignment grade. Failure to complete assignments will result in a grade of 0. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within 1 week of the end of the school year. Grades not converted will automatically be recorded as "F." The administration may grant exceptions in extenuating circumstances.

PROGRESS UPDATES:

Parents are informed of their students' progress in a variety of ways. This includes: (1) weekly folder, (2) daily assignment pads, (3) online grades, and (4) parent-teacher conferences. In kindergarten through the fifth grade, students' quizzes, tests, and other assigned work are sent home weekly in folders. This procedure enables parents to receive continual feedback concerning progress of their student and/or areas needing improvement. Parents are asked to review all work with their student and to acknowledge that they have done this by signing, dating, and returning the folders. Students in grades 1-3 are required to maintain a steno pad in which they list daily assignments. Parents are expected to sign the steno pads daily, verifying that they are aware of the assignments. The steno pad may also serve as a means of written communication between parents and teachers. Mid-quarter progress reports are sent to parents for any course grade averages that are at a " C " or lower for the first 4 1/2 weeks of the first quarter of the school year. For the remaining three quarters, mid-quarter progress reports are only sent to parents for course grade averages below a "C." Parents are required to sign the progress reports. If a parent wishes to have a conference with a teacher, this may be noted on the progress report form and the teacher will call to schedule an appointment. Parents may also request a conference with the teacher by calling the respective teacher's voice mail.

REPORT CARDS:

Report cards can be accessed through PowerSchool quarterly. All outstanding tuition and fees must be paid before a student's final report card is issued. Report cards may be held and PowerSchool access denied if accounts are outstanding at the end of the 1st, 2nd, and 3rd quarters at the discretion of the administrator. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

PROMOTION GUIDELINES:

Students must pass all major academic subjects before being promoted to the next grade level. Major subjects

include English, math, science, literature, and social studies. No more than 2 subjects that are failed may be made up in summer school. If a student makes more than 2 F's or 3 D's in major subjects for the yearly average, the student is required to repeat the grade.

HONOR ROLLS:

Students who have A's in all of their courses are placed on the A Honor Roll. Students who make A's and B's in all of their courses are placed on the A/B Honor Roll. During the end of the year Awards Assembly, students who have received A's in all of their courses each quarter receive a recognition certificate for the A Honor Roll. Likewise, students with A's and B's in all courses for each quarter receive a certificate of recognition.

SUMMER SCHOOL:

Summer school is available at AHOP dependent upon teacher availability and need to students in grades 1 -5 who make at least 2 F's or 3 D's in academic subjects for the year.

ACHIEVEMENT AND ABILITY TESTING:

Each spring students in K-5th grade are administered an Achievement Test Battery. Students in grades 2 and 5 are also given an Ability Test. The results of these tests are used to assess students' strengths and needs. Parents receive the results of the tests at the end of the school year with the final report card. Achievement test scores at AHOP are well above the national average.

ACADEMIC RECOGNITION:

AHOP students are encouraged to strive to do their very best academically, fully utilizing their God-given talents and abilities. AHOP realizes the importance of giving recognition to those who excel academically. Therefore, students are given the opportunity to earn recognition through their grades and to participate in state and national competitions.

COMPETITIONS:

These include spelling bees, creative writing, piano, band, music, and math competitions.

YEARLY AWARDS:

During the school's awards assembly on the last day of school, students are recognized for their outstanding academic accomplishments. Students who have maintained all A's in all subjects each quarter receive an "A" Honor Roll" certificate. Students who have maintained A's and B's in all subjects each quarter receive an "A/B Honor Roll" certificate. Perfect Attendance Certificates are given. Trophies are awarded in grades 1-2 for the following: (1) Scholarship, (2) Outstanding Student, and (3) Most Improved Student. Trophies are awarded to students in grades 3-5 for the following: (1) Scholarship, (2) Most Improved Student, and (3) the Timothy Award for the boy and girl in each class that best exemplifies Christ in service above self as described in I Timothy 4:12 in speech, conduct, love, and purity. Students should not receive the Timothy Award in successive years. Students may receive Scholarship and Outstanding Student (Grades 1-2) or Timothy Award (Grades 3-5) in the same year.

HELP CLASS AND TUTORING:

AHOP provides a once a week help class for all elementary students at no charge. The teacher will inform the parents of what day of the week at parent orientation. We also have a list of tutors who are available for a fee. Call the school office for this information.

MEDIA CENTER:

Students in Grades Kindergarten-5th visit the media center on a regular basis as a class. Families are encouraged to support the media center through donations of books, periodicals, videotapes, audio-tapes, and other educational materials. State of the art computer equipment (IBM and Mac) is available for students to use at AHOP. Through weekly instruction, students in Kindergarten-5th grade are familiarized with computer functions. These students visit the computer lab weekly. All media center books must be checked out and returned according to procedure. Fines may be charged for overdue books. Lost or damaged books must be

paid in full. Students will not be given a final report card unless all media center fines are paid. A parent or guardian must accompany students, Kindergarten-5th grades, to the media center after school. Time after school is provided for students, grades 6-12, who need to use the school resources for assignments or projects or a quiet place for athletic teams and fine arts students to study between practice times. We ask parents not to use it as a holding area until they can pick up their students.

SUMMER READING:

Students in K-5th grade are encouraged to continue reading over the summer. Independent reading not only provides enjoyment for students and broadens their experiences, but more importantly improves their comprehension ability.

BIBLE VERSION:

AHOP recognizes that many versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity we will ask the students to have and use one version. The version that we will be using is the New King James Version. This will allow consistency in memorization and maintain the integrity of God's Word.

SPORTSMANSHIP CODE OF CONDUCT:

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players, and students to represent AHOP in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a AHOP-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines required by the athletic department.

SCHOOL-ISSUED IPADS:

Grades 4 and 5 will have access to school-issued iPads during the school day. Applications cannot be added during the school day without the permission of the teacher. Violations can result in disciplinary action.

BOYS AND GIRLS COUNSELING:

In accordance with the school's philosophical and biblical approach to partner with parents in the development of the whole child according to Luke 2:52, AHOP has purposely chosen not to hire a full-time traditional school counselor. AHOP has procedures in place where the respective principal (PreK-12th) partners with parents through a process that refers them to Christian counselors and local pastors that will support their individual counseling needs, particularly for long-term spiritual and personal issues. In addition, homeroom/classroom teachers, coaches, and club sponsors are encouraged to develop relationships with their students and families to further the school's mission of assisting families.

ACADEMIC SECTION: MIDDLE SCHOOL-HIGH SCHOOL GRADES 6-12

"A wise man will hear, and will increase learning; and a man of understanding shall attain unto wise counsels: To understand a proverb, and the interpretation; the words of the wise, and their dark sayings ...

fools hate knowledge.” Proverbs 1:5 - 6, 7b

EDUCATIONAL GOALS:

1. Academic excellence in a Christ-centered environment;
2. Spiritual and character development in a caring, loving environment; and
3. Enrichment of students' lives with an emphasis on instilling creativity.

MIDDLE SCHOOL:

A Synopsis of curriculum by grade level is available on our website and clicking on “General Information” and then clicking on “Academics and Curriculum.” The website address is www.myacla.org.

HIGH SCHOOL COURSE UNITS OF CREDIT:

Classes meeting 4 days a week receive 1 unit of credit per semester. Classes which meet 2 or 3 times per week receive 1 unit of credit per semester. A student must have 6 units of credit to be classified as a sophomore, 12 units to be classified as a junior, and 18 units to be classified as a senior. A minimum of 22 credits are necessary to graduate in the General Track. Students in the College Preparatory Track must have 24 units of credit, and Honors track students must have 30 credits.

HONORS CLASSES:

AHOP offers a variety of Honors courses to challenge more academically oriented students. In 9th-12th grade, honors classes are selected. For most honors classes, an A in the previous CP class or an A or B in the previous Honors class is required. Honors courses carry 5 quality points for an A. Classes that include certification require a certification test in order to receive the extra quality point.

ADVANCED PLACEMENT CLASSES:

Advanced Placement courses not only present challenging assignments, but also provide students with the opportunity to earn college placement or credit while in high school. Advanced Placement classes must be taken during the regular school term in a scheduled class in order to receive high school transcript credit. Advanced Placement Classes are available to juniors and seniors only, except for AP Biology that may be taken by sophomores (Honors Biology is a prerequisite for AP Biology). Students may take Advanced Placement exams of AP classes not offered at AHOP thro

1. Admission to Honors Courses and Advanced Placement Courses: Before any decisions are reached regarding a student's placement in Advanced Placement classes, three factors are considered:
 - a. General requirements for all AP classes include an A or B in a previous AP class, and an A in a previous Honors or CP class, except AP Psychology.
 - b. Specific course requirements for AP Biology is the completion of Geometry/Honors Geometry and Honors Biology, for AP Physics is the completion of Honors Pre-Calculus, for AP Psychology is an A in CP English or an A or B in Honors or AP English. Advanced Placement courses may have course fees accessed.
2. Requirements for Successful Completion of Advanced Placement Courses: In order to remain in an Advanced Placement class, a student must maintain a quarterly numerical average of at least 75. If the quarterly numerical average is below 75, the student will be moved to the next level course. In order to receive college credit for an Advanced Placement class, students must take a College Board AP Exam in May. Students should understand that additional work outside of class is needed to score a 3, 4, or 5 on the AP exam to receive college credit. College Board charges for the exam. Homework for an Advanced Placement class can be at least one hour per night. Advanced Placement courses carry 6 quality points for an A if the College Board AP Exam is taken by the student and 5 quality points if they choose not to take the exam.
3. During AP Exams, students are expected to attend all regularly scheduled classes except those that fall during an AP exam. If students miss a regularly scheduled classes that did not fall during an exam, they will be counted as absence and subject to detention for excessive absences.

