

Student Handbook

2026-2027

[Last updated: May 2026]

1003 W New Bern Rd, Kinston, NC 28504
Office: **252-521-2820** Email: **info@Amblesideprep.org**

TABLE OF CONTENTS

<u>INTRODUCTION</u>	3-8
Our Model, Description of Collaborative/Hybrid Model, Mission Statement, School Vision, Statement of Faith, Board Members, Policy as to Notice of Non-Discrimination, Changes in Policy	
<u>ADMISSIONS</u>	9
Requirements, Enrollment Procedures, Re-Enrollment, Transfer Students, Transfer Grades, Health	
<u>FINANCES</u>	10
Opportunity Scholarship Program, Volunteer Fundraising	
<u>ATTENDANCE POLICY</u>	10-11
Attendance, Absences, Excused, Unexcused, Pre-Approved Absences	
<u>SCHOOL HOURS</u>	11
On Campus Days, Home Days, Arrival/Departure Policy	
<u>BEHAVIOR</u>	11-17
Parental Agreement, Custodial Parent Policy, Standards of Conduct, Discipline Philosophy Discipline Policy, Basic Disciplinary Procedures, Bullying Policy, Bullying Assessment Flow Chart	
<u>DRESS CODE</u>	18-19
Philosophy of Dress, Dress Code, Dress Code Violation	
<u>ACADEMICS</u>	19-20
Reports/Assessments, Academic Eligibility, CCP Dual Enrollment, AI Policy	
<u>TRANSPORTATION</u>	21
Field Trips	
<u>DISMISSAL/SCHEDULES</u>	21-22
Weather Related Emergencies, Dismissal Times, Parking, Before/After Care Programs, Lunchroom Schedules/Procedures	
<u>PARENT/STUDENT COMMUNICATION</u>	22
FACTS, Parent/School Relationship	
<u>GENERAL INFORMATION</u>	22-24
Medications, Accidents, Counseling / Guidance, Pets, Money, Parent Chaperones, Telephone/Cell Phones, Security	

INTRODUCTION

OUR MODEL

Hybrid schooling blends on-campus instruction with at-home learning. Students attend school in person three days a week, where they receive direct teaching, community life, and guided instruction. The remaining two days are completed at home with parent support, with expectations tailored to each student's age and developmental stage.

This model is built on a strong partnership between families and teachers. By working together, we provide a rich and balanced educational experience that values academic growth, relational learning, and character formation—allowing students to thrive both in the classroom and at home.

DESCRIPTION OF COLLABORATIVE/HYBRID MODEL

Although the collaborative model shares similarities with other educational options, it is important to note the distinction:

What It's Not

- *Part-Time School.* Students receive in person, on-campus learning three days a week. The other two days a week are done at home under parent guidance, using a unified curriculum and plan and schedule.
- *Homeschool Group or co-op.* We partner with parents in order for students to receive a wholesome learning experience; however, we are functioning as a non-public NC school and require all students to be registered as an NCDPI student so no homeschool students will be permitted.
- *Traditional Private School.* We require a firm commitment from parents to collaborate through this partnership; therefore, it is important to understand the larger effort from the parents in direct education of their students.

What it is

- *NC Non-public education private school.* Ambleside Academy is a non-public NC approved school operating under the 180-day attendance requirement.
- *Established Curriculum.* We will provide a rigorous, hands-on curriculum for on campus and at home days.
- *Cohesive Vision.* This partnership with parents is vital for this model to be successful.
- *Structured Environment.* A structured environment and an empowering model that gives both teachers and parents a leadership role in the education of students.

MISSION STATEMENT

Our mission is to provide a Christ-centered education grounded in the Gospel, fostering real and respectful relationships within a safe and structured environment. Through the principles of Charlotte Mason education, we seek to nurture a lifelong love of learning, develop self-discipline and accountability, and equip students to grow in wisdom, character, and faithful stewardship of knowledge.

SCHOOL VISION

We are a Christian Learning Institution.

Christian - In partnership with families, we cultivate students through a Christ centered community where real learning, consistent habits, grace filled relationships, and identity in Christ flourish.

Learning - Our school cultivates lifelong learners with a love of learning, grounded in the Charlotte Mason philosophy. We emphasize what is worth knowing, the careful development of skills and habits, and the growth of confidence, perseverance and thoughtful independence. Within a strong learning community, students are formed to think strategically, innovate wisely, and steward their gifts with care throughout their lives.

Institution - Our mission is to foster accountability and excellence through thoughtful structures, clear procedures, and disciplined practices that support our shared work.

STATEMENT OF FAITH

The Doctrine/Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the following Doctrine of Faith accurately represents the teaching of the Bible. All instructional material of any form used among the Church shall be in complete agreement with the Doctrine of Faith.

THE BIBLE

We believe that the Bible (the canon of 66 books in the Old Testament and New Testament) is God's Word, that it is fully inspired in the original manuscripts, that the Spirit superintended the human authors without violating their individual personalities and writing styles, and that it is subsequently without error and is completely authoritative in all matters of life, faith, and practice. The Bible is the supreme revelation of the will of God for men and, as such, has been preserved through faithful translations in many languages, assuring us that we can have absolute confidence in the Word of God. We believe that the Bible is the sole authority for faith and practice; therefore, the Bible is not just the highest authority, it is the sole authority.

THE TRIUNE GOD

We believe that there is only one living and true God who is an eternal, self-existing, perfect Spirit. He is a personal Being and the Creator and Upholder of the universe. Though one God, He exists in three Persons: the Father, the Son, and the Holy Spirit. These Persons are equal in essence and in every divine perfection, but each has His own distinct work to perform.

A. Father: We believe in God the Father: the first Person of the Trinity, an infinite, personal spirit, and perfect in holiness, wisdom, power, justice, and love. We believe that He infallibly knows all, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer according to His will, and that He saves from sin and death all who come to Him through Jesus Christ.

