



The American Academy
For Young Professionals

Parent /Student Handbook (East Campus)

2023-2025

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Non-Discrimination Clause:

AA-YP not only understands and adheres to the Non-discrimination Clause, but we understand the divine call to love and seek to live peacefully with all men. That includes the saved and unsaved, the good and the bad, as well as the amenable and the indifferent.

Hence,

The American Academy for Young Professionals, a Discipleship Church School, does not and shall not discriminate on the basis of race, color, religion (creed), national origin (ancestry), social status, economic status, political affiliation, or disability, in any of its' education operations or education activities.

Parent/Student Handbook

The American Academy for Young Professionals (Grade 6-12)

Welcome Parents & Students:

In 1994, the concept for The American Academy for Young Professionals had been laid through the education outreach of Lifting Christ Worship Center entitled, “BORN TO SUCCEED” Summer Preparatory Learning Lab. The goal of the summer initiative has been to prepare student for their next grade level of education, as well as STEM readiness. The academy continues that legacy while taking students beyond academics and leadership development to include college, employment training, and STEM readiness.

We believe that finding the school of God’s design for your student is one of the most important and impactful decision that you will make as a parent. When students are in the RIGHT SCHOOL, the one GOD CHOOSES, those WILL ultimately SOAR and become outstanding students and leaders. Why? Because they are in God’s divine will!! AA-YP is not a replacement for the responsibility and role parents are required to play in being their child’s FISRT TEACHER. However, we have been called and anointed to be an education and leadership resource for students who are called and destined to LEAD.

I sincerely believe that our education model and faculty exists to PARTNER with YOU, the parent, to teach, motivate, develop, correct, challenge, enrich, nurture, empower, and expose each student’s greatness because God is going to do tremendous exploits through them. However, EVERYONE has their part to play - the school, the parent, and the student. Once this is done, the STUDENT ACHIEVES!

We are not traditional in our approach to educating students. We believe God has entrusted us with His ever unfolding, revolutionary plan which will result in positioning AA-YP students for success at the middle - high school levels - NOW, as well as for entering college, career, and more.

As the superintendent at The American Academy for Young Professionals, I deem it an honor to have you in this academy’s education family. The academy’s staffing standards are set VERY HIGH because we are preparing this nation’s emerging leaders, by the power of the Holy Ghost.

Once again, Welcome!

Serving Jesus & The NEXT Generation of Leaders,



Kevin G. Arrington, AA-YP Superintendent

AA-YP STATEMENTS

BIBLICAL MANDATE

Is to continuously partner with parents, leaders, and organizations in the community to educate and develop students who understand that education and leadership development are tools God desires to use to empower and bless their lives, as well as the lives others.

MISSION STATEMENT

Creativity, effectiveness, innovation, and simplicity are AA-YP's mission for middle and high school education in the 21st century. Boutique customization is the model and design which creates pathways and options for attaining student academic and leadership success - now and later.

PURPOSE OF THE SCHOOL

AA-YP exists as a boutique education ministry of the Lord Yeshua to provide and create pathways for each student to grow and function at their maximum potential to achieve success in education and leadership for entering traditional two/four year college, trade school, immediate employment, or entrepreneurship. Our chief goal is for these young professionals to take their faith in God, education, and gifts/talents into the world to serve and do the greater works of Christ, by the power of the Holy Ghost, even NOW.

EDUCATION PHILOSOPHY

Create pathways for building individual student success in education and leadership development.

CORE VALUES

AA-YP is passionately committed to an education model that espouses the following:

- The Word of God - living by, being an example, learning, growing, training, teaching, enjoying, declaring, and making decisions in alignment with the Word, ONLY.
- The Leader - hearing and following the leadership promptings of the Holy Spirit who was sent by Jesus to anoint, lead, guide, and show ALL things as a school, students, parents, administration, and teachers.
- Love - correction, kindness, forgiveness, and no partiality because we are called to love one another.
- Integrity - leaders showing godly character by doing the work assigned to them.
- Excellence - deliberately doing ALL things as an offering to GOD. Hence from the smallest service to the highest levels of service or recognition, it is an offering to the excellent ONE.
- Creativity/Innovation - creating whatever is needed to benefit the wellbeing and advancement of the school, the students, and the families we are called to serve.
- Service - faculty and students freely giving that which we have received of the Lord by offering our resources, knowledge, and abilities to help our community, city, state, country, and world.