COURSES OF STUDY:

AHOP offers three curriculum tracks for high school students. The Honors Track requires a variety of honors and College courses that prepares students for more selective colleges. The College Preparatory Track is academically demanding and students are prepared for acceptance into four-year colleges. The General Track is designed to meet the needs of students who plan to attend technical, junior or community colleges. Students in the General track do not enroll in College Courses and Honors classes.

ACADEMIC TRACKS AT AHOP:

1. The general track requires 22 units that include 4 units of English, 4 units of Math, 4 units of Science, 3 units of History, 1 unit of PE, 2 Foreign Language, and 4 Electives. Also please refer to College Preparatory document on the myacla.org website
2. The college-preparatory track requires 24 units that include 4 units of English, 4 units of math (Alg. I, Geometry, Algebra II, and any math beyond Alg. II), 4 units of history (World History and US History, H. U.S. History), 4 units of science, 2 units of foreign language, and 6 electives.
3. Effective with the graduating Class of 2019, the honors track requires 30 units that include 4 units of English, Math, Science, and History with 4 or more units of honors and/or AP classes in each of the four core subject areas along with 2 units of a foreign language and 8 electives. 4. One year of Bible is required for each year at AHOP (grades 9-12). Example: If a student transfers to AHOP his junior year in the honors track, 2 units of Bible is required for graduation plus 4 electives for his total of 6 units.

COURSE OFFERINGS:

Prior to registration, a grade level course list is distributed to students and their parents for review and selection. The College Counseling Director at AHOP is available to answer questions regarding class content and to give guidance regarding courses of study. At least five students must be registered for any elective or AP class to be offered. Some classes like Honors Ensemble, all drama/dance classes, Honors Speech and Debate, Honors Production and Film, etc. require an audition. Some classes like Drama/Dance classes and Honors Ensemble are limited. Drama/Dance classes are limited to 24 students in 6th grade, 24 students in 7th-8th grade, and 24 students in High School. Honors Ensemble is limited to 20 students.

DUAL ENROLLMENT COURSES:

Dual enrollment is also available in select courses through the Houston Baptist University for college credit. It is the student's responsibility to complete and submit an application to the administration at Houston Baptist University for review and approval before enrolling in a course and/or complete and their responsibility to submit an application to Houston Baptist University for eligible dual enrollment courses by the stated deadlines. Students who enroll in classes at local colleges or technical schools must obtain administrative approval prior to enrollment.

ADDING AND DROPPING COURSES:

A course may be dropped without penalty until the end of the 2nd week of the first semester of the course with the administrations approval.

CLASS TIME REQUIREMENTS:

The academic day consists of 6 class periods, 175+ days, from 9 a.m. to 4 p.m. except for zero hour classes at 8:30 a.m. This has changed in 2020 and 2021 due to the COVID-19 Pandemic.

HOMEWORK AND TESTS:

Generally, homework assignments in regular courses are expected to take 20 to 30 minutes per night per course. Students can expect to spend at least 30 minutes extra per night per course for honors courses and 1 hour for advanced placement courses. See extra credit policy under testing policy.

TESTING POLICY:

1. No more than 2 tests may be administered on a specific day.

2. No more than 1 test and 2 quizzes may be administered on a specific day.
3. No more than 4 quizzes may be administered on a specific day.
4. Post-Graduate students are not subject to this policy

No tests or projects should be scheduled on Fridays unless via online; No academic credit (test, quiz, homework, projects, or bonus points) should be given to attend a fine arts or athletic event. No graded assignment, quiz, or test may exceed a score of 100. Bonus points may not exceed 5 points per assignment, quiz or test with the total score not exceeding 100. No extra credit should be given beyond the 5 points per assignment, quiz, or test. If an off-campus academic seminar or conference is made available, equity of opportunity will be afforded for students. The teachers will assign a written report for students who cannot attend the seminar or conference due to other commitments. The testing calendar is available on the school website.

GRADING POLICY:

Current Grading policy will be governed by our partnership with Alpha Omega Academy/Edgenuity Alliance program.

INCOMPLETE WORK:

Students must complete any assignments that are missed due to excused absences within time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. Extensions may be granted in extenuating circumstances. Failure to complete assignments by the due date will result in a grade of 0. Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within 1 week of the closing of school. Grades not converted will automatically be recorded as "F" for Failing. The administration may grant exceptions in extenuating circumstances.

TRANSFER OF CREDIT:

The current Transfer credit policy will be guided by our Partnership with Alpha Omega Academy/Edgenuity Alliance program.

EXAMS:

Students in grades 6-12 are required to take semester exams if they do not have an A average in a course for both quarters of the same semester. Semester exams constitute 20% of the student's grade in a course.

PROGRESS REPORTS AND TEACHER CONFERENCES:

Parents are informed of their students' progress in a variety of ways. This includes (1) Alpha Omega Academy/Edgenuity Alliance program parent access (2) online grades, and (3) requested parent-teacher conferences. A parent should check their student's grades regularly on the webpage via the Ignita Parent Portal. Parents should note their student's progress at the mid-point of each quarter as stated on the school calendar. Parents may request a conference with a teacher by email or by calling the teacher's voice mail.

GRADING SCALE:

The current grading scale policy will be guided by our Partnership with Alpha Omega Academy/Edgenuity Alliance Program.

REPORT CARDS:

Report card grades can be requested from Edgenuity via AHOP. "All outstanding tuition and fees must be paid before a student's final report card is issued". Middle school and high school students leaving the school for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

PROMOTION AND GRADUATION GUIDELINES:

Students must pass all major subjects (i.e., English, math, social studies, and science) before being promoted to the next grade level. No more than 2 subjects that are failed during a school year may be made up in summer school. If a student in grades 6-8 makes more than 2 F's in major subjects, the student is required to repeat the grade. Additionally, students must have successfully acquired the number of course credits necessary in order to move up to the next grade level or to graduate.

ACADEMIC PROBATION:

1. Purpose: Student grades will be reviewed quarterly to prevent the possible failure of a student. This brings the Administration and the parent together in order to create a viable, tangible solution for the struggling student.
2. Criteria: This program should be initiated at the discretion of the respective Principal in concert with the Superintendent. Some criteria to direct the administration in making this decision are:
 - a. Students making 2 F's, 1 F and 2 D's, or 3 D's in a quarter will be placed on academic probation.
 - b. The Principal will notify the parents of the academic probation.
 - c. A conference will be held with the parent and student in regard to academic probation.
 - d. The student, parent(s), and Principal sign the Academic Probation Form. Copies are distributed to all respective parties.
 - e. If the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to our school's inability to meet their academic needs.

SUMMER SCHOOL:

Summer school may be taken at local area schools or online. AHOP will offer summer school online if there is sufficient need and staffing. A student (grades 6-12) is permitted to attend summer school to repeat no more than 2 core courses that have been failed during the school year. Upon repeating a failed course, the failing grade and the summer school grade will be included in the cumulative grade point average.

GRADE POINT AVERAGE:

Grade points are governed through our current partnership with Alpha Omega Academy/Edgenuity

ACHIEVEMENT TESTING:

Grades 6-8 are required to take the Terra Nova Achievement Test Battery. Grade 8 also takes an Ability Test. Grade 9 is required to take the PSAT 8-9. The Preliminary Scholastic Achievement Test (PSAT) is required and administered to students in Grades 10 and 11 in October. Students will attend homeroom and first period until 8:30 a.m. before going to the elementary gym (grade 11) and middle school gym (grade 10). Students will complete the PSAT at 12:30 p.m. and go to lunch before finishing out the day 6th and 7th period. If parents allow their students to take early dismissal, their students are responsible for work missed and assignments given. Students are eligible for after-school activities, however, a parental note is required for early dismissal. Students in Grades 11 and 12 should take the Scholastic Achievement Test (SAT) as scheduled by the College Board. Students are required to take the ACT during their junior year as a required competency test for graduation by the NC Division of Non-Public Schools. Students must receive a minimum composite score of 16 or a score in math or reading of 16 in order to receive a diploma. Students will announce the test time and location during the school year. The test will conclude at 12:30 p.m. Students are dismissed for the rest of the day, but are eligible for after-school activities. If a student has a certified learning disability, the Superintendent can grant a certificate of completion if the minimum score is not attained.

ACADEMIC ACHIEVEMENT:

Students at AHOP are encouraged to strive to do their very best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to not only earn recognition for commendable schoolwork, but also to receive recognition through various areas, regional, state, and national competitions. Acknowledgment of academic achievement within the school is made in the following ways: Honor Roll, End of Year Awards Assembly in which Departmental Awards and Outstanding Student Awards are given,

Induction into the National Honor Society, and Senior Graduation Ceremony.

HONOR ROLLS:

Student's who have A's in all of their courses are placed on the A Honor Roll (A's each semester, and yearly). Students who make A's and B's in all of their courses are placed on the A/B Honor Roll (A's and B's each semester, and yearly). During End of Year Awards Assembly, students with all A's or A's and B's will receive a certificate of recognition.

DEPARTMENTAL AWARDS AND COMPETITION AWARDS:

Departmental awards are also presented at each grade level during the Awards Assembly to an outstanding student in each academic subject. Selection is based on the student having an A in the class and a love for the subject. In addition to these awards, numerous awards are given in recognition of outstanding achievement in fine arts, math, and science fair competitions.

MIDDLE SCHOOL/HIGH SCHOOL TIMOTHY AWARDS:

The Timothy Award is for the boy and girl from each grade (6-11) who best exemplify Christ in service above self as described in I Timothy 4:12: an example in speech, in faith, in conduct, and in purity. Nominees are selected by the students, screened by the faculty, and voted upon by the student body. In consideration of all our outstanding students, this award will not be given to the same student in consecutive years.