B. Son: We believe in Jesus Christ: the Second Person of the Trinity, that He was conceived of the Holy Spirit, born of a virgin, fully God and fully man, genuinely tempted, lived a sinless life, suffered and died as the only acceptable substitute for the sins of man, rose again from the dead in bodily form, and ascended into heaven

where He is seated at the right hand of the Father. We believe that in heaven He continues His priestly work as intercessor for the saints, and that at the end of the age He will return to the earth to reign as King.

C. Holy Spirit: We believe in the Holy Spirit: the third Person of the Trinity, that He is the divine agent in creation, revelation, and redemption; that He convicts the world of sin, restrains evil, regenerates those who believe, and indwells, seals, gifts, empowers, guides, teaches, and sanctifies all who become the children of God through Christ; that He enables individual members of the body of Christ to be used in the Church.

Mark 12:29; John 1:1, 4; 4:24; 5:23; 10:20; Matt. 28:18, 20; Acts 5:3, 4; 2 Cor. 13:14; Heb. 1:1, 3; 1:8; Rev. 1:4-6; 17:11; Gen. 1:26; 3:22; Is. 44:6; 48:16; 61:1; Rom. 9:5; 1 Tim. 1:17; Phil. 2:5-6; Ps. 110:1

HUMANKIND

We believe that humanity was created for God, by God, and in God's own image, but that in Adam's sin the human race fell, inherited a sinful nature, and thereby incurred physical, spiritual, and eternal death, which is separation from God. All humans are now sinners (by nature and conduct) and are justly under divine condemnation. Humanity fell through disobedience, incurring both physical and spiritual death and severely marring the image of God in us. Human beings are totally depraved and, of themselves, utterly unable to remedy their lost condition because they are dead in their trespasses and sins.

Gen 1:27,31, 2:16-17, Eccl 7:29, Gen 3:6-7, Rom 5:12,19, Ps. 51:5, Is 53:6, Rom 3:9-18, 23, 5:15-19, James 2:10, Jn 3:36, Rom 1:20.

THE TERMS OF SALVATION

Salvation is made free to all people by the Gospel. Christ died for everyone that would believe in Him and, by His death, they are given salvation by grace alone through faith in Christ alone. It is initiated by God and is accomplished by grace apart from any human works. God commands all persons to repent and believe. All who have faith in the Lord Jesus Christ are forgiven, regenerated, justified and the perfect righteousness of Christ is imputed to them. They are given spiritual life (sanctification) which is demonstrated by a pattern of growth in grace, faith, and obedience till death.

I Jn 2:20; I Tim 4:10; II Peter 2:1; Eph 2:8-9; Titus 3:5-6; II Tim 1:9; Jh 3:16; Acts 16:31; Rom 5:1; Eph 1:7; I Peter 1:23.

THE CHURCH

We believe that the Church, the Body of Christ, is composed of all true believers who are placed into that Body by the baptizing work of the Holy Spirit. The Church is distinct from Israel. A local expression of the Church is an organized congregation of baptized believers, associated together by a common faith and fellowship in the Gospel, to glorify God in reverent and orderly worship. These congregations are called "local Churches". Each local Church is autonomous, is not subject to the control of any outside persons or organizations and has the power and right to confess its own faith and conduct its own affairs in accordance with the teachings of the New Testament. On all matters of membership, polity, government, discipline, and benevolence the will of the local Church is final. A local Church is to observe the ordinances ordained by Christ himself, baptism and the Lord's Supper. Baptism is the immersion of the believer into water in the name of the triune God and that it is required for membership in the local Church. Christ instituted the Lord's Supper as a memorial to His death and that it should be practiced within the local Church. Some local Churches practice Feet Washing, as Christ did, in order to

teach believers humility. The local Church is a picture of the bride of Christ and Christians are biblically mandated to utilize her as the main source for Christian discipleship.

Acts 2:41-42; 8:35-39; John 3:23; Rom. 6:3-5; Col. 2:12; Matt. 3:6, 3:16, 28:19; 1 Cor. 11:23-28; John 13:4-14; 1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27

A CHRISTIAN SABBATH (THE LORD'S DAY)

The divine law requires that one day in seven be set apart from secular employment, and amusements for rest, worship, holy works and activities, and for personal communion with God. Due to the fact that the early New Testament Church was given to the pattern of Sunday worship and met on Sunday regularly, Sunday has been accepted as the main day of worship for this congregation.

GIVING

We believe that every Christian, as a steward of that portion of God's wealth entrusted to themselves, is encouraged to financially support his local Church. We believe that God has established the tithe (10% of gross income) as a basis for monetary giving in the Old Testament and used as a basic starting point for the New Testament Christian. However, every believer should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made.

Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17

CIVIL GOVERNMENT and RELIGIOUS LIBERTY

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the Church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God.

Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14

FAMILY RELATIONSHIPS

We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the Church. The husband is to be the leader of the home, and men are to be the pastors of the Church. Accordingly, only men are eligible for pastoral licensure and ordination by the Church. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the Church. The wife is to submit herself to her Scripturally obedient husband as the Church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction.

Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12; Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7.

HUMAN SEXUALITY

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 homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography and all sexual deviances are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or medication. We also believe that surgeries that attempt to alter one's own appearance in order to indicate a shift in gender identification is a sinful defacing of one's body which is fearfully and wonderfully made by God. We believe that individuals experiencing gender dysphoria should seek help medically, psychologically, and spiritually both from within and without the Church. We believe that the only legitimate Christian marriage is the joining of one naturally-born man and one naturally-born woman.

Gen. 2:24; Gen.19:5; Gen. 26:8 -9; Lev.18: 1-30; Rom.1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1 -8; Heb.13:4; Gen. 2:24; Rom. 7:2; I Cor. 7: 10; Eph. 5:22-23

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being made in God's image. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies are justifiable due to rape, incest, birth defects, gender selection, population control or any other reason.

Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44

EUTHANASIA

We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus, we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God.

Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28

LOVE

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions.

Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18

DRUG ADDICTION

Prescription and illicit drug abuse have become a major issue in our society. We believe that people are forbidden by God in His Word to participate in the abuse of prescription or illicit drugs for any other purpose than prescribed by the medical community. This prohibition includes overuse or misuse of medications prescribed by a doctor.

1 Cor. 6:20

RACISM

As the Church of Jesus Christ, we vigorously condemn all forms of racism and ethnic prejudice. We are all one body in Christ in which and in whom there is no difference. We do not discriminate among our membership based on race, color, or ethnicity.

Gal 3:28, Eph 2:11-22, Acts 10:34-35.

BOARD MEMBERS

Blake Coghill - Not Voting Chairman

Jacqueline Griffin – Treasurer

Steve Gurley

Daisie Hill

Pam Mozingo

Dian Pike – Secretary

Joanna Pike

Nancy Smith

POLICY AS TO NOTICE OF NON-DISCRIMINATION

AMBLESIDE admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs. Students who are accepted for enrollment are expected to be cooperative, well-mannered, and positive toward the school and its distinctives. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

CHANGES IN POLICY

AMBLESIDE reserves the right to amend the policies and procedures outlined in the handbook with reasonable notice. This document is not all-inclusive, as situations may arise that are not already outlined in this manual. AMBLESIDE administration reserves the right to exercise administrative discretion in responding to these situations.

ADMISSIONS

REQUIREMENTS

The application process is available on the school's website, www.Amblesideprep.com. Ambleside Preparatory Academy, as a Christian Learning Institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set down in the Parent/Student/Faculty Handbook or other rules of conduct as defined by the administration. The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted. It is understood that attendance at Ambleside is a privilege, not a right, which may be forfeited by any student who does not adhere to the standards and regulations of the institution. The administration may request the withdrawal of any student at any time, who, in the opinion of the administration, does not display a shared spirit of the institution, regardless of whether he/she adheres to the specific rules and regulations of the institution.

ENROLLMENT PROCEDURES

Student applications must be submitted through _____. All students and parents will be interviewed by the board/administration prior to acceptance. It is understood that attendance at Ambleside Preparatory Academy is a privilege and not a right, that privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. Ambleside may request the withdrawal of any student at any time who does not fit into the spirit of this institution.

RE-ENROLLMENT

Students who are currently enrolled in AMBLESIDE will be given an opportunity to re-enroll prior to the beginning enrollment date for new students. Re-enrollment will open in February. **Beginning in March, enrollment is based on a first come basis.**

TRANSFER STUDENTS

All incoming transfer students will be required to bring previous school information such as tests, transcripts, grades, etc. They may be required to take an assessment and/or attend a conference to ensure Ambleside gives the best possible education placement.

TRANSFER GRADES

Ambleside will accept full credit courses/grades from other approved educational institutions. If deemed adequate, any non-institutional courses/grades will be transferred into Ambleside as standard grades/non-advanced courses. For HS Credits, please see Academic Policies.

HEALTH

To align with the health department requirements for operating schools in NC, please advise of the following:

- All prescription drugs and non-prescription medication must be left with school staff and labeled with clear directions about administering time and amounts.
- All students are required to have an updated immunization record or letter of medical/religious exemption.

FINANCES

OPPORTUNITY SCHOLARSHIP PROGRAM

The Opportunity Scholarship Program in North Carolina is a state-funded initiative aimed at providing financial assistance to eligible students to attend private schools of their choice. Established to expand educational options and promote parental empowerment in choosing the best educational environment for their children, the Opportunity Scholarship Program offers tuition assistance for students in grades K-12. Click the link below to see if you qualify.

VOLUNTEER FUNDRAISING

Our tuition is kept low in part by our fundraising projects. We strongly encourage every family to participate. Each year we promote special times of accepting designated gifts into our institution through the efforts of voluntary fundraising. This is an opportunity for parents and children to give of their time in a constructive effort to help their school.

ATTENDANCE POLICY

ATTENDANCE

Poor attendance interferes with one's academic potential and slows the progress of overall classroom performance. Parents are directly responsible for the compliance of their children to the school attendance policy. It is the responsibility of the pupil and parent to see that work missed during an absence is made up promptly according to the teacher. For K-5 through 12th grade, assembly begins promptly at 8:20 AM and the school day ends at 3:00 PM (2:50 for K5). If students are not in assembly by 8:30 AM, they are marked tardy. Should students arrive after 8:30, they will not be permitted into the building until their first period class at 9:05. Doors will open at 8:10 AM and all students must be picked up by 3:10PM, unless staying for an afterschool activity or other arrangements have been made prior.

ABSENCES

Any student with a combination of 24 unexcused/excused absences for the entirety of the school year will be automatically retained in the current grade level or not receive credit for the course. Appeals may be brought before the board. Extenuating circumstances will be determined at the discretion of the state board but may and likely will require sufficient documentation, and, therefore, parents should provide adequate documentation for each absence. However, documentation will not obligate the administration or the board to overturn the decision.

○ EXCUSED

- Medical or dental appointment.
- Isolation ordered by the State Board of Health.
- Personal illness or injury as determined by a parent.
- Early checkout for students due to illness determined by school staff members.
- Death in the immediate family.
- Participation in legal requirements or court proceedings.
- Extreme weather as determined by principal, administration, or designee.

- Students excluded from school will be allowed up to 5 consecutive school day absences to remove lice or nits. After 5 days, the absences will be considered unexcused, unless principal or designee extends for special circumstances.
- **UNEXCUSED**
 - Any absence not specified above as excused will be counted as unexcused. An unexcused absence will result when documentation has not been received for the student's absence

PRE-APPROVED ABSENCES

Parents who feel they would like to have their child (K-12) excused for a special planned absence need to fill out a Pre-Approved Absence Form. If approved, the student is responsible for making up all the assignments for each class. Please try to schedule family vacations to be taken when school is not meeting. Pre-approved absences are for special circumstances. The administration reserves the right not to approve or to limit requests based on academic standing and attendance record. If parents still wish to take their child out of school without prior permission or against the administrator's recommendations, the student will receive an unexcused absence. Pre-approved absences may not be taken during achievement tests or during exams. This form must be signed by parents and given to office personnel 3 days in advance.