AA-YP TENANTS OF FAITH

Having begun through the power of God and under Lifting Christ Worship Center, AA- YP maintains the fundamental teachings of God's Word.

We affirm our allegiance to God's Kingdom and belief that:

- The Bible is God breathed, inspired, and only infallible and authoritative rule of faith and manifestation of the life of Christ (II Timothy 3:16)
- There is one God, eternally co-equal, and co-existent, in three manifestations: Father, Son and Holy Spirit (I John 5:7)
- In the pre-existence, incarnation, virgin birth, sinless life, miracle, substitutionary death, bodily resurrection and ascension to Heaven of the Lord Jesus Christ, and His promised second coming to earth in power and glory to rule a thousand years (I Peter 2:21-24; I Cor. 15:3; John 3:16)
- In the fall of man, and the need of regeneration by the Holy Spirit on the basis of grace, through repentance and faith in the blood of Jesus Christ (Romans 3:21-30)
- The redemptive and finished work of Christ on the cross provides healing of the human body for all believers and produces the fruit of the Spirit in the believer's life (Mark 1:8; Acts 2:4; Gal 5:22-26)
- The baptism of the Holy Spirit is provided for all believers and produces the fruit of the Spirit in the believer's life (Acts 2:4; Gal. 5:22-26)
- In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life of righteous works, separated from the world, witnessing the saving grace of God through the ministry of the Holy Spirit (Acts 1:8; 9:31; Rom. 15:13)
- The Blessed Hope, the rapture of the Church at Christ's second coming (I Thess. 4:13-18)
- In the resurrection of both the saved, and the lost, the one to everlasting life and the other to everlasting damnation (John 5:29)
- In the unity of believers in our Lord Jesus Christ (Ephesians 4:1-6)

The American Academy for Young Professionals (Gr. 7-12)

Office Phone: 205-833-4416

TUITION & FEES

2023-2025

Tuition

Grades 6-8	\$7,550 (Yearly); \$ 838.88 (Monthly)
Grades 9-12	\$9,550 (Yearly); \$1061.11 (Monthly)

Application Fees

Grades 6 - 8	\$35
Grades 9-12	\$45 (Cumulative GPA > 3.00)
Grades 9-12	\$55 (Cumulative GPA < 3.00)

Registration Fees

Grades 6-8	\$125
Grades 9-12	\$135 (Cumulative GPD > 3.00)
Grades 9-12	\$180 (Cumulative GPA < 3.00)

Activity Fees

Grades 6-12	\$250
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ABeka Curriculum Books

Grades 6-8	\$335.00 (Cost varies)
Grades 9-12	\$380.00 (Cost varies)

ABeka Leadership Books

Grades 6-12	\$135.00 (Cost varies)
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Testing Fees

SAT Grades 6-8	\$65.50
Sylvan Centers	\$99.00 (If required)
ACT Grades 9-12	\$56.50
SAT Grades 9-12	\$54.50

Tuition Scholarships and assistance are available on a first come basis. Proof of income will apply. If scholarships do not cover full tuition, parents must pay the difference in tuition.

Financial Policies & Procedures

1. Application, Registration and Book Fees are Non-Refundable. **Tuition payments are due by the 5th of the month or as agreed upon.** Parents may elect to pay the entire year tuition in full.
2. **Payments received after the 10th of the month will be assessed a late fee of \$50.00. Accounts still delinquent after the 10th of the month will be notified in writing for dismissal from the Academy.**
3. When an account becomes 10 days delinquent, the following procedures will be implemented:
 - a. The administration will notify the parent(s) or guardian(s) in writing on the 10th day of the month of delinquency so that unless the account is brought to a current status the same day, it will be necessary for the student to be withdrawn from AA-YP, immediately. The effective date of withdrawal will be stated in the written notice of impending action. Any account which is brought to a current status after the 10th of the month, will be assessed an additional \$50.00 re-admission/reinstatement fee.
 - b. Be reminded that if the account is not current by the 10th day of the month, the parent will automatically be notified in email and writing for dismissal of the child from AA-YP.
 - c. Any child withdrawn from AA-YP due to a past-due financial account is automatically eligible for re-admission at the time account is made current, if there is still space in the school. All late and delinquent fees must be paid prior to re-admission. No student records are released until all past due fees are paid.
4. A **Returned Check fee of \$36.00** will be charged for any check returned by the bank for any reason in which case the parent must come in and pay by cash, money order, or cashier's check the entire amount due (tuition plus all late charges)! All returned checks must be reconciled on a cash only basis within two days of the notification from our school office. After that the parent must paid tuition or fees by cash, bank cashiers check, or money order. ONLY. There will be NO EXCEPTIONS. If the returned check has not been reconciled after two days of notification, then the student may not return to school until the account has been made current. However, no checks will be accepted for tuition or other payments.
5. The cost of tuition will be the same monthly regardless of observed holidays, snow days, or school breaks. Although some months are longer than others, the cost of tuition will not increase, neither will it be prorated.
6. If an account is not current before each grading period, report cards and records will not be released.