HONOR SOCIETIES:

National Junior Honor Society and National Honor Society inductions are held in during the third quarter of the school year. Current members will be selected to speak and their speeches approved by a committee composed of the High School Principal, Middle School Principal, Assistant Secondary Principal, College Counseling Director, and Student Life Director. Each selected student will be assigned to speak on one of the five pillars.

1. The Criteria for National Junior Honor Society (grades 7-9) is as follows:
 - a. Scholarship - The prospective member must have a yearly grade point average of 3.5 weighted from the current year.
 - b. Character - The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern, and respect for others.
 - c. Leadership - Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and students who exemplify positive attitudes about life. Leadership experiences can be drawn from school activities or classroom participation.
 - d. Service - This quality is defined through displaying a servant's heart at school in relationship to classmates and teachers.
 - e. Citizenship - The student, who demonstrates citizenship understands the importance of civic involvement and has a high regard for freedom, justice, and democracy.
2. The Criteria for National Honor Society (grades 10-12) is as follows:
 - a. Scholarship - The prospective member must have a cumulative grade point average of 3.5 weighted through the current year.
 - b. Same as b - e above under National Junior Honor Society.
3. Selection Process:
 - a. National Junior Honor Society (Grades 7-9): Induction into the National Junior Honor Society is based on academics (3.5 weighted GPA or higher), faculty recommendations, and the majority vote of a five-member Faculty Council. Eligible students will be provided with a Candidate Form to be completed and returned to the College Counseling Director, who serves as the NJHS Advisor. All students who return their Candidate Form will be presented to their respective teachers for recommendation. Teachers will be given the opportunity to either recommend or not recommend each of the eligible students they teach; they must provide a clear reason for not recommending. All eligible students, along with the teacher recommendations, will then be

presented to the Faculty Council for a final vote. The Faculty Council is seeking students who will be exemplary in their character, leadership, service, and citizenship.

- b. National Honor Society (Grades 10-12): Induction into the National Honor Society is based on academics (3.5 weighted, cumulative GPA or higher), faculty recommendations, and the majority vote of a five-member Faculty Council. Eligible students will be provided with a Candidate Form to be completed and returned to the Director of College Admissions, who serves as the NHS Advisor. All students who return their Candidate Form will be presented to their respective teachers for recommendation. Teachers will be given the opportunity to either recommend or not recommend each of the eligible students they teach; they must provide a clear reason for not recommending. All eligible students, along with the teacher recommendations, will then be presented to the Faculty Council for a final vote. The Faculty Council is seeking students who will be exemplary in their character, leadership, and service.

4. **Ceremony Speeches:**

The High School Principal and College Counseling Director select Honor Society students to share a biblical challenge for the NHS/NJHS five pillars of scholarship, character, leadership, service, and citizenship. These speeches must be approved by the High School Principal inclusive of any or all of the following: Middle School Principal, Assistant Secondary Principal, College Counseling Director, and Student Life Director. The speech is a means by which to define the assigned pillar with a challenge from a biblical perspective. Inappropriate behavior, gestures, or words will result in appropriate disciplinary action.

JUNIOR MARSHALS:

Up to ten high achievers in the junior class, not necessarily the top ten, but those who are members of the National Honor Society, have a 4.0 cumulative GPA or better, are enrolled for their senior year, and exhibit leadership, character, and service will be chosen to serve as junior marshals. These juniors must be able to attend both the Baccalaureate and Graduation programs to serve the senior class as a junior marshal. If a student has been suspended during their junior year, it is at the discretion of the administration as to whether an invitation will be extended.

SENIOR GRADUATION AWARDS:

Gold honors cords and Honors medals are given to seniors with a cumulative GPA of 4.0 or higher GPA. Gold honor stoles are given to valedictorians and salutatorians. Silver Honors cords for senior graduation are given to those seniors who have completed at least 100 hours of community service during high school at AHOP. White (boys) and Blue (girls) cords and "High Honors" medallions are given for a cumulative GPA of 3.5-3.9. White (boys) and Blue (girls) and "Honors" medallions are given for a cumulative GPA of 3.0-3.4. Academic, sports, and fine arts medallions are presented. Teachers select one senior boy and girl for leadership, service, Christian character, and citizenship awards. Other senior graduation awards are the Certified Nurse Assistant Awards, Art Honor Society, Lifer's Honors Cord, ACSI Awards, the Alumni History Award, the Superintendent Leadership Award, the Barnabas Award, the Mr. and Miss AHOP Award, and the Elizabeth Dunnagan's Spiritual Impact Award.

VALEDICTORIAN AND SALUTATORIAN:

The students with the top cumulative Grade Point Averages (for Grades 9-12) are honored as Class Valedictorians (highest GPA) and Salutatorians (second highest GPA). Cumulative grade point averages are rounded to the thousandth of a point. A student must attend AHOP their junior and senior year to be eligible for Valedictorian or Salutatorian. Those receiving this distinction may be asked to give an honor speech at either the Baccalaureate or Graduation services at the discretion of the administration. Size of class and/or time restraints may impact their inclusion in either ceremony. The purpose of this honor speech is to challenge their classmates to seek God's will and success for the future. All speeches must be approved by a committee led by the High School Principal inclusive of any or all of the following: Middle School Principal, Assistant Secondary Principal, College Counseling Director, and Student Life Director. Students are reminded that this

graduation speech is about the class and not the individual; it is not a time to bring attention to the speaker. It is a time to honor God, their parents, family, faculty, and friends who have invested and sacrificed in their lives. Inappropriate behavior, gestures, or words will result in appropriate disciplinary action.

BARNABAS AWARD:

The senior who has shown the most encouragement to fellow classmates and faculty is presented the award at graduation. Selection is by the full-time senior teachers and administration.

MR. AND MISS AHOP AWARD:

A male and female senior who have shown consistency in their Christian walk and who demonstrate outstanding Christian character are recognized at graduation and bestowed with this distinctive title. These students should have shown outstanding work in academics, leadership, service, and school spirit. The fulltime senior teachers and administration choose the recipients of the award.

ACSI DISTINGUISHED HIGH SCHOOL STUDENTS:

These awards are for special recognition of students who have outstanding achievements in areas such as academics, fine arts, and leadership and are chosen by teacher recommendation.

COMPUTER LAB:

Computer equipment in "Windows" and are available for students use. Students will take exams at times in the lab

MEDIA CENTER:

The school media center is available for student use after school in accordance with the library schedule or teacher-directed use during the school day.

COLLEGE COUNSELING DIRECTOR:

The College Counseling Director is available to provide consultation and/or referral to students and their parents regarding course selection and college preparation.

STUDENT LIFE DIRECTOR:

The Student Life Director will be involved in every aspect of student life such as chapel, community service, missions trips, student government, etc.

BOYS AND GIRLS COUNSELING:

In accordance with the school's philosophical and biblical approach to partner with parents in the development of the whole child according to Luke 2:52, AHOP has purposely chosen not to hire a full-time traditional school counselor. AHOP has procedures in place where the respective principal (K-12th) partners with parents through a process that refers them to Christian counselors and local pastors that will support their individual counseling needs, particularly for long-term spiritual and personal issues. In addition, homeroom/classroom teachers, coaches, and club sponsors are encouraged to develop relationships with their students and families to further the school's mission of assisting families.

ACADEMIC SUPPORT

Software programs are also available to assist college-bound students in preparing for the ACT, SAT and making college/career choices. Students needing tutoring in a particular subject should discuss this with their teacher and make arrangements in advance to stay after school for help sessions. Also, if additional assistance is needed, parents may receive referrals from the school office for tutors available to assist students. It is the parents' responsibility to pay for this type of tutorial assistance.

COLLEGE VISITATION AND CAREER DAYS:

AHOP allows seniors 2 excused days from school to visit colleges. Juniors are allowed one excused day from

school to visit college accompanied by a parent. The college visit cannot be the day of the Junior-Senior Banquet. The school test calendar will be consulted before the granting of permission. The request must be made in writing by the parent or guardian stating the day requested and college which will be visited. The request must be received one week in advance. The student is not to use these days as an excuse for vacation. If there is reason to believe a college has already been chosen, or the student has no serious interest in attending, permission shall not be granted to miss school. No more than five students per day per class will be excused. Priority will be given to the first five requests. College visitation days must be taken by the end of April. The excused college days can be of two types that are a college or university planned college day for upcoming freshmen or a parent-student visit of a college. One week's prior approval is required and students are responsible to notify their teachers in advance, complete all missed work, and meet all deadlines for any long-term projects. Sophomores, Juniors, and Seniors will attend a College Fair hosted by AHOP.

COMMUNITY SERVICE REQUIREMENTS:

Community service is defined as “acts of service within the student’s local community without pay or compensation.” Since one of school's primary goals is to prepare students for life, AHOP believes that students should be involved in their communities and learn to be responsible citizens. AHOP accomplishes this by requiring students in grades 6 - 12 to do community service. AHOP requires students in grades 6-8 to provide community service through special class projects. AHOP requires students in grades 9-12 to do a minimum of 4 hours per year of community service as a graduation requirement. Summer hours may only count for the previous year. Students may select from various types of volunteer activities. First semester community service hours must be submitted by the end of January and second semester community service hours must be submitted by the end of September. Failure to meet these deadlines will result in loss of credit for these community service hours. Silver Honors cords for senior graduation are given to those seniors who have completed at least 20 hours of community service during high school at AHOP.