SCHOOL HOURS

ON CAMPUS DAYS

Tuesday, Wednesday, Thursday from 8:20-3:00pm

HOME DAYS

Monday, Friday

ARRIVAL/DEPARTURE POLICY

Students may arrive between 8:15AM-8:25AM and are to enter the front of the building through the dedicated entrance. Upon arrival, students will proceed to the fellowship hall to their assigned seat.

BEHAVIOR

PARENTAL AGREEMENT

Because the Bible has given parents the mandate to rear their children (Deut. 11:9), our school should assist the parents, not replace the parents. Students will not excel academically or develop spiritually without parental involvement. Therefore, parents should actively supervise their students in the areas of homework completion and test preparation. With parental reinforcement, academic problems as well as discipline problems may be kept to a minimum. Parents may receive occasional phone calls from teachers or the principal; this is to ensure adequate communication between the school and the parents in order to update student progress and/or to quickly alleviate problems that would otherwise persist.

Ambleside Preparatory Academy operates as a Christian Learning Institution and has opened its doors to the community. However, the same philosophy adopted by Orthodox Christianity is adopted by Ambleside. Therefore, parents who become expressively uncooperative and volubly disgruntled with the Orthodox Christianity and Ambleside, or who become openly critical and unruly in their disagreement will lose the privilege of their children attending Ambleside.

Parents should contact teachers first on all class concerns and follow proper protocol thereafter. Parent/teacher conferences may be requested by either the parents or the teacher as long as proper communication has been observed. Parents and teachers should work together to resolve problems. If the problem is not resolved after reaching out to the teacher, the parent should follow the institution's communication protocol. All matters should be handled in a Christian manner void of slander and gossip.

CUSTODIAL PARENT POLICY

Personal issues relating to child custody, separation or divorce, or other personal issues are between the parties involved and should not involve the school or its personnel. The school does not enforce custody agreements (unless there is a no-contact court order, which must be filed in student records), nor does it facilitate supervised visitation. Teachers and administrators need to be focused on the children at the school rather than the outside personal issues of the families. While we sympathize with families wrestling with these types of issues, the school will not communicate between parents regarding issues that should be settled through communication with each other. This includes scheduling drop off/pick up, academic concerns, attendance concerns, etc. If Ambleside administration determines that a family's personal situation becomes or threatens to become a problem, this is grounds for immediate termination of enrollment.

STANDARDS OF CONDUCT

To pursue the character development of each student, Standards of Conduct have been adopted that will benefit each student's growth as individuals. While we recognize that not all our students profess faith in Christian thus hold to an Orthodox Christian position, every student is expected to maintain a posture of respect for this institution's Mission, Vision and Statement of Faith, whether they are on school property or away from the campus, during the school year or summer break. This is an absolute must if the Mission of Ambleside is to flourish.

Therefore, any student who breaches the Standards of Conduct will experience seasons of grace and discipline in that order. Students are expected to live according to the school's standards of conduct when school is in and out of session.

Ambleside students must consistently observe the following standards:

- Refrain from all illegal activity.
- Refrain from all forms of alcohol, tobacco, drug abuse, and vaping.
- Refrain from participating in violent or vulgar activity.
- Refrain from fornication, homosexuality, transgender activity, and immoral practice.

The following offenses may warrant immediate suspension or expulsion:

- Blatant disregard for the Standards of Conduct
- Fighting or harming students
- Willful disobedience, defiance, or disrespect to authority
- Willful destruction of another's property
- Sexual innuendos, indecent, racist or other forms of inappropriate language
- Cheating, stealing, or dishonesty

- Provoking other students (harassment or bullying of any kind)
- Bringing a weapon to school

Students engaged in social media or other activities that are against the Mission and Vision of Ambleside Preparatory Academy or have a negative impact on the testimony of Ambleside may be asked to withdraw from the institution. Social media violations include, but are not limited to, using immoral language, posting inappropriate pictures and participating in inappropriate communication. Students involved in or portraying activities that include alcohol, tobacco, vaping, or drugs will be disciplined, which may result in suspension or expulsion from the institution.

Ambleside chooses to discourage social media access in accordance with the terms and conditions of those applications. Most services prohibit access to students under the age of 13 and only allow access under 18 with parental guidance. We encourage all parents to guard the hearts and minds of their children, as commanded in Scripture. Since parental guidance cannot exist on campus, we discourage all use of these means while students are under Ambleside care.

Excessive displays of affection publicly will not be tolerated at Ambleside, on or off campus. Students engaging in sexual activity of any kind on or off campus will be subject to suspension or expulsion.

Ambleside intends to provide an environment that ensures respect, equity and safety for all. We expect all persons to treat each other with dignity because they are created in God's image. Ambleside does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, or staff member. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable whether intentional or unintentional.

Ambleside administration reserves the right to search a student's bag(s), locker, cell phone, and/or vehicle at any time.

DISCIPLINE PHILOSOPHY

At Ambleside Preparatory Academy, discipline flows from who we are as a Christian learning community and is guided by purpose, not mere policy. We recognize that not every expectation serves the same end, and therefore not every violation requires the same response. Expectations are triaged according to whether they exist to shape our Christian community, protect our learning environment, or uphold the integrity and order of the institution. This framework allows us to respond wisely and proportionally, prioritizing formation, restoration, and growth while also maintaining clear and consistent structures that sustain the school's mission. Discipline is corrective rather than reactive, seeks growth before removal, distinguishes immaturity from defiance, and ultimately serves to protect both our community and our educational calling.