DISCIPLINE: PRINCIPLES & POLICIES

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Therefore, each teacher is given the liberty of making and enforcing classroom regulations in the manner in which she or he feels is in accordance with Christian principles and discipline as set forth in Scriptures. AA-YP expects full cooperation from both students and parents. Any suggestion or complaint expressed by the parent or student is expected to be taken through proper chain of authority in a respectful manner.

The Bible admonished, **“Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6)**. In an atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is a fine opportunity for the development of strong Christian character.

Firm and proper discipline is a chief concern of parents who send their children to AA-YP. Our school staff takes seriously their responsibility to discipline students in accordance with Biblical standards. The following basic premises are observed:

- Discipline is a reflection of love and concern as we train and nurture students.
- Responsibility and authority to discipline come from God. Teachers stand in the place of parents during school hours and have delegated authority to discipline students. It is vital that teachers and parents closely communicate on discipline matters.
- All discipline should be administered at (or as near as possible) to the time of the offense in a thoughtful, caring manner by the person immediately responsible for the student.
- The school reserves the right to suspend or expel any student who does not cooperate with the total instructional program. That includes non-compliance with academic work (ie. class and homework assignments).
- Students or parents alike who, during off-school hours, violate biblical principles or cast a poor reflection on the school may be subject to dismissal.
- If any malicious damage or vandalism is done to school property by a student the parent will be held financially responsible and the student will be subject to disciplinary action.
- AA-YP parents are not allowed to physically discipline their student on the school premises.

Discipline/Correction Procedures

1. Classroom Discipline- Includes for students
 - a. Talking and getting an understanding with teacher
 - b. Speaking with the school counselor
2. Phone calls to parents. –
 - a. One (1) phone call or text will be made to parents concerning their student’s behavior.
3. Students will speak with Administration about behavior and get an understanding on discipline and consequences of behavior. Depending on the offense, parents may be called.
4. Once a child has been suspended, parents will have to pick up their student, IMMEDIATELY.

DEFINITION & SERIOUS DISCIPLINE

Based on the nature of the offense, disciplinary action can be placed in one of the following categories:

Serious Discipline – The school reserves the right to suspend any student for a serious violation of school rules. All suspensions will be administered by the counselor, director, or principal. Suspension will take place the day following the written notification to the student and parents. Suspension is an unexcused absence from school. For every day of suspension, a 3-point deduction per course for the current grading period will be assessed.

Examples for which suspensions may be given are: fighting, smoking, abusive language and/or disrespectful conduct, cheating on any test or assignment, rebelling against authority, skipping class or leaving school without permission, possession of pornography, drugs or alcohol, and any other unacceptable acts determined at the discretion of the School Administrative Board and Principal.

Extremely Serious Discipline – Extremely serious discipline is expulsion, which is permanent dismissal from the School. Expulsion will be administered by the Principal, or the Administrative School Board, with the advice and approval of the Superintendent. Appeal of an expulsion must be made in writing by the parent(s) to the AA-YP Advisory Board and the Senior Pastor of Lifting Christ Worship Center within three days of the expulsion. A student may not attend classes during the request and appeal process. The decision of the School Board and Senior Pastor is final. Expulsion may occur when any one of the following actions take place: non-compliance to academic or leadership requirements, possession or use of drugs or alcohol, repeated suspensions, assault or battery of a classmate, teacher or staff member, sexual misconduct including pregnancy, lying, stealing, other serious moral misconduct, repeated acts of rebellion against authority, possession or use of any weapon or firearm, and failure of parents to cooperate with school in the discipline of their student.

