

HOME OF THE LIONS

AHAYAH ACADEMY

~A HIGHER CHOICE~



GRADES: Kindergarten – Grade 5 Handbook

Private School

Philippians 3:14: I press toward the mark for the prize of the high calling of God in Christ Jesus.

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THE STORY OF AHAYAH ACADEMY

Ahayah Academy was founded in 2016 in response to a deep rooted passion of the founders to open a school to meet the needs of the community. The school was built on the idea that education is the equalizer to combat all sorts of injustice and that the minds of the young can be cultivated in ways that make a profound impact on society.

THE NAME

The word *Ahayah* means “I Am” in Hebrew. When Moses of the Bible encountered a burning bush and was instructed to bring the children of Israel out of Egypt, Moses asked the Most High, who shall I say sent me. The Most High’s response was “I AM THAT I AM” (Exodus 3: 11-14). *Ahayah* was selected because we expect the Most High to continue to bring his children out of all states of bondage. The word *Academy* refers to an institution. With these two words, the essence of *Ahayah Academy* was formed.

We are a learning institution committed to exposing our student body to a quality education that helps them to understand the world they live in and acquire and maintain a commitment to continuous development in positive and safe learning environments. We embrace a student-centered learning model. This means, we seek to develop students who have a commitment to their own learning. Our teachers are required to be subject matter experts in the subject matter they teach, but our students and teachers are responsible for ensuring the students learn. To ensure they do, we have various checkpoints in lessons, interactive exercises, group activities, and discussions. Bloom’s Taxonomy is applied to our curriculum to ensure the appropriate levels of rigor.

OUR VISION

To be a prominent learning institution where students achieve their highest potential through an understanding of God, self, and community; resulting from scholastic exposure and triumph.

OUR MISSION

Our Mission is to educate learners of all ages to develop the skills and competencies necessary to emerge as positive contributors to society; supported by an array of learning programs.

Ahayah Academy (AA) was created to nurture, heal, and encourage the student body in ways that help them overcome challenges through early intervention, use of the most recent technology, and committed educators.

We believe that The Most High God has given everyone a purpose and we exist to help those entrusted to us accomplish His divine calling for their lives. We accomplish this through ensuring we operate a biblically driven learning environment that is enhanced through daily prayer, weekly chapel service, rigorous learning programs, community involvement, and extra

curriculum activities; designed to develop and enhance critical thinking, analytical skills, and application of knowledge.

LIONS' CREED

I am a victor and capable of doing all that I am gifted to do. I am a force to be reckoned with and a presence not to be ignored. I am a child of the Most High God who is made in His image. I am in complete agreement with the word of God and the will of God. I am determined to bring my best self to every occasion as my light is too bright to hide. I am committed to God, so I seek His will for my life. I am committed to me, so I will continue to do my personal best no matter the task. I am committed to my community, so I will seek to help my community in every way possible. I am unapologetically me.

CODE OF ETHICS

As an educational system, we are to conduct ourselves in the most ethical and morally right ways as possible. We will adhere to the golden rule which says, "do unto others as you would have them do unto you". We will operate with integrity and accept correction with the understanding that we are to continuously seek to know and do better for those we service and for ourselves. We are to be good stewards with all people, resources, data, and information entrusted to us. Honesty and transparency is greatly valued within this organization as we work collectively to accomplish the mission.

OUR PHILOSOPHY

As a private institution dedicated to educating children, we take every effort to provide a learning environment that starts with reinforcing biblical values in a safe atmosphere that prepares the students to triumph in their current state and for the next stage of their lives.

We Believe:

- The Bible is the inerrant word of The Most High God.
- We believe that children learn best when they are engaged spiritually, cognitively, physically, socially, and emotionally.
- We believe that the families of the children we serve are vital to helping us help their children be successful learners and helpful classmates.
- We believe that every child can learn and that it is our responsibility to figure out what works best for them.
- We believe in exposing children to content in ways that cause them to think

critically, seek to solve problems at their level, and to develop self-confidence that is necessary to achieve goals.

- We believe we are here to reinforce values that accurately acknowledges The Most High God, supports families, reinforces self-sufficiency, self-control, honor, and genuine concern for the collective community.

We purpose to help families produce individuals that contribute to society in positive, productive, and impactful ways.

ACCREDITATION

Ahayah Academy will enter into the candidacy stage for accreditation with the National Association of Private Schools (NAPS) in August of 2017. It is expected that accreditation will be obtained one year following the official launch of this educational system. It is a long-term goal of *Ahayah Academy* to pursue Southern Association of Colleges and Schools (SACS) accreditation within three to five years after full operation.