DISCIPLINE POLICY

Each classroom teacher will utilize an approved classroom system for behavior management. Students will be taught classroom expectations, rules, and accountability. Students will be reminded and shown grace as they

adjust to the new school year and a new classroom setting. Teachers are directed to promote and praise positive behavior at every opportunity. Parents will be contacted when the use of the classroom behavior system has not been effective. Administration will contact parents when the child has displayed a pattern of not responding to correction with use of the classroom system. It is the goal of Ambleside teachers, staff, and administrators to work with parents to help cultivate a positive and productive atmosphere of learning for the children.

The following offenses may warrant immediate parental contact from a member of the Ambleside administrative team. Parents may receive occasional phone calls from a teacher, the supervisor, or the principal. This ensures adequate communication between the school and the parents in order to quickly alleviate problems that would otherwise persist.

- Harassing another student (verbally or physically)
- Using inappropriate or foul language
- Cheating
- Lying
- Stealing
- Fighting
- Intentionally behaving in a manner that causes physical injury to others
- Destruction of school or personal property
- Possession of a weapon (gun or knife) or other destructive objects

BASIC DISCIPLINARY PROCEDURES

The following are the guidelines for addressing day-to-day classroom conduct, general violations of school policies, and major problems. Teachers are responsible for communicating and enforcing all classroom expectations as well as the Ambleside handbook to students. Teachers will address all classroom infractions as well as minor infractions pertaining to the guidelines of discipline set forth by school policy. Students will be afforded the opportunity to make appropriate adjustments via teacher, supervisor, or principal redirection or counseling without notifying a parent. Habitual or more serious behavior problems may require parental involvement.

Students are subject to one or more of the following disciplinary options:

1. Parent notification (via telephone call, e-mail, or text message);
2. Parent and student conference with teacher/administrator to develop a plan for changing the student's behavior;
3. Student suspension and/or expulsion.

Verbal Warning

A teacher or member of administration will talk to the student(s) regarding a particular problem.

Parent Communication/Email

A teacher or member of administration will communicate via telephone call, e-mail, text message, school software or in person to inform the parent/guardian of the problem.

Parent Conference

A teacher or member of administration will schedule a parent conference with the parent, student, teacher, supervisor, and possibly an administrator, if necessary, to resolve the matter.

Suspension

Suspension is the removal of a student from participation in the normal course of school activities. Ambleside considers suspension to be a serious disciplinary action, only imposed when other means of correction fail to bring about responsible behavior or when the student commits a major infraction that requires discipline measures beyond routine procedures. Suspensions are generally for a period of one to three school days. The school administration team will determine the length of the suspension based upon the severity and/or frequency of the problem. All assigned work during the time of suspension will receive a zero with the exception of major projects and tests, which must be made up immediately upon return. The student is not allowed to participate in any school activities from the date and time of parental notification through the date(s) of suspension. A student who is suspended may also be placed on privilege probation.

Dismissal/Expulsion

Dismissal/Expulsion from Ambleside represents the most extreme form of disciplinary action. Dismissal will occur when students are habitually disruptive to the school culture or the academic program, fail to meet any of the school standards and policies, or commit serious violations. Dismissal is at the discretion of the department supervisor, principal, and lead administrator. Depending upon the severity of the misconduct, a student may be dismissed from the institution regardless of any prior record of misconduct.

A student who has been dismissed from Ambleside may apply for readmission for the following academic school year. Consideration for readmission is dependent upon the following: the successful completion of a semester of work in an approved program, compliance with any/all conditions established by administration at the time of dismissal, and meeting all standard requirements for regular admission.

Students and parents may meet with the principal regarding any discipline assigned to a student to understand or to discuss the discipline. However, the institution's administration team reserves the right to make final decisions regarding discipline. Students and parents are expected to comply with administrative decisions.

Privilege Probation

Students who habitually disrupt the tranquility of the school culture and academic program, fail to meet any of the school standards and policies, or commit serious violations may be placed on "Privilege Probation".

The administration will determine the length and conditions of the probationary period. Any violation of institutional expectations during the period of probation that warrants suspension will automatically result in a review of the status of the terms of probation and may result in suspension or expulsion. The administration will meet with all parties concerned to ensure that everyone understands the terms of the probation assigned. A progress report may be issued following the initial conference and during each calendar period that the student is on probation. If the desired improvement is not apparent throughout the probationary period, the student may receive more severe disciplinary action, such as suspension or expulsion from the school. Any additional incident involving a student who has already been on privilege probation (including the preceding year) that requires intervention by a school administrator may result in the student's suspension or expulsion from the school.