DRESS CODE

All students of AA-YP are expected to abide by the school's dress code policy. It is mandatory for every student to be dressed in either "FULL EXECUTIVE ATTIRE (SUITS for males and females)," DAILY BUSINESS OFFICE ATTIRE," "CASUAL ATTIRE," or as notified by the Administrator.

FULL Executive Attire Dress Code:

Males

- Black Suit
- Black Dress Shoes
- White Button in the Front Collared Cotton Shirt
- Black Belt
- Solid Necktie (Red & Gold)
- Black Socks
- No Earrings or Necklaces
- Well Groomed Hair & Facial Hair (See the Administrator for the definition of "well-groom hair")
- Good Hygiene

Females

- Black Pant or Skirt Suit
- Black "Close-toe" Business Flats or Pumps
- White Button in the Front Collared Cotton Blouse
- Flesh-tone Stockings
- Single Strand of White Pearls & White "Stud" Pearl Earrings
- Well Groomed Hair (See the Administrator for the definition of "well-groomed")
- Good Hygiene

DAILY Attire Dress Code:

Males

- Suits (optional)
- Long Sleeve Dress Shirt
- Neck Tie
- Dress Pants
- Dress Shoes
- Dress Socks
- No Earrings or Necklaces
- Well Groomed Hair & Facial Hair (See the Administrator for the definition of "well-groomed")
- Good Hygiene
- Cover any Tattoos

Females

- Suits (optional)
- Blouses with Slacks or Skirts
- Dresses
- Close-toe Shoes
- Jewelry or none
- Well Groomed Hair (See the Administrator for the definition of “well-groomed”)
- Good Hygiene
- No Plunging in the Front Blouses or Tops
- No Leggings or Stretch Pants
- Cover any Tattoos

CASUAL Attire Dress Code:

Males

- Nice jeans or pants (No holes, sagging, or ripped)
- Nice shirts or t-shirts (no sleeveless, ripped, or tall-tees shirts)
- No Profanity, Skulls, Bones, or Demonic Words or Symbols on Clothing
- Tennis Shoes
- No Sandles
- Must wear belt

Females

- Clothes that are too tight
- Nice jeans or pants (No leggings/jeggings in which the top does not cover the bottom)
- Nice shirts or t-shirts (no sleeveless, ripped, or tall-tees shirts)
- No Halter, Strapless, or See-through Tops
- No Profanity, Skulls, Bones, or Demonic Words or Symbols on Clothing
- Tennis Shoes
- Sandles

Note: If a student is found in violation of the dress code, the teacher will notify the parent, at which time they must come to the school immediately to bring the proper clothing or to check the student out of school. (This will be considered as an unexcused absence).

SCHOOL POLICY FOR LATE PICK-UP

- The late charge is \$2.00 per minute, every minute after 3:30pm or 6:00pm.
- All late charges are due at the time of arrival or by the following morning before school. **An additional dollar per day will be added to your account until late fees have been paid.**
- Determining whether or not a situation is an emergency will be under the discretion of the school administration. You must call and give reason as to why you are late.
- When you call, always leave a message on the answering machine if no one answers.
- When you call, always state the time you plan to arrive.
- Examples of emergencies to be considered valid are: sudden family death, automobile accidents where you are involved, major weather catastrophe. Only excuses along these lines will be considered valid.
- In order to avoid late fees, please arrange for your student to be picked up on t

ATTENDANCE POLICY

Absences

Regular attendance is always a contributing factor to success in school.

- A. **Excused Absences:** An absence due to an illness or an unavoidable circumstance is an excused absence. The following procedure must be followed when returning to school after any absence:
1. The student must bring a signed note, with a valid excuse, from his/her doctor, dentist, etc. This note must be brought to the school office before school begins.
 2. All missed quizzes/exams must be made up by the student during the week that they return to school at the teachers' discretion.
- B. **Unexcused Absences:** If a student returns to school after an absence, without a note signed by his/her doctor, dentist, etc..., the absence will be unexcused. Students are not allowed to make up work or tests missed if the absence is unexcused. Any absence that the parent is not aware of or absences for appointments that could be scheduled after school hours are unexcused. Exceptions are doctor and dental appointments and family emergencies. Non-exceptions include hairdresser/barber appointments, shopping excursions, suspension from school, travel vacations, tardiness, or others ruled at the discretion of the School Administration.