SUMMER READING:

AHOP has a summer reading program for grades 6-12. This common experience for students of each high school English class will serve two objectives: Each English class will discuss one of the assigned books at the beginning of the school year. These books are available through the public library, or students may purchase their own. College Preparatory, Honors and AP English students, AP U. S. History, and AP European History have required summer reading. Summer reading serves three objectives: (1) to encourage the habit of reading because it is essential to success in school and in life, (2) to provide the opportunity for college-bound students to study pertinent authors and literature, and (3) to enhance academics with a worthwhile, in-class, academic study at the beginning of the year. Each student is expected to answer completely and thoroughly the study guide questions provided for each title. Answers should be made in completed sentences, written neatly or typed, and reflect the student’s best response to each question. Students are not to consult other students regarding answers. This is academic dishonesty. Completed study guides are due the first day of English class and will be evaluated as a test grade according to the content and effort exhibited. At the end of the first full week’s discussion of the literary work, a test will be administered to assess the student’s reading and comprehension. Summer reading has met the following guidelines: (1) does not contain the Lord’s name in vain, and (2) has been read by the English chair and designated principal. In addition, the following considerations are given for summer reading: (1) Is the novel or play a recognized and respected classic? (2) Does the work devalue materialism? (3) Does the work value individual reverence? (4) Does the work portray tragic or unhappy consequences for immoral or unethical behavior? (5) Does the work value traditional family relationships? (6) Does the work portray contentment and reward for virtue? (7) Does the work attack/condemn evils in society? (8) Can moral points or values be taught from it? (9) Is the work based on Judeo-Christian traditions?

IN-CLASS READING:

AHOP is a college-preparatory institution. Many of the books recommended by colleges and universities are not in harmony with the philosophy of AHOP Christian Leadership Academy. Selections of university-recommended reading serve as preparation for Advanced Placement exams. AHOP makes every effort to

choose the right edition of a classic that avoids profanity and slang language. Therefore, few of our selections for in-class reading are at issue. AHOP staff use these instances as an opportunity to teach biblical principles about language, life, and behavior. Students are also directed in how to read with a biblical worldview so that they mature in their spiritual discernment. The English department head and designated principal approved all book choices for the upcoming year by January of the current school year. If a book has language or thematic concerns, the superintendent joins the approval process.

SCIENCE PROJECTS:

AHOP, as an academic institution, values the understanding of the scientific method. A formal science project will be required for all ninth grade students.

SEX EDUCATION:

AHOP Christian Leadership Academy believes that the parents are responsible for the teaching of sex education. Although, matters of boy and girl relationships are covered in Bible, science classes, and special chapel services, the teaching of sex education as a class is the primary responsibility of the parents.

WORK RELEASE AND EARLY DISMISSAL OPTION:

Juniors in the general track only may request work release after 6th period, if they have employment verification, administrative approval, and can meet graduation requirements. Seniors in the general track only may request work release after 4th or 5th period if they have employment verification, can meet their graduation requirements, and have administrative approval. The student must provide weekly time cards to continue work release. All seniors have the early dismissal option at the end of 6th period if they have parental approval and scheduling permits them to meet graduation requirements. Students in college preparatory or honors track classes may not choose the work release.

STUDY ABROAD:

AHOP Christian Leadership Academy believes that the senior year is of the utmost importance in final preparation for college. AHOP does not have study abroad programs for students as an option that includes graduation. With school's graduation requirements, equity of programs offered in other countries, the social dimensions of students, and the maturation process of life in general, AHOP desires to encourage young people to experience their senior year in high school.

HOME SCHOOL:

Home school parents may enroll students, ages 7-15, at AHOP, if space is available, in any of the following classes: band, choir, honors jazz ensemble, physical education, and art. Home school students can be involved in sports or dramatic productions. Students enrolled in non-academic classes pay only the registration and capital fees. If students are age 16 or older, they may enroll in high school academic classes. In addition to the registration and technology fee, a student will have tuition rates that are set on an semester basis per course in the high school.

EARLY GRADUATION:

AHOP does permit early graduation. With school's graduation requirements, the social dimensions of students, and the maturation process of life in general, AHOP encourage young people to experience early entrance to college after their 1st semester of their Senior year.

CLASS RANK:

Given the small class size, academic strength of students, the narrow range of grades, and rigorous college preparatory curriculum, AHOP Christian Leadership Academy does not rank its students. The valedictorian and salutatorian are the only ranks designated.

WITHHOLDING TESTS:

Tests can be held for a variety of reasons at the discretion of the teacher. Many teachers choose to send tests home and some do not. Some of the reasons are as follows: (1) test security may require that if a student is absent, the test be retained so that students who were absent do not have access to test questions; (2) teachers of the same subject work collaboratively and have common tests so it is difficult to maintain test security because test schedules are different; (3) students seeking help from the teacher creates student accountability and the teacher identification of proficiency; and (4) a well-designed assessment is very difficult to develop but easy to refine so that it informs both the teacher and student about progress.

Having said that, a parent can submit a request to see a test from a teacher. The parent must understand that the test cannot be sent home until students in all the teacher's classes have taken the test (test security). Test cannot be sent home for classes taught by more than one teacher until all tests are returned for the teachers involved. Upon sharing the test with their parents/tutor, the test must be returned signed by the parent. The signature of the parents assures the school that the test has not been duplicated but has been used for student help and tutoring. Failure to return the test in a timely manner or duplication may result in a disciplinary action.

DRESS CODE

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” (Romans 12:1-2)

RATIONALE FOR THE DRESS CODE:

There are two primary reasons for a dress code. The first is to insure modesty that the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting, therefore, we do consider neatness in dress code decisions. The dress code of AHOP Christian Leadership Academy impacts our Academy environment every day. The appearance of our students communicates the Christ centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. Research validates that modesty and neatness impact student learning. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed and modestly dressed student should come to the Academy with an attitude that prepares him for neat, conscientious work. His/her attire should convey respect for himself/herself, his/her fellow students, and his/her teachers.

POLICY STATEMENT:

The dress code applies to the school day and all events on or off campus in which AHOP Christian Leadership Academy participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the dress code at on or off campus school events to assure reasonable fashions can be accommodated while minimizing as much as possible an over emphasis on clothes. Suggestions concerning the dress code may be addressed to the Superintendent in writing. When a student is in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardians who

are responsible for proper dress consistent with the spirit and the word of the dress code. AHOP Christian Leadership Academy reserves the right to determine the acceptability of clothing and hairstyles at any time.

ELEMENTARY DRESS CODE (PreK-5th Grade):

SHORTS:

Boys and girls in PreK-5th grade may wear loose-fitting shorts. PreK-2nd grade boys and girls may wear mid-thigh length shorts and 3rd-5th grade boys and girls may wear shorts that are of modest length. Girls athletic and running shorts are not appropriate for the classroom setting.

SLACKS AND JEANS:

Boys and girls may wear slacks or jeans. All slacks should be appropriate in size and fit. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate. Wind pants are acceptable (grades PreK-5th grade). Girls should seek to purchase relaxed fitted pants. Girls' capris or cropped pants must be appropriate in size and fit. Pants rolled to mid-calf are not appropriate. Styles to be avoided include: slim fit, jean cut, low-cut waist, hip-huggers, low riders, pajama style, cargo pants, and army fatigues. Fabrics to be avoided include stretch, knit, jersey, flannel, parachute fabric, velvet, and leather. Pants that are torn and/or faded from excessive wear are inappropriate.

DRESSES AND SKIRTS:

Dresses and skirts may not be worn with the hemline or any slit in the dress/skirt more than two inches above the top of the knee while standing. Dresses/skirts should not rise immodestly while seated.

SHIRTS AND BLOUSES:

Students may wear T-shirts, collared shirts, sweatshirts and sweaters that are modest and appropriate in size and fit. Girls' open back or low neck blouses or dresses are inappropriate. Halter-tops and tube tops are inappropriate. Any blouse that leaves any part of the midriff bare is also inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the blouse is too short. Any writing or logos should be in harmony with the philosophy of AHOP Christian Leadership Academy. Boys collared shirts or polos should be tucked.

SHOES AND SOCKS:

Shoes should be worn at all times. Boys should wear socks at all times except with sandals. Socks should be visible above the shoes.

HAIR:

Hair should be neatly groomed for boys. It should be off the eyebrows, ears, and collar, and tapered to the contour of the head with no excessive fullness or extreme lines (no bowl cuts).

HATS AND JEWELRY:

Hats, caps, headbands, or kerchiefs are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school. Girls' jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts, but may not wear earrings or any other type of piercing. Pocket chains are inappropriate.

MISCELLANEOUS:

The above dress code should be maintained before, during, and after the school day while on the school campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

MIDDLE SCHOOL/HIGH SCHOOL DRESS CODE (6TH-12TH):

CHAPEL DRESS CODE (THURSDAYS):

GIRLS: Girls are to wear dresses, skirts, split-skirts, slacks or pants (no jeggings). No blue denim jeans or jean-like pants that have the appearance of blue denim should be worn. Girls should wear appropriate undergarments for modesty. See Shirts, Blouses, and T-Shirts under Daily Dress Code below for more details.

BOYS: Boys wear slacks or pants (no jeans). Boys are to wear collared shirts that are polo, oxford, turtle neck or mock in style (no banded or Henley collars). All shirts must be tucked. Shoes, socks, and belts apply as stated in the Daily Dress Code below.