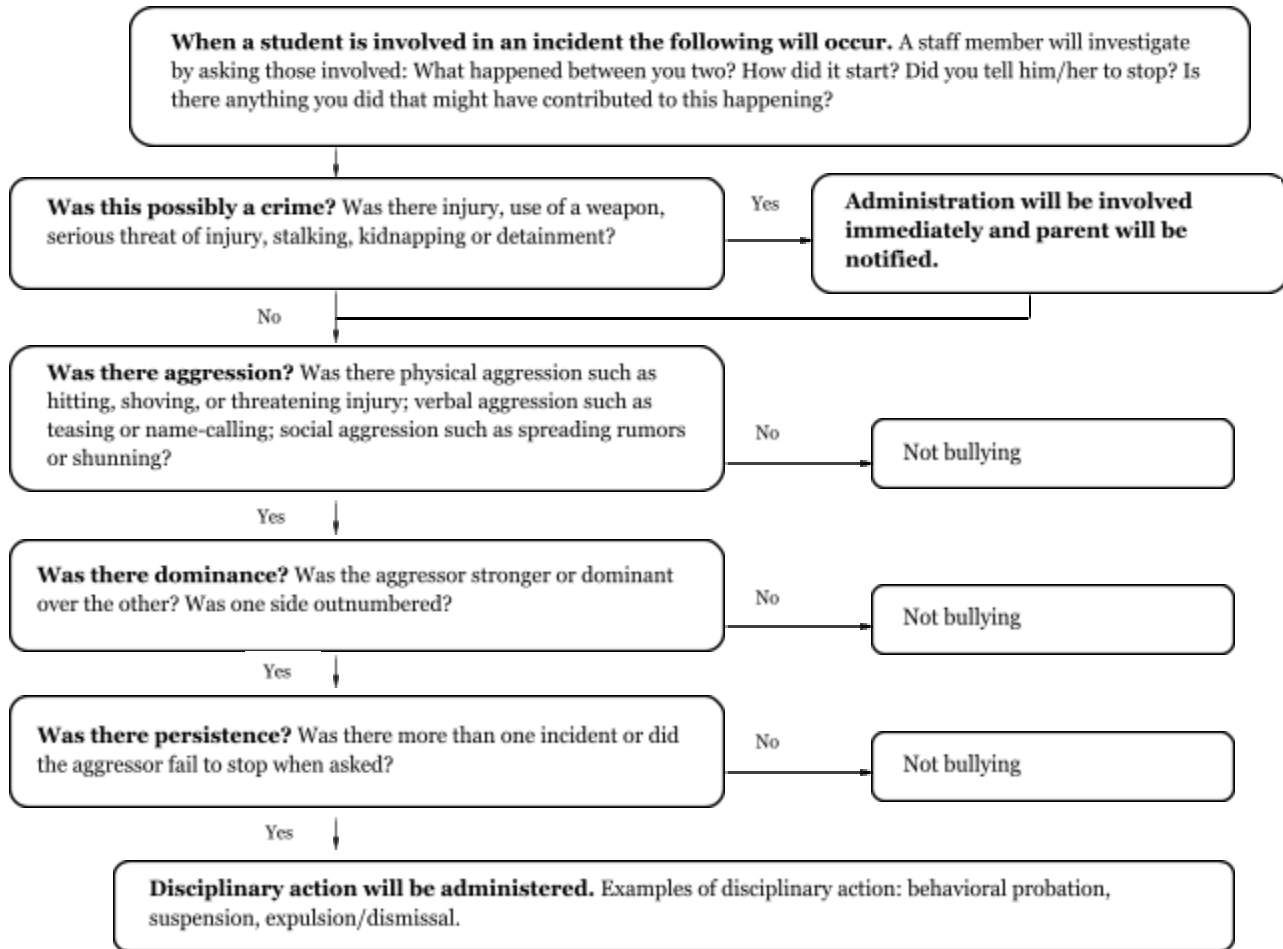
BULLYING POLICY

Ambleside Preparatory Academy exists to assist parents in the bringing up of their children in a Christian environment, encouraging them to maintain proper relationships with authorities and peers. Parents expect their students to be in an environment that is safe and where students are encouraged to be respectful and to see relationships as an extension of their relationship with Christ. At Ambleside, we will not tolerate behavior that infringes on the safety or health (physical or mental) of others.

DEFINITIONS

- Key Components
 - Repeated – The “target” has been attacked more than once.
 - Imbalance of power – One individual has some type of power advantage over another.
 - Purposeful – A clear intent to harm exists.
- Forms (Each would include the three key components)
 - Physical – May involve pushing, shoving, hitting, kicking, etc. another person or his/her property.
 - Cyber – Cyber-bullying involves harassment and intimidation of a person using technology (email, social networking, instant messaging, texting, etc.).
 - Verbal – May involve threatening, taunting, ridiculing, and possibly gesturing.
 - Relational – May involve other forms, but the intent is to damage an individual’s relationship with others.
- Reporting
 - Students or parents may report directly to a teacher, supervisor, or administrator.
 - Students or parents must report written or digitally, with a description of the bullying activity and witnesses.
 - Reports will be maintained by the school office and will follow the student as he/she proceeds from one school division to the next.
 - Anonymous reporting that excludes specific details or witnesses will raise administrative awareness but will not be acted upon unless clear evidence is available to corroborate the report.
- Consequences – *Based upon the severity of the situation, students who are guilty of bullying will face the following disciplinary actions in addition to the stated discipline system:*
 - Parent conference with possible follow-up counseling
 - Out of school suspension
 - Expulsion
 - Other actions deemed beneficial by the administration

BULLYING ASSESSMENT FLOW CHART



DRESS CODE

PHILOSOPHY OF DRESS

Ambleside Preparatory Academy will seek to follow the guidelines established in God's Word for His people. We believe the Bible establishes at least four minimum standards for Christian dress.

- **Modesty** (I Tim. 2:9, II Tim. 2:22)
- **Distinction** which involves men dressing like men and women dressing like women (Deut. 22:5, I Cor. 11:14-15)
- **Identification** with the Lord and not the world (I Tim. 4:12, Rom. 12:1-2 and I John 2:15-17)
- **Appropriateness** (I Cor. 10:31, I Thess. 5:22)

DRESS CODE

Students are to dress in a neat, appropriate, and unquestionable manner, avoiding anything that portrays a sloppy demeanor. Ambleside Preparatory Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, or all other unforeseen problems that may arise at any time during the school year. The Academy expects full cooperation from both students and parents and adherence to all school plans, policies, and regulations. Students are required to dress in conformance with their biological gender as evidenced on the student's original birth certificate and use the restroom/locker room associated with their biological gender.

Boys:

Pants – All boys are to wear neat pants or shorts that are not ragged, faded, torn, or patched. Pants should be worn around the natural waistline. No "sagging" pants will be allowed.

Shirts – No sleeveless shirts/tops of any kind. Shirts may not have any questionable or obscene writing or pictures.

Shoes – Appropriate footwear must always be worn. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Footwear must be properly laced, tied, buckled, and always fastened. Bedroom shoes are not allowed.

Hair- Hair is to be neatly groomed.

Facial Hair – Boys should be clean-shaven unless maintaining neatly trimmed (1" or less) facial hair. A clear cheek line and neckline must be established and maintained. The neck must be clean-shaven below the neckline.