Early Dismissal

If a parent wishes to have their student dismissed early, a note requesting this must be presented to the teacher by at least one day in advance. The parent or responsible adult must come to the office and sign the student out. The office will then send for the student. We ask that you not check your child out early unless it is absolutely necessary. An unexcused early check-out done any time before 1:30pm will be marked as an unexcused absence for that day.

Tardies and Late Arrivals

Students must be in their classrooms by 8:15 a.m., promptly. They will be considered tardy after 8:20 a.m. Any child arriving after 8:20 a.m. is no longer considered tardy, but a late arrival. A late arrival is an unexcused absence. Parents need to come in to the school office with a valid written excuse and sign the student in before the child can be admitted to class and obtain credit for that day.

Three (3) tardies are equivalent to one (1) absence according to state policy. Excessive tardiness will result in a conference with the school's administration, along with other disciplinary actions. Ten (10) absences will result in denial of promotion to the next grade.

*Doctor or dental appointments are excused only with a note from the doctor's office. All other tardies and late arrivals **will be unexcused** unless otherwise approved by the school administration.*

AA-YP Commencement & Graduation is MANDATORY for ALL AA-YP students in grades 6-12 to attend. It is considered a school day for non-graduates, because students in lower grades participate in the ceremony and also receive awards and recognitions.

ADMISSIONS & DISMISSAL PROCEDURE

AA-YP not only understands and adheres to the Non-discrimination Clause, but we understand the divine call to love and seek to live peacefully with all men. That includes the saved and unsaved, the good and the bad, as well as the amenable and the indifferent.

Hence, The American Academy for Young Professionals does not and shall not discriminate on the basis of race, color, religion (creed), national origin (ancestry), social status, economic status, or disability, in any of its' education operations or education activities.

ATTENDANCE PRIVILEGE

Since AA-YP is a private institution of learning, attendance here is a privilege granted by the Administration of the school; it is not a right. Any student's attendance privilege may be forfeited if he or she does not conform to the standards and regulations of The American Academy for Young Professionals. Believing that rebellion breeds rebellion, the school reserves the right to dismiss any student who refuses to respect and conform properly to constituted authority or academic requirements. We believe that teaching students/young leaders to be responsible and positive in their attitudes toward educational authority reinforces their positive responses to the authority of God, government, employers, and the like.

ADMISSIONS PROCEDURE

1. Schedule time for parent and student to speak with the Administrator.
2. Download Application & Registration Form at website or request a hardcopy.
3. Sign and/or provide the following forms:
 - a. Application/Registration with fees
 - b. Orientation: Read & Sign Parent Agreement Page
 - c. Withdraw from previous school
 - d. Vaccination Certificates
 - e. Copy of last Report Card
4. Schedule entrance exam testing for students whose previous school did not use the ABeka Curriculum.

ACADEMIC DIVISION REQUIREMENTS FOR ADMISSION: (Gr. 6-12)

1. Must have a Cumulative Grade Point Average of 3.00
2. Must have Outstanding Behavior/Character
3. Must have a Leadership Resume
4. Must Write a Leadership Essay
5. Must take the Proficiency Achievement Test (PAT), if last curriculum was not the ABeka Curriculum

STUDENT OF PROMISE/REMEDATION DIVISION REQUIREMENTS FOR ADMISSION (Gr. 6-12)

1. Must have a Cumulative Grade Point Average of 2.00
2. Must have Good Behavior/Character
3. Must have a Leadership Resume
4. Must take the Proficiency Achievement Test (PAT), if last curriculum was not the ABeka Curriculum

Students in this division may upgrade their status to the Academic Division when they achieve a semester average of 3.00. Students in this division graduate high school with a “General Diploma.”

ACCEPTANCE NOTIFICATION

Since it is the policy of AA-YP to limit the number of students per class, students with average and above ability, good conduct and achievement records are accepted as places are available. Parents will be notified of acceptance when the above procedures have been completed and a final transcript has been received by the school. Acceptance of students on the waiting list will be based on a thorough evaluation of the student’s qualifications; acceptance will not be based solely on the date of application.