DAILY DRESS CODE (MONDAY-WEDNESDAY AND THURSDAY):

PANTS AND JEANS:

1. Girls are to wear modest and neat slacks, pants, or jeans that are appropriate in size and fit. It is at the discretion of the Academy to determine what is modest and neat. Slacks must be regular length. Capri and cropped pants must be at least mid-calf and be appropriate in size and fit. Pants or jeans rolled to the mid-calf are not permitted. Girls are not to wear camouflage, nylon pants, overalls, pajama style pants, sweatpants, warm-ups, army fatigues, cargo pants, overalls, or any other style deemed by the administration as inappropriate. Unacceptable fabrics include: stretch, knit, jersey, flannel, parachute fabric, velvet, and leather. All slacks, pants, or jeans must meet the standard of modesty and neatness and not be torn, frayed, and/or faded from excessive wear or have separated seams.
2. Boys are to wear Khaki or Straight pants at the waist and the length appropriate when worn correctly. Pants must be appropriate in size and fit without excessive flair or bell-bottoms. Sagging, Baggy or oversized pants are not appropriate. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate. Boys must wear a belt if their pants have belt loops. Boys are not to wear camouflage, nylon pants, overalls, pajama style pants, sweatpants, warm-ups, army fatigues, cargo pants, overalls, or any other style deemed by the administration as inappropriate. Unacceptable fabrics include: stretch, knit, jersey, flannel, parachute fabric, velvet, and leather. All slacks, pants, or jeans must meet the standard of modesty and neatness and not be torn, frayed, and/or faded from excessive wear or have separated seams.

DRESSES AND SKIRTS:

Dresses and skirts, appropriate in size and fit, may not be worn with the hem line or any slit in the dress/skirt more than two inches above the top of the knee while standing. Dresses and skirts should not rise immodestly while seated. Girls should wear appropriate undergarments for modesty. Leggings and jeggings may only be worn under an appropriate length skirt or dress.

SHIRTS, BLOUSES, T-SHIRTS, AND SWEATSHIRTS:

1. Boys must wear collared shirts that are polo, oxford, turtle-neck, mock-style, and/or AHOP T-shirts that are tucked at all times. Shirts with writing or logos are limited to appropriate personal monograms, AHOP team names, or manufactured logos. The only T-shirts permissible are graphic or colored AHOP T-shirts that are appropriate in fit and tucked at all times. The graphics must be appropriate for a Christian school setting and any writing or logos should be in harmony with the philosophy of AHOP Christian Leadership Academy. Boys should not wear AHOP T-shirts that are v-neck shirts, white undershirts, or camouflaged shirts. The boys will be permitted to wear crew neck sweaters or sweatshirts without a collared shirt under them. The sweaters and sweatshirts should be appropriate in

size and fit. Any writing or logos should be in harmony with the philosophy of AHOP Christian Leadership Academy. Boys who wear a shirt over a shirt must button and tuck both shirts. Jackets and coats may be worn in good taste. Jackets and coats should not be worn in the classroom. Do not bring blankets to the classroom.

2. Girls blouses and/or sweaters are defined as blouses with a collar or with a non-revealing neckline; crew neck, jewel neck, or boat neck (no tank tops). Blouses should be modest in size and fit. The only T-shirts permissible are graphic or colored fitted AHOP T-shirts that are appropriate in fit and length. The graphics must be appropriate for a Christian school setting. Sleeveless blouses may be worn, but must be appropriate and modest. Thin-strapped shirts may be worn if over another shirt or if covered by a blouse with sleeves. Girls should wear appropriate undergarments for modesty. Girls' shirts with long tails should be tucked in. Blouses that have see-through material, open back or low-neck blouses or dresses, halter-tops, tube tops, or any blouse that leaves any part of the midriff bare is inappropriate. A good test is if students raise their hand in class, lean forward in a seated position, or stretch and the midriff is exposed, then the blouse is too short. Please make sure that blouses or shirts do not reveal undergarments and/or undergarment straps. No coveralls should be worn. Sweaters and sweatshirts are to be worn in good taste. These may be worn as long as a shirt is worn underneath. Generally, jackets and coats should not be worn in the classroom. Do not bring blankets to the classroom. Any writing or logos should be in harmony with the philosophy of AHOP Christian Leadership Academy.

SHOES AND SOCKS:

Shoes, vans, Timberland boots should be worn at all times. Boys should wear socks at all times even with sandals. Socks must be worn that are visible above the shoe. Boys are not to wear clogs. Athletic slides should not be worn except for athletic events.

HAIR:

Hair coloring for all students should be in good taste. Hair color that is extreme in the opinion of the administration must be corrected before the student returns to school. Contemporary styles such as feathers, unique cuts, etc. may be determined by the administration as a distraction or inappropriate. Boy's hair should be off the eyebrows, ears, and collar, and tapered to the contour of the head with no excessive fullness or clearly defined lines (no bowl cuts). Sideburns can extend past the bottom of the ear but must be neatly groomed. All boys are to be presentable daily with beards or mustaches.

HATS:

Hats, caps, kerchiefs, du-rags and headbands are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school.

JEWELRY:

Girls' jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts, but may not wear earrings or any other type of piercing. Pocket and wallet chains are not permitted.

MISCELLANEOUS:

The above dress code should be maintained before, during, and after the school day while on the school campus unless otherwise stated. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

DRESS CODE OUTSIDE OF SCHOOL (Extracurricular Activities):

For school sponsored or sanctioned activities, girls may not wear spaghetti straps, halter-tops, tube tops, or blouses that reveal bare midriffs. When slacks or jeans are worn, they should be in keeping with the general standards of good taste reflected in the Academy's dress code. Shorts of modest length may be worn on field trips or at athletic competitions. Shorts, hats, and T-shirts for grades 6-12 are not appropriate attire for events in the Fine Arts Center. Shirts, jackets, coats, sweaters, or caps with symbols or writing that would be dishonoring

to the Academy's standards are inappropriate.

JUNIOR-SENIOR BANQUET DRESS CODE:

Each girl (including non-AHOP students) attending the Junior-Senior Banquet is required to have her dress approved at least two weeks prior to the banquet date. An AHOP permission form is required for all non-AHOP students. Dresses should reflect a spirit of modesty. General guidelines include: strapless dresses must be modest, slits should be no more than two inches above the knee, midriffs should be covered (no see-through materials), and low necklines and plunging backs are inappropriate. Girls failing to meet the approved guidelines or the required modifications may be asked to wear a shawl during the banquet. In extreme cases, they may not be permitted to attend. Consequences for dress code violations are at the discretion of the administration and may result in a Saturday detention.

DRESS CODE DISCIPLINE POLICY:

Violations of the dress code result in detention and/or loss of class time. Repeated offenses can result in a Saturday detention or suspension and even dismissal. If a student is a three-time offender in a semester where class time is lost and the student must go home to change or wait for a change, the principal will give the student unexcused absences for class missed. If so, the student would receive the 3-point deduction from the quarter's final grade in each class missed. This is only in the event of a student being a three-time offender. Post-Grads will be disciplined at the discretion of the Superintendent.

DISCIPLINE POLICY

"Do not be misled. Bad company corrupts good character." I Cor. 15:33

". . . Discipline yourself for the purpose of godliness..." I Tim 4:7

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Heb. 12:11

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian Academy exists to assist parents in their God-given responsibilities. Therefore, AHOP seeks not to assume the task that God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, the Academy has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at the Academy. In that same spirit, the Academy likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that AHOP may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. The school's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are to respond to Academy faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward Academy authority that manifests itself in improper behavior or

violated standards will result in disciplinary action appropriate for the violation. The Academy expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of the Academy. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. AHOP is committed to the philosophy and principles of Christian education. Student conduct that works against Academy philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

CLASSROOM DISCIPLINARY GUIDELINES:

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to shut up or get lost, etc., even if done in fun, are examples of conduct which are not acceptable and can result in immediate disciplinary action. This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.).

DISCIPLINARY GOALS:

1. Respect authority- Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
2. Use time wisely- "Teach us to number our days aright, that we may gain a heart of wisdom." Ps. 90:12
3. Be considerate of others- "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32

STUDENT BEHAVIOR:

To accomplish these goals, certain behavior by students cannot be tolerated and will result in action by the administration and /or the teacher. Examples are:

1. Use of physical force or verbal intimidation
2. Leaving school property without permission
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student)
4. Bringing to class any article that distracts another (i.e. cell phones, pager, etc.)
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words or actions
6. Using or sharing crude, profane or vulgar language and/or inappropriate use of God's name whether verbally, written, in social media, music, videos, etc.
7. Lying, cheating, stealing, plagiarism, vandalism, or bullying
8. Inappropriate public display of affection such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of AHOP Christian Leadership Academy
10. Obscene body language
11. Chewing gum at school

12. Possession on their person, in their locker, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
 13. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.
- The Academy maintains the right to remove any student from its enrollment if the Academy feels that the parent(s) are not in harmony with the philosophy of the Academy. The Academy will cooperate with the home and in the nurturing of the student(s). The Academy reserves the right, that if at any time and at the Academy's sole discretion, if the Academy can no longer assist the family in the nurturing of their children, the Academy can remove the student(s) from their enrollment.