DRESS CODE & PHYSICAL APPEARANCE

At *Ahayah Academy*, it is important to us that students have as little distractions as possible at school so they are able to focus on learning. For this reason, *Ahayah Academy* requires students to wear school uniforms. Students will have special dress down days that will be communicated at those designated times.

Note: Students must come to school with clean and neat attire.

Boys are to wear black, blue, or khaki pants or shorts (school uniform bottoms only) with a black, purple, or golden-yellow polo/collar shirt. The academy logo is required on the purple polo/collar shirt only. Wednesdays are reserved for chapel day. On this day, boys are to wear the chapel uniform which consists of Khaki or black pants/shorts with the purple polo/collar shirt (with logo). A belt must be worn; sagging pants are not allowed!

Girls are to wear a black, blue, or khaki school uniform dress, skirt, pants, or shorts with a black, purple, or golden-yellow polo/collar shirt. The academy logo is required on the purple polo/collar shirt only. Wednesdays are reserved for chapel day. On this day, girls are to wear the chapel uniform which consists of a black or Khaki dress/skirt with the purple yellow polo/collar shirt (with logo).

Note: Dresses and skirts cannot be higher than 1 inch above the knee. The longer, the better.

Boys		Girls	
Mondays	Uniform	Mondays	Uniform
Tuesdays	Uniform	Tuesdays	Uniform
Wednesdays	Chapel Uniform	Wednesdays	Chapel Uniform
Thursdays	Uniform	Thursdays	Uniform
Fridays	Uniform	Fridays	Uniform

Sample of locations to order uniforms

JR Clothing, Fayetteville, GA (They will have the logo for the shirts)

<http://www.oldnavy.com/products/girls-school-uniforms.jsp>

<https://www.frenchtoast.com/home.do?gclid=CLet5YnEhMsCFdcTgQodduIP2Q>

<http://www.icpenney.com>

Boys: Belts are necessary and should be appropriate with conservative buckles. Other garments, such as coats gloves, etc. may be the choice of the student, but cannot be worn while in the classroom. Such items are to be stored in the designated area. Ahayah Academy jackets are permitted in the classroom. Dirty, soiled, stained, badly faded, excessively worn or wrinkled garments are strongly discouraged.

Basic hairstyle for boys:

1. Neat and trim at all times. Neat braids, dreadlocks, etc. are allowed
2. Off the shoulders and off the ear no more than four (4) inches of bulk thickness on the top of the head (2) inches bulk on the sides and back
3. No “punk” hairstyles (meaning defined spikes) or hair that is not the student’s natural color
4. No visible body piercings
5. No hats /hoods or caps worn indoor
6. No inappropriate jewelry

Girls: Elementary school girls are not permitted to wear make-up at school. Hair color, and nail polish must be complimentary to skin complexion. Jewelry should be worn in moderation.

Basic hairstyles for girls:

1. Hair is to be neat and clean at all times. Braids, dreadlocks, etc. are allowed
2. Hair color must be natural or match complexion

SCHOOL POLICIES & PROCEDURES

ADMISSION & ENROLLMENT

Ahayah Academy is a non-discriminatory private school. Our doors are open to all who seek to learn with us and adhere to the policies and procedures established for this institution.

Admission Procedures

1. Schedule a tour of the school
2. Submit an application for admission via the website or the main office
 - a. Schedule appointment to complete assessment (student completes assessment)
 - b. Schedule a family interview (ideally the same day as the assessment)
3. Health Requirements
 - a. Kindergarten students must be age 5 by September 1 of a given year to enroll in kindergarten.
 - b. Student identity must be verifiable with a birth certificate and appropriate immunization records.
 - c. Legal guardianship must be proven by the adult enrolling the student(s).
 - d. All children entering school for the first time must show documentation of having received a comprehensive health screening examination within the past 12 months; provide documentation of up-to-date immunizations prior to admittance to school.
 - e. If a student is not vaccinated for religious or medical reasons, documentation is required.
4. Admission Classification Categories: Students who seek out *Ahayah Academy* come from differing backgrounds and experiences. For this reason, admission to the school can be regular admission or academic/behavioral probation. If it becomes apparent that *Ahayah Academy* is not a good fit a student, disenrollment may result.
 - a. Students accepted on academic/behavioral probation will be required to meet all conditions set forth on a contract. Students not meeting the required conditions by the set date on the contract will be released from the school.
5. Student Acceptance to *Ahayah Academy*
 - a. Once the registration fee has been received and the aforementioned tasks have been accomplished, a student acceptance letter will be provided to the family.
 - b. Parents or legal guardians of the student(s) will set-up a tuition payment plan with the school's business office.