DISMISSAL PROCEDURES

In the event that a student is dismissed from AA-YP, the violation will have fallen into one or a combination of these categories:

- A. Non-Compliance with Academic Requirements
- B. Non-Compliance with Financial Obligations
- C. Non-Compliance with Leadership/Character/Conflict Resolution
- D. Non-Compliance with No Weapons Policy

Letters A-C will receive two warnings before dismissal. If the violation is not corrected, the student will be dismissed. Letter D violation will have local law enforcement called, expulsion is enforced, and parents have 24 hours to come to the school and retrieve their student’s belongings. However, any combination of A-C violations can result in immediate dismissal, depending of the level of violation.

Students at AA-YP are in school to learn and do their part in that process. There is no toleration for non-compliance for academic and leadership.

Inclement Weather Conditions

If public schools close due to bad weather conditions, AA-YP will close at the same time. School closing announcements will be made on local radio and television stations. Also text messages will be sent by the Administrator. If bad weather is occurring during school hours, you may call the school’s office for an update on immediate plans of possible early dismissal. The school office may also call you for immediate dismissal should bad weather occur during school hours.

Immunization

Immunization forms must be up-to-date and are due on file before the first day of school. Lost or missing forms must be turned in before the school year ends. Past grades and cumulative records of all grade level students are due on file before the first day of school.

Address or Phone Change

During the school term, if your address or phone number changes, please notify the office immediately so proper changes may be made to your files.

Parents Visitation

Parents are permitted to go into the classrooms, at anytime; however, not without the teacher’s permission.

Parent's with such permission must check in the school's office first. The teacher's time and attention belong to the students during school hours. Please respect this fact. Parents may make appointments with their student's teacher at their discretion.

Illness

For the safety of all our students and faculty, please do not send your student to school if he/she is sick with a fever greater than 100.6⁰, or a contagious illness or disease. If your student becomes ill at school, we will place him/her in an isolated room away from the classroom, and we will call you to pick him/her up. We ask you to respond immediately to the emergency for your child's safety. We will always pray for your child if he/she is sick.

The school requests the parent to keep the student at home for a period of time after medical treatment has been administered by the student's physician for the following illnesses:

ILLNESS	DAYS
Strept/ Streptococcus	2
Conjunctivitis / Pink Eye	2
Chicken Pox	7 - 10
Ring Worm	2
Viral Infections	1
Impetigo	1
Fever, Fever + Virus	1
Vomiting, Diarrhea, Stomach Virus	1
Whooping Cough	1
Staph Infection / Staphylococcal	4 - 5

After this period of time, the student may return to school with a doctor's excuse or proof of treatment of the illness. We are concerned to protect the safety of all the students at school in preventing the spread of contagious illnesses and diseases.

Please check with your student's physician concerning immunizations to Chicken Pox. The judgment of time for a student to return to school after experiencing an illness is based upon the discretion of the Principal and School Director.

Isolation

There is a cot available for emergency use. However, this is a temporary isolation and cannot be relied on for an extended period. It will be used only when a student needs to lie down while waiting for a parent. Nursing services are not available at this time, and the student should not be left in this situation for more than one hour.

Medication

AA-YP faculty nor teachers administer medication to students. Since our students are middle and high school students, parents **MUST** send a signed note, to be given to the teacher, allowing their student to administer their own medication. If the teacher sees the student with drugs without having given the teacher a note, this will be deemed as “Drug Possession,” which can lead to contacting the Police.

Birthdays

We will acknowledge your student on his or her birthday. If you would like to give your student a Birthday Party, send, or bring food for a then, please give his/her teacher a one-week advanced notice. If there is a party, it will be during our designated lunch periods. Parents must furnish all party items (example: cakes, drinks, cups, plates, pizza, hot dogs, ice cream, forks, etc.)

ALL BIRTHDAY PARTIES CAN ONLY BE HELD DURING YOUR STUDENT’S LUNCH PERIOD, IN THE CLASSROOM. BIRTHDAY PARTIES ARE NOT TO EXCEED 45 MINUTES. ALL FOOD ITEMS FOR BIRTHDAY PARTY CELEBRATIONS MUST BE STORE BOUGHT, PACKAGED, or CATERED. FOOD ITEMS CANNOT BE COOKED, PREPARED, OR BROUGHT FROM HOME.