METHOD OF DISCIPLINE:

1. **Kindergarden-Grade 2:** Students in kindergarten-second grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.
2. **Grade 3-5:** Teachers and/or administration will make a phone call if the Elementary Discipline Report or Bullying Incident Report is sent home. There are three levels of discipline on the Elementary Discipline Report. Each level represents greater consequences. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense. If students, due to the seriousness of the offense, are referred to the administration, a Saturday detention may occur. Students who receive a Saturday detention will be responsible for paying the supervising teacher a fee of \$20.00. If a suspension occurs, the student will be put on disciplinary probation. Students can be dismissed for further misbehavior following a suspension.
3. **Grade 6-12:** Students in 6th-12th grade are given discipline referral forms for misbehavior. This pink slip will result in after-school detention, Saturday detention, suspension, or dismissal depending upon the offense or multiple offenses or the gravity of the offense. Please note that the principal may, at their discretion, due to the gravity of the offense, the attitude of the student and/or parent, and/or a student's multiple offenses, choose a disciplinary action beyond what the normal discipline code indicates. Students who receive a Saturday detention will be responsible for paying the supervising teacher of the detention a fee of \$30.00. Checks should be made in the name of the supervising teacher. Sixth grade is a transition year from elementary. **For grade 6, if a suspension occurs, the student will be placed on disciplinary probation for a minimum of nine weeks. For grade 7, if a suspension occurs, a 2-point deduction per day's suspension results in all subjects for the current quarter and the student is placed on disciplinary probation for a minimum of nine weeks. For grades 8-12, if a suspension occurs, a 3-point deduction per day's suspension results in all subjects for the current quarter and the student is placed on disciplinary probation for a minimum of eighteen weeks.** Students can be dismissed for further misbehavior following a suspension. Probations will carry over from eighth grade into high school.
4. **Post-Graduate:** Post-Graduate students who violate code of conduct or any General and Discipline Policy within this ACLA Handbook will receive 1(ONE) suspension and if there is no adherence to the policy after the initial suspension, they will be removed from the Program.

SPECIFIC RULES:

1. Students are expected to represent AHOP in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. AHOP reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, 365 days a year, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the Academy has no control over student

activity off campus which is not Academy sponsored, and does not supervise student conduct off campus during an activity which is not Academy sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.

2. School property shall be protected. Defacing or damaging Academy property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian as deemed by the Academy.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed Academy policy will not be allowed.
4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member or other student will be subject to disciplinary action that may include suspension or dismissal.
5. Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, flirtatious tickling, etc.) are not permitted at school or any school activity on or off campus. In the interests of being a positive role model, exercising self-control and fostering a Godly witness is expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.
6. AHOP reserves the right to invite the Orange County Narcotics Team, Random Drug Testing, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto Academy premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.
7. Slang and/or crude language are not acceptable verbal and/or written. The use of words like "crap," "sucks," and other euphemisms will result in disciplinary action. Inappropriate use of God's name is not acceptable and will result in disciplinary action (Saturday school or suspension).
8. **Bullying:** It is the policy of the AHOP Christian Leadership Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students.

Examples of Bullying:

1. **Verbal:** name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
2. **Physical:** pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. **Social:** ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
4. **Psychological:** acts that instill a sense of fear or anxiety, etc.
5. **Miscellaneous:** Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Bullying Awareness:

As part of the required in-service training for all school staff, the principal or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, locker rooms, cafeteria, etc. Teachers will, periodically, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. At the beginning of the school year during an all school assembly (grades 6-12), and as needed (K-12), the principals or

designees shall ensure that the student body is familiar with the No Bullying Policy. A periodic review will occur during the weekly teacher meetings and lead teacher meetings. Elementary and middle school classroom teachers will implement an age appropriate bullying curriculum throughout the year. *Bullying Incident Reports* will be available in each classroom for students and the school office for parents. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening. A “Bully Box” is available in each classroom for grades 3-8 and in the main foyer for grades 9-12, so that students may report suspected bullying incidents. Teachers/main office will check the “Bully Boxes” every 2-3 days. The *Bullying Incident Report* is available through the classroom teacher and/or the school office. The *Statement of Cooperation* on the admissions application will inform parents of the “No Bullying Policy” in the Parent/Student Handbook and their responsibility to sign the school’s “*No Bullying Pledge*” acknowledging that they support the school’s efforts.

Bullying Reporting:

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports. Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably before the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying. If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his/her designee immediately in order to protect the alleged victim. The staff member is to immediately forward a *Bullying Incident Report* for elementary and a Discipline Referral Form (pink slip) for middle school and high school to the respective principal or designee for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim. The principal or designee will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully privately. If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, “Your behavior is unacceptable, inappropriate, and must be stopped.” The principal or designee shall notify the parents/guardians of both the victim and the offender preferably before the end of the school day or within 24 hours. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The principal will inform the student that he/she may be monitored, and the student’s movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease. Parental notification and the intervention plan shall be documented on the *Bullying Incident Report*. The *Bullying Incident Report* or *Discipline Referral Form* is given to the offender’s parents. The principal will share a verbal report with the teachers involved to assist in determining whether or not a pattern of bullying behavior or abuse exists.

STUDENT DRIVERS:

Safe driving is mandatory on and off campus. The campus speed limit is 10 mph. Speeding and/or reckless driving during school hours or school-related activities will result in disciplinary action.

HALL PASSES:

Generally, students are not to leave the classroom until the period ends. No student should be out of class without permission. In middle school, students receive two bathroom and two locker passes per quarter that may be used interchangeably. Upon leaving the classroom, the student signs out on the Hall Pass Checkout Log. Upon returning the student signs back in. In high school, students must request permission from the teacher to leave the room. Upon leaving, the student signs out on the Hall Pass Checkout Log. Upon returning to the classroom, the student signs back in. Office Assistants should have an Office Lanyard to verify that they are on office business. Teacher assistants will be tardy if they are not at their designated teacher’s classroom at

the beginning of the period and should not leave until the end of the period. A teacher assistant should not leave the classroom without permission from the teacher. If the teacher has a field trip, it is the teacher's responsibility to find another teacher to oversee the teacher assistant. Arrangements should be made in advance. Students given permission to leave class for sickness must have a Nurse's Pass.

MIDDLE SCHOOL/HIGH SCHOOL HONOR CODE:

The purpose of the honor code at AHOP Christian Leadership Academy is to remind students of their responsibility to build and maintain a strong system of integrity in their academics and behavior. This applies to all academic work (inclusive of AHOP *alliance* classes) and interactions with others. It is the Academy's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations. The Honor Code pledge will be signed by each student, grades 6-12, and Post-Graduate during a chapel assembly. The pledge is as follows: *"I pledge on my honor not to bully, cheat, lie, plagiarize, steal, vandalize or use profane/vulgar language and gestures. I realize that my violation of this code will result in suspension or dismissal."* **The Honor Code will succeed only if the staff seeks its enforcement and the students care enough about their peers and school to take the responsibility for enforcing the Honor Code.** Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with an opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor Code violations, the Honor Code will be sputtering on one cylinder. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of their Academy.

Honor Code Violations and Consequences:

- 1. Bullying:** It is the policy of the AHOP to maintain a safe environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student. Consequences may result in one to five day suspensions and a written apology OR automatic dismissal.
- 2. Cheating:** If a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects, he or she has violated the Honor Code. Consequences may result in a Saturday detention or a one to five day suspension plus a zero on the assignment, project, test, quiz, etc.

Saturday Detention:

1st offense of a classwork or homework assignment.

Suspension:

a. 1st offense of a quiz, test, papers or project.

b. 2nd offense of a classwork or homework assignment in a school year.

- 3. Lying:** A student who provides information known to be untruthful to a member of the faculty or other Academy authority at any time is a violation of trust and of the Honor Code. Consequences may result in a one to five-day suspension. A written apology is required.
- 4. Plagiarism:** (Same consequences as cheating): Plagiarism is the act of using another person's ideas or expressions without acknowledging the source or giving the impression that you have written or thought something that you have in fact borrowed from someone else. Additionally, it includes the borrowing of ideas which are not commonly accepted and which can be credited to a particular source. Electronic, high tech, or Web-based plagiarism also can be a significant problem in the Internet era. Downloading or "cutting and pasting" information (photos, snippets, videos, graphs, charts, etc.) directly into a paper from the Internet or other electronic sources without quotations or citation of that source is yet another form of plagiarism. Related to the issue of plagiarism is the question of "self-plagiarism," that is

borrowing from oneself, specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another. Also included under this heading would be the submission of a revised version of a previously submitted paper without first conferring with the teacher and notifying him/her about the previous use of the basic text. Such actions violate the spirit of learning, especially the idea that a student is expected to do the work assigned, at the time it is assigned, in a way that is responsive to the specific assignment. Consequences may result in a Saturday detention or a one to five day suspension and a zero on class work, quizzes, test, etc.

Saturday Detention:

- a. 1st offense for plagiarizing minor notations or passages.
- b. 1st offense for plagiarizing classwork or homework assignment.

Suspension:

- a. 1st offense for plagiarizing major notations or passages.
- b. 2nd offense for plagiarizing minor notations or passages in a school year.
- c. 1st offense of a quiz, test, papers or project.
- d. 2nd offense of a classwork or homework assignment in a school year.

4. **Profanity/Vulgarity:** A student who uses or shares profanity (cursing and swearing) and/or vulgar remarks or gestures verbally, written, in social media, music, video, etc. will receive a one to five day suspension. A verbal and/or written apology may be required. Inappropriate use of God's name will result in a Saturday school or suspension. Flagrantly abusive profanity and/or vulgarity could result in dismissal.
5. **Stealing:** The taking of any property or work, whether in a locked or secured location or not is strictly forbidden without the prior permission of the owner. Consequences may result in a one to five day suspension, a written apology, and restitution for the stolen property.
6. **Vandalism:** Breaking, defacing, or destroying public or private property. Consequences may result in a Saturday detention or a one to five-day suspension, restitution made for damages, and a written apology.

Saturday Detention:

1st Offense Minor Infraction

Suspension:

- a. Major Infraction
- b. 2nd Offense of Minor Infraction in a school year.

SUSPENSIONS:

The Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective principals/Superintendent. The Academy reserves the right in "he said, she said" situations to make a judgment call if it is determined upon a review by all the principals and superintendent that disciplinary action should be taken. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school. For every day of suspension, a 2-point deduction (grade 7) and a 3-point deduction (grades 8-12) per class for the current grading period will be assessed. A student that is suspended is automatically placed on disciplinary probation (minimum of 9 weeks for grades 6-7 and a minimum of 18 weeks for grades 8-12). Examples of suspensions are fighting, flagrantly abusive language and/ or disrespectful conduct, inappropriate use of God's name, Honor Code violations, skipping class or leaving school without permission, repeated detentions, possession, use, supplying or selling of tobacco and/or tobacco products and/or e-cigarettes (vaping devices), or possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes.