Hoods/Hats – While hats are allowed to be worn, they should be removed if requested by the teacher and during prayer/pledge. In addition, hoodies may be worn; however, the hood must always remain down.

Girls:

Dresses/Skirts/Shorts – All girls may wear dresses, skirts, or shorts. Appropriate length should be determined by using the "fingertip length" rule. This rule states that a student should be able to stand straight, arms by their side, and not have their fingertips reach past their shorts/skirt/dress etc. This, on many, measures to about a couple inches above the knee. This rule is in place for "modesty" purposes.

Pants – Pants may not be, or have the appearance to be, faded, torn, or patched. Leggings/jeggings may be worn as long as they are not see-through when stretched. Jumpsuits are permitted.

Shirts – Shirts must be long enough not to expose the midriff when arms are raised. Shirts may not have any questionable or obscene writing or pictures. Shirts with straps that are at least “2 fingers” wide are allowed. No very low cut, or revealing shirts will be allowed.

Shoes – Appropriate footwear must be worn at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Footwear must be properly laced, tied, buckled, and fastened at all times. Bedroom shoes are not allowed.

Accessories & Hair – Makeup and jewelry should be in good taste and not excessive. Hair coloring should be in good taste and neatly groomed.

Hoods/Hats – While hats are allowed to be worn, they should be removed if requested by the teacher and during prayer/pledge. In addition, hoodies may be worn; however, the hood must always remain down.

Not Allowed –The following types of clothing are not permitted: low-necked, barebacked, spaghetti-strap dresses or tops; see-through blouses, or form fitted clothing.

The administration reserves the right to disallow any hairstyle or dress that it deems as nontraditional and inappropriate. Student’s hair must be a natural color. No unnatural coloration due to hair dye or other methods.

Students coming to school improperly dressed will be sent to the office or home immediately. They will not be admitted to classes until they conform to the above standards. Students may return to class the same day if they are properly attired.

DRESS CODE VIOLATIONS

The student will be asked to not wear that again, may be asked to correct the problem immediately or go home to change, or a parent may be asked to bring a change of clothing to school. This piece of clothing must not be worn again to school. Students must comply with the dress code or the student will be dismissed.

ACADEMICS

Ambleside permits 24 excused/unexcused absences before refusing to give a student credit due to lack of attendance. High school students are required to complete a minimum of 129 hours for a student to receive credit for a single (daily) 50-minute course.

Academic Assessment/Reporting

Reports/Assessments are issued every term through FACTS delivered via email. Students in grades K5-12th have daily access to their grades through FACTS. The school calendar notes the day that the reports are to be issued. Reports/Assessments will be based on daily assignments, quizzes, and test averages. Reports/Assessments will be designated as numeric averages on the report cards.

ACADEMIC ELIGIBILITY

Students wishing to participate in extra-curricular activities must meet the following guidelines:

- Must maintain a C average, with only one F.
- In the event a student has one F, the student will be placed on academic watch. Administration will check a student's grade every two weeks to verify progress is being made in a subject with a failing grade.

CCP DUAL ENROLLMENT

Ambleside and the local community colleges have worked to provide advanced courses for Ambleside students through Career & College Promise Program. This allows qualifying juniors and seniors to obtain high school and

college credit at the same time. With certain guidelines met, some Freshman and Sophomores may be eligible for this program. Through this legislation, Ambleside students are eligible to take College classes to meet Ambleside graduation requirements.

Policy CCRE-001 set forth by the North Carolina State Board of Education states:

“2.4 Students may earn dual credit for any high school course and meet graduation requirements using an appropriate college course or combination of college courses. Principals shall award dual credit according to the Career and College Promise program guidelines established by the Department of Public Instruction (DPI). For courses not addressed by DPI guidance, a principal may award dual credit for a college course if an evaluation of the course content against NC Standard Course of Study requirements demonstrates that the college course offers substantial coverage of the high school course standards.”

AI POLICY

Artificial Intelligence (AI) offers a variety of benefits to students, including improved personalization and support for learners. Ambleside staff will strive to ensure that these tools are used responsibly, maintaining academic integrity and the core purpose of Christian education. The use of AI to produce writing for Ambleside courses is not allowed unless it is otherwise stated by the instructor (for the purposes of brainstorming, revision, editing, etc. [Grammarly]).

Purpose

- To ensure that artificial intelligence (AI) technologies are used responsibly and ethically at Ambleside, while protecting student privacy and maintaining academic integrity.

Scope

- This policy applies to all students, teachers, and staff using AI tools at Ambleside.

What is AI

- Artificial Intelligence (AI): Technology that mimics human thinking, like chatbots or learning apps.

Responsible Use

- Educational Tools: AI tools must be approved by the teacher and should be used to support learning.
- Academic Integrity: Do not use AI to cheat. Always cite AI-generated content and follow school rules for assignments and exams.

Privacy and Security

- Data Protection: AI tools should protect personal information. The teacher will inform you about what data is collected and how it is used.
- Transparency: You should know what AI tools are being used and how they affect you.

Monitoring and Reporting

- Review: Ambleside staff and administration will review if AI tools are working well and gather feedback to make improvements.
- Report Issues: If you see any problems or misuse of AI tools, report them to a teacher or a staff member.

Compliance

- All students, teachers, and staff must follow this policy. Misuse of AI tools may lead to disciplinary actions according to the Ambleside discipline system.
- Policy Updates: This policy will be updated as needed, and you will be informed of any changes.

OpenAI. (2024). *ChatGPT*. <https://chatgpt.com>

TRANSPORTATION

FIELD TRIPS

Field trips allow students to experience history, understand culture, and build lasting memories. We encourage our teachers to utilize resources available for field trips, including trips locally and within a few hours' drive. Notices will be sent home prior to the field trip and a permission slip will be provided. Details, including the cost of the trip will be given. All students are required to ride school transportation to and from field trips. A student may ride home with a parent when the field trip is over. No student may ride in another parent's personal vehicle unless their parent gives written permission and/or is in the vehicle. Parents must abide by handbook guidelines of Ambleside when attending field trips.