Lunch Program

AA-YP’s East Campus has two options for lunch:

1. YOU BYOL (Bring Your Own Lunch) Microwave and refrigerator are available.
2. YOU PAY: Hot lunches can be served daily for the cost of \$7.00 (Gr. 7-8) and \$9.00 (Gr. 9-12). This fee is due on Fridays of each week for the entire following week and will be collected separately by your child’s teacher. AA-YP will only accept fees for the entire week for the days that we are in school, not selected days of the week. Lunch money will not be accepted on Mondays unless holidays require such an event. Lunches will consist of: 1-meat entrée, 2-vegetables, a dessert and milk or juice. (Bread will be optional). A monthly menu will be posted in the school office and can be sent home. Food substitutions will not be available. Menu suggestions are welcomed and may be turned in to the school office.

Emergency Lunch

In the event a student does not have a lunch for the day, and have not paid for the Lunch Program, parents will be notified and given the option of bringing the child’s lunch or participating in the Emergency Lunch Program. An emergency lunch will incur a fee of \$10.00 (Gr. 7-8) and \$12 (Gr. 9-12). Emergency lunch fees must be paid the same day. Any lunch account not paid after 2 weeks will result in students not participating in the lunch program for the remainder of the school year. If parents choose to bring their child’s lunch, and have failed to bring it by the designated lunch period, students will be sent to the school office and the parent will be contacted for further instruction.

Parental Legal Problems

The American Academy for Young Professionals will not be involved in conflicts between husband and wife. If, at any time, one parent should request the school to withhold the child from the other parent, this request must be accompanied by a court order; otherwise, the school cannot comply.

Family Counseling

If there is a need in the family for domestic or spiritual counseling, it is the desire of the staff of Lifting Christ Worship Center to be available. Please contact the school Administrator to connect you with the church.

Conferences

Parent-Teacher Conferences will be held after each semester or as needed/or requested by either the teacher or parent. In most cases, your student will be required to attend to give account for themselves.

Parent-Teacher Fellowship Meetings will be held periodically during the school year on a Friday night (6:30 pm or Saturday morning (11 am) The meetings will be very informative and will last only one hour to hour and a half. It is important that you attend or plan to send someone in your absence. Students are required to attend, and are given extra points in Leadership for both the parent and student being in attendance together. No points will be given when non-enrolling parent is not at the meeting.

Parent- Administrator/or Principal Conference. Appointments to see the Administrator/or Principal can be arranged through the school office. The Administrator/or Principal may also, at any given time, call upon the parent for an important conference. If this should happen, please arrange your schedule to meet with the Administrator/or Principal as soon as possible. It will be a matter of URGENT importance. If a parent would like to confer with the Administrator/or Principal in reference to another teacher or faculty member, the procedure outlined in Matthew 18:15-20 must be followed first. Unless this method of operation is pursued, God's best cannot be accomplished in any situation or circumstance discussed. Your compliance in this matter will be greatly appreciated

Accidents

In case of an accident, the teacher will give immediate first aid. For accidents other than minor cuts and bruises, the teacher will bring the student to the office for further first aid and a decision as to whether parents and/or hospital should be called.

Caution: Although most of the staff has had first aid training, we are not allowed to diagnose either illnesses or the extent of an injury. The parent or guardian must sign for treatment by any physician or hospital staff. A medical release form must be signed, giving the school the right to approve of emergency treatment. This will be kept in the student's file in case a parent cannot be reached and treatment is necessary.

Family Vacations

AA-YP will not grant permission to make up tests or work assignments to students whose parents choose make their student miss the regular school term on the basis of family vacations, family reunions, etc. There will be absolutely No Exceptions made with this matter. The regular school term for AA-YP is held from the beginning of August until the end of May for grades (6-9) and September until the end of May for grades 10-12. If a student is absent for this reason, then the policy for unexcused absences will be in effect to the full extent of the school policy.

Parenting Tips

These suggestions are offered to help your student/leader be successful at school.