- c. If the student’s class is full, the student can be placed on a waiting list.
6. Continuing Student Enrollment
 Continuing students must reapply for enrollment each school year. Admission and enrollment is not automatic. All qualified students will be admitted on a first-come basis. Students will not be allowed to begin school until all records, forms, payment requirements and any delinquent fees are satisfied.
 Continuing student applications will be available by December of a given year for the next school year.
- Complete and submit the application online or submit to the main office.
 - Submit registration fee to the business office.
 - Contracts are honored on a yearly basis; therefore, early withdrawal may result in full payment due immediately.

Tuition Information: For Academic Year 2017 - 2018

Ahayah Academy is an independent, non-profit learning institution.

Fee Item	Amount	Annual Totals
Registration/Application	\$100.00	\$100.00
Re-enrollment	\$75.00	\$75.00
Placement Testing	\$115.00	\$115.00
Technology Annual Fee	\$100.00	\$100.00
School Annual Reinvestment	\$120.00	\$120.00
Grades Pre-K Monthly Tuition	\$350.00 (10 months)	\$3,500.00
*Grades 1-3 Monthly Tuition	\$400.00 (10 months)	\$4,000.00
*Grades 4-5 Monthly Tuition	\$420.00 (10 months)	\$4,200.00
Returned Check	\$45.00	Let’s not have any!
Tutoring Services	Varies	Varies

*There is an additional fee associated with advanced courses.

- Tuition is due by the 10th day of each month. Each tuition payment received after the 10th of the month is considered late and will be assessed a 10% late fee.
- Tuition paid in full at the start of the year will receive a 10% discount on total tuition.

ATTENDANCE REQUIREMENTS

Below are some important specifics related to attendance requirements by the county.

- Five (5) days of unexcused absences places the student in a state of truancy.
- Students are considered tardy if they arrive after the official start of the class period.

- c. A school social worker will be contacted if a student has 15 unexcused tardies.
- d. Proof of a written excuse for an absence must be received within 5 days post return to school for the excused absence to be recorded.

Children are required to attend Ahayah Academy for a minimum of 180 days or its equivalent to be credited with a full year of school. Every class session missed is a learning opportunity lost. However, we are aware there are instances where a student will need to miss school.

SCHOOL HOURS OF OPERATION

Ahayah Academy follows the school schedule of Fulton County.

Day of the Week	Start time	End time
Mondays	8:00 am	2:45 pm
Tuesdays	8:00 am	2:45 pm
Wednesdays	8:00 am	2:45 pm
Thursdays	8:00 am	2:45 pm
Fridays	8:00 am	2:45 pm

Before School Care: School begins at 8:00 am but students can be dropped off as early as 6:30 am for before school care. Before school care ends at 7:45 am. If students arrive between 7:45 and 8:00 am, there is no fee associated with these times of arrival. **After School Care:** School ends at 2:45 pm. Students who remain on campus at the end of the car line will be taken to After School Care until they are picked up.

After School Care starts at 3:00 pm and ends at 6:30 pm. If students remain on campus after 6:30 pm, there will be a \$5.00 fee per minute added until the child is picked up.

Fee Item	Rate Factor	Amount
Before School Care	Every 30 minutes	\$2.00
After School Care	Every 30 minutes	\$2.00

STUDENT MEALS

Ahayah Academy will provide students with lunch. A monthly lunch calendar will be provided. Students have the option to bring their own lunch to school if they choose. Below is a fee schedule for lunch. Snacks are available for a minimal fee if a student desires one in the morning or in the afternoon during snack time.

Fee Item	Amount
Lunch Fee	\$4.00
AM Snack	\$.25
PM Snack	\$.25

Note: Students covered under the food program will be provided lunch at no cost to the family.

Every student must have lunch. Snacks brought from home should be healthy. Ideally, lunch should include a protein, water, juice, fruit, and a snack; at a minimum. Please make sure your child has arrangements for lunch before coming to school. We reserve the right to continue or discontinue the sale of lunches, based on enrollment status.

TRANSPORTATION

Transportation to and from school is the sole responsibility of the parent/guardian or their designated representative. The parent/guardian must have turned in a designation letter in order for a designated representative to pick up or drop off a child. Letters should be turned in to the school office.