DISMISSAL / SCHEDULES

WEATHER RELATED EMERGENCIES

If Ambleside Preparatory Academy closes due to emergency, hurricane or storm conditions, announcements will be made through the School communication system (email, phone call, text alert), WITN-TV, WNCT, and Facebook.

DISMISSAL TIMES

Utilize the cafeteria line.

- K5 2:45pm

Utilize the main 3 car lines (in front of main building)

- 1st -12th 3:00pm

PARKING

Parents utilize the parking spaces on the side of cafeteria

Student drivers must park in the parking lot in front of the sanctuary (on top of the hill).

BEFORE/AFTER CARE PROGRAMS

- Children *should not be left on campus before doors are opened at 8:10 AM unless prior administration approval.*
- After school care will be provided until 5:00 PM for students in Kindergarten through 8th grade. There will be a charge of \$5.00 per hour beginning at 3:00 PM. Late charges of \$5 per 10 minutes will apply for students not picked up by 5:00 PM.

LUNCHROOM SCHEDULES/PROCEDURES

- 11:15am-11:40am K5
- 11:40am-12:05pm 1st – 2nd grades
- 12:05pm-12:30pm 3rd – 5th grades
- 12:30pm-1:00pm 6th – 12th grades

- Schedule subject to change.
- Parents are welcome to eat lunch in the cafeteria with their children. Please sign in at the cafeteria kiosk and receive a Visitor's tag.
- Lunch deliveries should be placed on the designated shelf outside the cafeteria door with a label stating the student's name and grade.

PARENT/SCHOOL COMMUNICATION

GRADELINK

Weekly announcements will be sent out through our GRADELINK Student Information System (SIS). Parents are urged to check this often for up-to-date information and events.

If a student is sick, parents are asked to notify the teacher. If books need to be picked up or sent home, please allow sufficient time for the teacher to organize the material. Lessons and homework can be found on the GRADELINK site.

PARENT-SCHOOL RELATIONSHIP

To increase cooperation and the overall effectiveness of Ambleside's educational efforts, parents are asked to carefully practice the following:

- A. If any question arises over a decision made or rumor heard, please contact the administration directly. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the administrator will meet with the teacher or parent.
- C. Please, do not smoke or vape in the building or on the property.
- D. Parents are asked to abide by the Ambleside handbook while on campus.
- E. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

GENERAL INFORMATION

MEDICATIONS

Students are not permitted to carry their own over-the-counter medications at school. The school accepts no responsibility for students who self-medicate. The following medications are available to be administered to your student by a staff member if parental consent has been obtained: acetaminophen, ibuprofen, Pepto Bismol chewables, bismuth chewable tablets, hydrocortisone cream, triple antibiotic ointment.

If a student does not have documented consent to administer these medications, parents will be contacted for verbal permission. All *prescription medications* must be accompanied by a completed Medication Administration Release and Authorization Form and turned in to the school nurse. The prescription medication will be stored in a locked cabinet in the nursing office, where students will go each day for their scheduled dose. Emergency

medications (i.e. inhalers, epi pens) will be kept in a locked first aid kit and carried by the teacher for grades Kindergarten-5th. All students in grades 6th-12th will carry their own emergency medications on their person to ensure it is readily available.

ACCIDENTS

If a student is involved in an accident, the teacher will notify the parent and fill out an Accident Report immediately.

COUNSELING / GUIDANCE

All members of Ambleside Preparatory Academy are dedicated to counseling faculty, parents, and students from God's Word. Counseling remains confidential unless a major breach of Ambleside institutional guidelines has occurred or the person is a danger to himself or others. Ambleside teachers are expected to direct individuals to the Word of God or to institution leadership so that those individuals can receive Biblically based counsel. Consistent Christian living is expected from every employee at Ambleside so that each staff member's life provides a model and a pattern of guidance to the students.

PETS

Children may not bring pets to school for extended periods of time. With teacher permission, a parent may bring the pet to the classroom, show it, and after a brief time, take it home.

MONEY

When money is sent to school for book orders, field trips, lunches, etc., enclose it in a sealed envelope with the following information on the front:

*Teacher's Name and Grade, Student's Name, Amount, Purpose

PARENT CHAPERONES

There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services. Parents should be willing to abide by school policies.

TELEPHONES/CELL PHONES

Students may use the office telephone for emergencies or sickness only. **Cell phones are collected from the full time students at the beginning of the day.** If a student does not turn in their phone and uses it at any time throughout the school day, they will receive disciplinary measures. In addition, headphones and earbuds of any type are not permitted for use during the school day.

Students are not allowed to take pictures, record video, or record audio on Ambleside campus during school hours. Any picture or recording must have the consent of all parties in advance alongside clear permission from a teacher or administrator. No pictures or recordings on Ambleside campus can be disseminated via physical or digital means without written consent from parents. Ambleside faculty and staff may do any of the following through consent issued upon application, for professional purposes only.

For tests and quizzes, students must remove all devices for electronic communication (i.e.- cell phones, watches, Bluetooth headphones, smart glasses, etc.) If present during a test or quiz, the student will be considered cheating and receive the appropriate demerits and a zero on the assignment.

Ambleside chooses to use technologies for academic or emergency purposes only. With this in mind, we ask all students to refrain from social media and other peer-to-peer games and activities during school. We highly discourage students from bringing additional game systems or electronic devices. Ambleside will take no liability for any game system, cell phone, or other electronic devices brought on campus, unless it is required for academic purposes.

SECURITY

Ambleside is continually working to improve school security. A multitude of security cameras have been installed throughout the hallways and entrances/exits of our campus. Camera footage is the property of Ambleside and will not be released except by court order. Ambleside administration reserves the rights to search a student's bags, locker, cell phone, and/or vehicle at any time.