- Require reading and intellectual conversation in the home.
- Be a leader and role model for your student.
- Be sure that your student gets a sufficient amount of sleep.
- Don't compare your student with other student.
- Praise your student. Acknowledge his or her accomplishments.
- Teach your student to be a FINISHER.
- Hold him or her responsible for their actions.
- Monitor their activities on cellular devices and social media.
- Always be firm, fair, and consistent with discipline - be the parent.
- Develop your student's spiritually to have a personal relationship with God.

Fire Drill – (To be performed once a month)

The signal for a fire drill will be a series of “short” bells. An actual fire will be distinguished from the drill by the loud siren throughout the building. Students and teachers must always exit the building when either signal is given.

1. Students should move quietly and quickly to the designated spot outside the building.
2. There must be no pushing or shoving.
3. The teacher should be the last person out of the room to make sure no one remains. After closing the classroom door move quickly toward the front of the line to lead the students.
4. Be sure to take your grade book with you to call roll when you get outside.
5. Remain with your students and keep them quiet until given the signal to return.

Tornado Drill -(To be performed once a month)

The signal for a tornado drill will be a loud siren throughout the building.

1. Students should move quickly and quietly to a predetermined place in the inner part of the building.
2. Students should sit with their backs against the wall, knees pulled to chest and arms over their heads.
3. There should be no talking during the drill so that instructions can be heard.
4. When your students are in position, check roll to see that all are accounted for.
5. Remain with them to maintain order.

More than any other drill, the tornado drill can be most frightening because they must remain in the building for an undetermined amount of time. Do all you can to remain calm so that you can be a calming influence on all of the students.

Homework

Homework is a crucial part of academic and leadership growth at AA-YP. Anyone who hopes to achieve academic excellence must understand this fact.

AA-YP, by the Holy Spirit's power, is committed to providing all of our students with all of the tools for academic as well as spiritual success.

The amount of homework that is necessary is dependent upon the particular courses being studied and the students themselves. Homework is an extremely important part of any skill-building subject for entering high school or college. Non-compliance to academic/leadership requirements or lacking off in any part of the AA-YP's education process will be very costly, if not disastrous. On the other hand, the student who practices

diligence in their academics and the responsibility for learning and empowering themselves will lay a solid foundation for success in high school and college.

Chapel

A brief chapel service will be held each Friday morning from 8:30 a.m. – 9:00 a.m. for both students and faculty. Chapel will involve pledges, praise & worship, and bible lessons directed by the staff members.

Grade Reporting System

AA-YP teacher(s) utilize three ways to accurately and fairly assess student comprehension and achievement, which are the following: (1.) Partial Report Card Average Report, which is sent home two weeks before Report Cards are sent home, and (2.) Nine Weeks Report Card are sent home by students for parents to sign and return the following school day.

a. Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

F = 0 - 64

Report Cards are issued every nine or ten weeks. Students are issued a letter grade and based on the grading scale:

Withdrawal Procedure

Withdrawal from AA-YP must be made through the school office. Parents must fill out a Student Withdrawal Form. A completed Student Withdrawal Form must be in AA-YP's possession and student's account must have a balance of zero before any school records will be forwarded, as well as return all school property. The official records will be mailed to the new school.

Tuition must be paid through the end of the calendar month the students withdraws. Any outstanding debts must be paid at the time of withdrawal. No transcript or official records will be sent or given until all financial matters are in order. Students having attended one day or more of any period will owe the full month's tuition.

Grade Level National Testing

- Grade 6-9 - Sylvan Systems or SAT testing are used for middle school grades.
- Grade 9-12 - ACT/SAT College Board

AA-YP (Curricular Activities)

AA-YP is a small boutique academy by design. As of 2017, we have two locations: East Campus (large facility with all sports capabilities) & West Campus (small facility with no sports capability, currently). Until enrollment populates enough at the East Campus to develop team activities, we encourage the parents to seek outside activities that will count for credit. Those activities can include community sports clubs, AAU basketball, cheerleading for a community team, community dance teams, community theatre, social clubs, church/community choir, music programs, and basically any organized civic or community activity. We do

have a fitness program, as well as have obtained a license for a global community service club for student use. However, until the academy grows larger, to form teams, we will accommodate other organization activities to benefit AA-YP students.

Fundraising

AA-YP will participate in school fundraisers for the general expenses of the school year, as needed. It will, then, be mandatory that all faculty, parents, and students participate for each fundraiser or give the required donation amount requested at that time. Students will receive extra credit for participation in these activities.