DISMISSALS:

The Academy reserves the right of suspension or dismissal at any time during the school year. Any pupil/Student who persistently neglects work, violates codes or conducts, connected with any level of ACLA from Academic to Athletics, or who fails to meet standards or qualifications or who exercises poor citizenship, one who fails to cooperate with Administration, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the respective Principal with the advice and approval of the Superintendent. Appeal of a dismissal must be made in writing to the Superintendent within three days of the dismissal. A student may not attend classes during a request for an appeal and be removed from all leased, owned, or associated school intellectual and physical property. A student who has lost the privilege to attend AHOP may attend Academy related events at the discretion of the administration. If the administration deems that a student may attend events, a parent must accompany the student. If the administration permits, the student may pick up siblings from school. Dismissals may occur when any of the following take place: possession, distribution, solicitation, or use of illegal drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off Academy property, possession, consumption, supplying or selling of alcohol on or off campus, repeated violations of discipline that have resulted in suspension, failure of parents to cooperate with the Academy in discipline of their children, assault or battery of staff or students, sexual misconduct such as physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct, moral misconduct such as pregnancy or the causing of pregnancy, computer/internet use for immoral purposes, or other serious moral misconduct, possession or use of a weapon of any kind in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm, or possession, transfer, sale, or discharge of any gun (including a starter or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

SEXUAL IMMORALITY:

The biblical and philosophical goal of AHOP is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at AHOP, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school based upon its careful study and interpretation of Scripture and to refrain from certain activities and behavior. Thus, AHOP retains the right to refuse enrollment to or to discontinue enrollment of any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgender; and/or is a practicing homosexual/bisexual/transgender/beastility; and/or any student who condones, supports, or otherwise promotes such practices; and/or whose gender identity is different than from their birth sex chromosomal level or promotes such practices; and/or is unable to support the moral principles of the school (Leviticus 20:13, Romans 1:27, Matthew 19:46, Romans 1:24-27, I Cor. 6:9, I Cor. 6:18-20, I Thess. 4:3-5, Heb. 13:4).

TEEN PREGNANCY AND/OR MARRIAGE:

AHOP Christian Leadership Academy believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. No married student, pregnant student, or student responsible for a pregnancy may attend AHOP unless the Superintendent approval.

DRUGS AND ALCOHOL:

AHOP Christian Leadership Academy believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in automatic withdrawal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at AHOP. First, drinking and drugs are illegal. Second, rarely does a student drink alone but influences others. Third, students who drink are a danger to themselves and others. If situations warrant restoration the respective principal will be given due consideration. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random alcohol and/or drug testing with the understanding

that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.

GUNS AND WEAPONS:

AHOP Christian Leadership Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles that may result in suspension or dismissal at the discretion of the principal.

SEARCH AND SEIZURE:

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

1. **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked.
2. **Locker Searches:** Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
4. **Seizure Of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.
5. **School-Issued iPads/Laptops:** Students understand that a school-issued iPad is subject to inspection at any time without notice. Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites users visited. Authorized staff may perform random inspections of individual iPads/Laptops. Violations of school policies may result in disciplinary consequences.

DISCIPLINARY PROBATION:

1. **Purpose:** This is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform. Students receiving a suspension will automatically be placed on disciplinary probation.
2. **Criteria:** This program should be initiated at the discretion of the respective Principal in concert with the Superintendent. It is to be Administratively subjective. Some criteria to direct the administration in making this decision are if the student has manifested a physical threat to other students or faculty, if the

student has become a negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.), if a student has been a habitual offender of the disciplinary policy of the school; at the discretion of the respective principal, the student can be placed on disciplinary probation, if the student has accumulated 6 discipline referrals forms (Pink Slips) in a semester, if a student receives two automatic Saturday detentions, or if the student has received an automatic suspension for honor code violations, serious behavioral offenses; tobacco, weapon(s); sexual and or physical harassment; or an offense deemed as a suspension by the administration.

3. **Program:** A written notice of a student bordering on the need for a disciplinary probation will be initiated by the Assistant Secondary Principal, and sent to the respective Principal or initiated by the Principal. The respective Principal will notify the parents of the possibility of the probation. At the Administration's discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide on whether or not this particular student merits a probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Contract will be drafted for the student outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation
4. **Procedure:** The Disciplinary Probation Contract is to be seen and signed by all parties involved (i.e. Student, parent(s), Superintendent, Principal, and Assistant Secondary Principal). Copies are distributed to all respective parties. It will be the responsibility of the Assistant Secondary Principal in concert with the respective Principal to insure that the contract is being upheld. Violation of the contract on behalf of the student will be communicated to the Principal by the Assistant Secondary Principal, and written consequences will be followed through by the respective Principal. Grounds for withdrawal or dismissal will be communicated to the Superintendent by the Principal.

RESTORATION:

The Academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest to not allow readmission. The request for readmission should be in writing to the Superintendent. Restoration at a Christian school is always a difficult matter. Students who have been expelled from AHOP or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait one full calendar year before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the respective principal and administrative staff to determine the student's reinstatement. Students returning will be on disciplinary probation for one year.

READMISSION:

Any student dismissed from the Academy, or allowed to withdraw, will not be allowed to apply for readmission for at least one calendar year. Requests for readmission should be made in writing to the Superintendent. The Academy reserves the right to deny re-admission.

CONTINUED ENROLLMENT:

The Academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. The principals may interview students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at AHOP to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

STUDENT OPPORTUNITIES

“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.” Colossians 3:17

CHAPEL SERVICES:

AHOP provides weekly chapel services for students in grades 1st-12th. Separate chapel services are held for students in Grades 1-2, 3-5, 6-8, and 9-12. Through the chapel services students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and Bible message. Speakers during chapel services include faculty, staff, and outside guests such as pastors, youth pastors, parents, community leaders, and college professors. During chapel services students are also recognized for various achievements. Parents are welcome to attend chapel services.

STUDENT ACTIVITIES:

A variety of extracurricular activities are available for students. These activities are designed to help students develop well-rounded Christian character and leadership skills. School policies apply during any activity, whether on or off campus. Students are expected to follow school policies whether they are spectators or participants. Some activities available for students include:

1. Live the Life: Students meet together for prayer at 8:45 a.m. on designated school days. These prayer meetings are student-led.
2. Student Leadership: Student Council is the service organization by which students may impact the school and community at large. Students will have the opportunity to develop leadership skills through class activities, class service projects, devotions, and special events. The Student Life Director will serve as the Student Council sponsor. The Student Council will meet with the Superintendent, High School, and Middle School Principal monthly for planning. Homeroom Representatives, Student Council Officers, Grade Level Representatives, and Chaplains must have been at AHOP at least one full semester, have good grades (Grades 6-9: 88 average from previous year and Grades 10-12: 3.0 GPA through previous year), and cannot have been suspended or served academic and/or disciplinary probation the previous and/or current school year. Representatives are elected from each class in Grades 6-12. Nominees will be taken by the teachers with a minimum of three nominees. The homerooms will vote with the representative for each teacher being the nominee with the most votes. Student Council will have a President (12th grade), Vice President (11th grade), Secretary-Treasurer (10th grade), elected Grade Level Representatives grades 6th-9th, Chaplain, and Staff Sponsor. Nominees for Student Council officers and Grade Level Representatives will be taken by homeroom teachers. Each grade level will vote and the top three nominees will run for Student Council Officers and Grade Level Representatives. All speeches required by student nominees must be approved by a committee led by the High School Principal inclusive of any or all of the following: Middle School Principal, Assistant Secondary Principal, College Counseling Director, and Student Life Director. Students are reminded that this speech is about the class and not the individual; it is not a time to bring attention to the speaker. Students should share who they are, their testimony, and challenge the students concerning service. The speech is a means by which to honor God, their parents, family, faculty, and friends who have invested and sacrificed in their lives. Inappropriate behavior, gestures, or words will result in appropriate disciplinary action. These speeches will be given in a middle school and high school assembly. Grades 6-8 will vote by grade level for their Grade Level Representative after the assembly. Grade 9 will vote for their Grade Level Representative and grades 10-12 will select the Student Council officers collectively. The Student Life Director will select a class chaplain for each homeroom and provide three nominees from grades 9-12 for Student Council Chaplain and grades 9-12 will vote for this position.
3. Athletics: We have a full range of sports for boys and girls.
4. Fine Arts: We are developing opportunities for 2019 and 2020
5. Clubs: Clubs are held before, during, and after school like Fellowship of Christian Athletics, Youth and Government, Entrepreneurs Club, etc.

HONOR SOCIETY:

Each spring students are inducted into the National Honor Society (NHS) and National Junior Honor Society (NJHS). See the criteria of the NJHS and NHS in the high school section of this handbook. Selection is based on five principles of academics, character, leadership, citizenship, and service through teacher evaluation. Evaluations by teachers are confidential. The College Counseling Director may share generally what a student might do for improvement if not selected.

FINE ARTS:

The development of opportunities to participate in Fine Arts including choral groups, band (elementary, middle school, and high school), dance, set design, newspaper, yearbook, art, and drama productions.

SPORTS:

Students are able to participate in a variety of sports, including football, soccer, volleyball, cheerleading, baseball, cross-country, golf, basketball, softball, tennis, swimming, and track. Students may attend athletic games free, except for conference and state tournaments. Students in grades K-5th grade must be accompanied by an adult at athletic games.