PARENT/GUARDIAN INVOLVEMENT

Students spend most of their days in school and at home. Ensuring healthy relationships exists between parents/guardians and the learning institution is imperative to ensure the academic needs of the students are met. To assist in this matter, parents/guardians are requested to give five (5) hours a quarter of their time to the school.

Periodic supply donations to the school would also be appreciated when requested. We do not want our students learning to be negatively impacted in any way.

GENERAL INFORMATION FOR STUDENTS

General Rules

Ahayah Academy is a learning institution and we strive to ensure we have an environment that is conducive to learning. Therefore, it is our expectation that each student come to school with the intention to learn.

- Any activities not directly related to learning are strictly prohibited unless approved by your teacher.
- Follow the class rules provided by your teacher.
- Students are not allowed to leave the school without teacher/staff permission.

Progress Reports

The grading system of our school is designed to give parents a true indication of the students' progress or lack thereof. Progress reports are issued at the end of each semester. Students may also receive a progress report to indicate positive achievement at any time.

Conduct Reports

Students receive conduct reports on a weekly basis. These reports should be viewed as tools that permit parents or guardians to partner with *Ahayah Academy* for the success of our students.

STANDARDS OF CONDUCT

“To him that knoweth to do good and doeth it not, to him it is sin (James 4:17)”. “Let the word of my mouth, and the mediation of my heart be acceptable in thy sight, O Lord (Psalm 19:14)”. Students are expected to behave in an orderly manner, maintaining biblical standards of courtesy, kindness, language, morality, and honesty. Any student observing questionable activities or overhearing conversations contrary to biblical standards should immediately tell an adult, teacher, or staff member. This is not tattling. Inappropriate behaviors and all violations against school policy are to be reported to the appropriate authorities, in an effort to assess and correct the behavior.

Cell Phone Usage

Cell phones are not permitted for use during the school hours. There will be a receptacle located in each classroom for students to place their phones in when entering the classroom. We want to ensure that the students' attention is on learning.

Note: Cell phones are permissible at the direction of the teacher; for school related activities.

Sexual Conduct

Students are not to engage in any physical activity while on campus that can be misconstrued or characterized as sexual aggression. This means, there is no kissing, holding hands, hugging, sitting on the lap of anyone, no use of sexual language, etc. Engaging in such activities is a matter of grave concern and can result in expulsion from school or the involvement of law enforcement. Remember, do not let your good be evil spoken of (Romans 14:16).

Weapons & Drugs

Weapons are not permitted on campus by students or families for any reason. We have a zero-tolerance policy regarding weapons. Threats of violence and bullying are not permitted. We operate a safe environment and will not permit anyone to disrupt the safety and security of any of our stakeholders.

Any student found to be in possession of weapons, alcohol, tobacco products or drugs will be immediately dismissed from the academy pending an investigation from the school board. Any student found to be using alcohol, tobacco or drugs on or off school property, during school hours, will be dismissed immediately. Parents/guardians will have the right to appeal to the school board. Re-admittance will be reviewed ONLY after successful counseling has taken place. The school will require documentation of successful counseling.

Discipline Procedures

We are here to work with the parents/guardians and students, not take the place of parents or guardians. Children who are unable to conform to the high Christian standards of behavior expected at *Ahayah Academy* will have their case brought before an academic/ disciplinary review board to determine whether our academy is the proper learning environment for the student. If your child has a complaint about a policy or a disciplinary action, please follow these procedures:

- a. Give the teacher/staff the benefit of the doubt.
- b. Realize that your child's report may be emotionally biased and may not include all the facts.
- c. Realize that the school has a reason for all of its rules and these rules are enforced without prejudice.
- d. Support the faculty and administration; call the school for the facts.
- e. Be encouraged to schedule a conference.

At *Ahayah Academy*, discipline is firm, consistent, fair and tempered with love. Our teachers/staff maintain standards of behavior in the classroom through kindness, love and genuine regard for our students. However, when disciplinary action becomes necessary they will be executed with the goal of correcting the behavior or actions of the student in order for the student to remain a member of the student body.

INCLEMENT WEATHER

School will be closed in case of severe weather conditions. Student safety is our primary concern. Therefore, closing information will be posted on local news stations and via the school message blast system.

AHAYAH ACADEMY RESERVES THE RIGHT TO CHANGE OUR SCHOOL CALENDAR EVENTS, IN AN EFFORT TO SERVE OUR STUDENTS, PARENTS, AND STAFF MORE EFFECTIVELY.