FELLOWSHIP OF CHRISTIAN ATHLETES:

Through this organization, students are able to strengthen their walk with the Lord and develop strong leadership skills. AHOP future plans are to have a middle school FCA before school on Thursday and high school FCA at lunch in the Student Life Center on Wednesdays.

SPECIAL EVENTS AND TRIPS:

A variety of special events are arranged for students each year. Some examples are homecoming, retreats, and ski trips.

FIELD TRIPS:

Throughout the school year field trips are planned to places of educational interest. Parents sign a blanket permission form at application under the "Statement of Cooperation." Additional permission forms may be required by the respective teachers or group leaders for the purpose of informing the parents of details and times. Students are expected to behave in the same manner as they would in the classroom. Students are to remain with the group at all times. Field trips are supervised by teachers with assistance from parents. Parent sponsors may be asked to help provide transportation. If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips. There may be a minimal charge for field trips to cover expenses. School dress code is followed by students and parents unless notified otherwise. Teachers if deemed more appropriate can, with approval from the principal, change the dress code for the field trip.

STUDENT ACTIVITIES:

Students may have activities planned throughout the year by the Parent Volunteer Association or the Student Life Director on or off campus. Policies and procedures for approval must be followed before activities are shared and promoted among the students. Proper supervision and dress code as set by the Academy must be followed. Pool parties and dances are never sponsored by AHOP or any volunteer organization of AHOP.

STUDENT AWARDS:

Outstanding performance of students in sports and fine arts programs are recognized in special programs. The highest honor presented in sports is the Knights Club Award for "Outstanding Christian Athlete." Students participate in fine arts programs throughout the year. A variety of awards are presented to students for outstanding performance in fine arts activities at the following levels: school, regional, state, and national competitions.

PARTIES:

1. Class Parties for Kindergarden through Fifth Grade: Several parties are planned for students throughout the year including an end of the year party. Parents are encouraged to assist in at least one of the parties. Dances and pool parties are not approved activities for class parties.
2. Class Parties for Grades 6-12: PVA may schedule semester grade-level parties. Dances and pool parties are not approved activities for class parties.

JUNIOR-SENIOR BANQUET:

The Junior Class hosts a formal banquet for the Senior Class. All female students or female guests attending the banquet are required to have their dresses pre-approved by the school. Each girl (including non-AHOP students) attending the Junior-Senior Banquet is required to have her dress approved at least two weeks prior to the banquet date. AHOP students and their dates should be high school age or older. An AHOP permission form is required for all non-AHOP students. See dress code policy. Dresses should reflect a spirit of modesty. General guidelines include: dresses that do not have straps must be modest, slits should be no more than two inches above the knee, midriffs should be covered (no see-through materials), and low necklines and plunging backs are inappropriate. Girls failing to meet the approved guidelines or the required modifications may be asked to wear a shawl during the banquet. In extreme cases, they may not be permitted to attend. Consequences for dress code violations are at the discretion of the administration and may result in a Saturday detention. The Junior-Senior Planning Committee will consist of the Vice President of Student Council (chair) and Junior Class Homeroom Representatives that will assist the High School Principal with the Junior-Senior Banquet. All AHOP students to receive credit for the day and attend the Junior-Senior Banquet in the evening must be present 7:45 a.m.-11:35 a.m. the day of the event. Students must be present the day of the banquet in order to attend (no college days). All juniors and seniors, whether they attend the banquet or not, are dismissed for the day at 11:35 a.m. If a high school student, other than a junior or senior, is an invited guest to the banquet, the student must have a parental note to be dismissed early (11:35 a.m. or later).

OFF-CAMPUS PARTIES:

AHOP is not responsible for any party not officially sponsored by the school. AHOP does not sponsor any parties after school except the Junior-Senior Banquet and approved Parent Volunteer Association events. Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours. AHOP does not endorse or host school dances due to the issues of testimony, personal convictions, exclusion of students, styles of dance, concerns of modesty, lyrics of songs, and types of music. Parents should understand that any dance sponsored by AHOP parents is not an AHOP event. AHOP staff will not serve as sponsors at off-campus dances. Class or grade level pool parties, due to liability, are not sponsored by AHOP.

ATHLETIC AND FINE ARTS ELIGIBILITY:

Athletic competition, Fine Arts dramatic productions, and marching band are a privilege at AHOP. Athletes, Fine Arts participants, and marching band members represent the school to the community and must display good sportsmanship and Christian character. To participate in interscholastic sports, students must have a record of a physical examination on file with the school. Participants in fine arts productions and marching band must have a physical on file. Athletes, fine arts participants, and marching band members must meet the current academic requirements as stated below. These students must maintain a 2.0 GPA and not receive two F's, one F and two D's, or three D's on any report card. If these requirements are not met, students are suspended from all sports, fine arts productions, and marching band throughout the next grading period. Once a year, students may request reinstatement 3 1/2 weeks (18 academic days) into the quarter of suspension.

1. For students who have two or more failing marks:
 - a. After 3 1/2 weeks, students must have a passing mark in each class they failed.
 - b. After 3 1/2 weeks, students must have a letter of recommendation from the teacher of the classes they failed, indicating a change in effort and commitment.
 - c. After 3 1/2 weeks, they must have a 2.0 Grade Point Average and not more than two D's.

2. For students who have more than one F and two D's:
 - a. After 3 ½ weeks, student must have a passing mark in the class they failed.
 - b. After 3 ½ weeks, students must have a letter of recommendation from the teacher of the classes they had D's and a F, indicating a change in effort and commitment.
 - c. After 3 ½ weeks, they must have a 2.0 Grade Point Average and not more than two D's.
3. For students who had three D's:
 - a. After 3 ½ weeks, students must have a 2.0 Grade Point Average and not more than two D's.
 - b. After 3 ½ weeks, students must have a letter of recommendation from the teacher of the classes they had D's, indicating a change in effort and commitment.

FUNDRAISERS:

AHOP does not conduct school wide fundraising in order to supplement the general operating budget. However, several traditional fundraising activities are conducted by some school organizations (Booster Club, Senior Trip Funding Program, etc.) for the purpose of funding specific student activities. Door-to-door solicitation is discouraged. In each of these activities it is the school's desire to limit the time that is required to provide a worthwhile service or product and offer our students real-life business experiences.

STUDENT PARKING:

It is a privilege for high school students to drive to school. Students must obey all regulations and drive safely, park in the designated student parking lot, and not return to their cars during the school day without permission. Off-campus lunch is the only exception without approval. They must have written parental consent to ride with other students. Students must pay a parking fee for a designated parking space. The fee is \$50.00 through third quarter. If a student becomes eligible to drive fourth quarter, the fee is reduced to \$25.00. If additional parking decals are needed for multiple cars or a lost decal, the cost is \$5.00. There will be a \$5.00 fine and an after-school detention if the permit is not displayed.

VEHICLE LIABILITY:

The Academy assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked.

HOMECOMING:

Every year, AHOP celebrates Homecoming with the selection of a Homecoming Court. The senior representatives selected by the senior class will share their testimonies in a Homecoming chapel. Their testimony speeches must be approved by a committee led by the High School Principal inclusive of any or all of the following: Middle School Principal, College Counseling Director, Assistant Secondary Principal, and Student Life Director. The speech is a means by which to honor God, their parents, family, faculty, and friends who have invested and sacrificed in their lives. Inappropriate behavior, gestures, or words will result in appropriate disciplinary action.

PARENT ORGANZATIONS

“For it is God which works in you both to will and to do of his good pleasure.” Phil. 2:14

ADVISORY COMMITTEE:

The advisory committee is a parent committee selected by the Superintendent that meets four times annually. Representatives must attend a minimum of three times during the school year. This committee may serve on sub-committees for policy and procedure studies at the request of the Superintendent; assist the superintendent and principals in ideas; and serves as a sounding board to the Superintendent. A parent representative from

each grade level and two parent representatives of alumni shall serve with the administrative team on the Advisory Committee.

BOOSTER CLUB:

The purpose of the Booster Club is to support the athletic and fine arts programs of AHOP. The club meets a minimum of four times annually. The club engages in fund-raising activities in support of these programs. The club also promotes the interaction of the school's families in athletic and fine arts events. The club is supported in part by an annual membership fee. The success of the club is dependent upon the active membership and participation of all parents and families. Booster club members receive discounts to all athletic and fine arts activities. For additional information, contact the Parents and Alumni Services office at AHOP.

PARENT VOLUNTEER ASSOCIATION (PVA):

The Parent Volunteer Association is service-oriented, operating exclusively for academic and charitable purposes. The PVA shall have oversight of activities like The Armory, New Parent Program, Book Fair, School Supply Packs, Thanksgiving Buffet, Staff Appreciation Day, Hospitality Closet, Retail and Redemption, and Back to School Reception. Parents may sign up during orientation and open house in August or contact the Parents and Alumni Services office at AHOP.

MOMS IN PRAYER:

Moms in Prayer is open to all AHOP moms or moms of Alumni who gather weekly to pray for students, staff, and other school-related concerns. All mothers are welcome to be part of this prayer support ministry.

ROOM MOTHERS:

At the beginning of each school year, Room Mothers are selected by the teachers. These volunteers are responsible for (1) coordinating other parents to assist the teacher when necessary, (2) assisting the teacher in coordinating field trips, and (3) coordinating volunteers for classroom parties.

PARENT-TEACHER CONFERENCES:

Parental support and involvement are vital to the success of AHOP Christian Leadership Academy. Parents are expected to participate in the Parent-Teacher Fellowship meetings whose purpose is to encourage fellowship and strengthen communication between parents, teachers, and the administration. Through these meetings parents are kept informed of policies and other important information.