



# Parent/Student Handbook 2018-2019

540 Maple Ave.  
Torrance, CA 90503  
310-356-0950  
[www.ambassadorhigh.org](http://www.ambassadorhigh.org)

Dr. Michael Barker  
**Head of School**

This Handbook Belongs to:

Name

Address

City/State/Zip

Phone#

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# **About Ambassador High School**

## **Mission Statement**

We provide a rigorous education from a Biblical worldview through excellence in Student Leadership, Academics, Athletics, and the Arts.

## **Statement of Policy**

The policies and procedures contained in the student/parent handbook and the enrollment contract govern the relationship between Ambassador High School (AHS) and its students and their parents. The policies and procedures contained in the handbook are designed to maximize the educational experience of the student, provide guidelines for acceptable conduct and establish academic standards and procedures. The policies and procedures contained in the handbook are subject to periodic modification by Ambassador High School.

## **Educational Purpose**

Ambassador's purpose is to qualify its students for personal success to be among the most excellent influencers that shape the moral values of our culture for the glory of God.

As a nurturing Christian school, AHS seeks to admit students of parents who will support the School's mission and educational philosophy. AHS instructs students under the delegated authority of their parents in harmony with their various local congregations.

Ambassador High is accredited by the Western Association of Schools and Colleges (WASC) and a member of the Association of Christian Schools International (ACSI). As an ACSI member, AHS subscribes to ACSI's Christian Philosophy of Education. "The mission of ACSI is to enable Christian educators and schools worldwide to effectively prepare students for life."

Parents are responsible for the complete education of their children. The school, founded on Christian values, supports the home and churches of students in providing an education that is grounded in the Judeo-Christian values of the Bible as reflected in the life and teachings of Jesus Christ.

## **Ambassador High School ESLRs**

## **Expected Student Learning Results**

Focusing on what students should be able to accomplish upon graduation from AHS, the faculty and administration developed the ESLRs. Faculty members analyzed ESLRs from other schools with similar mission statements to write potential AHS learning results.

Our faculty worked to come up with an acronym to represent the ESLRs in a memorable way. The faculty reviewed draft ESLRs, and it was decided that the acronym T.E.A.C.H. would be used to represent our school because teaching the next generation is our mission.

### **AHS Expected School Wide Learning Results**

Mark 12:29- 31 Jesus answered, “The most important is, ‘Hear, O Israel: The Lord our God, the Lord is one. And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”

#### **Think Critically**

**Effectively Communicate**

**Achieve Academic Excellence**

**Commit to be Godly Leaders**

**Honor God in our Community Through Service Locally and Globally**

#### **Think Critically**

Demonstrate an ability to think critically, solve problems effectively, and draw conclusions from research, personal analysis, and investigation.

Romans 12:1-2 Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.

#### **Effectively Communicate**

Develop interpersonal skills needed to work cooperatively and effectively with others, including those of diverse cultures. Students will skillfully apply technology to successfully articulate their thoughts through the lens of a Christian worldview.

1 Peter 3:15-16 But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect, keeping a clear conscience, so that those who speak maliciously against your good behavior in Christ may be ashamed of their slander.

#### **Achieve Academic Excellence**

Demonstrate competence in academic disciplines that will enable them to pursue the university and career goals to which they aspire.

Daniel 1:4 Youth skillful in all wisdom, endowed with knowledge, understanding learning, and competent to stand in the king's palace, and to teach them the literature and language of the Chaldeans.

### **Commit to Be Godly Leaders**

Develop leadership skills through a personal understanding of what it means to have faith in Jesus Christ as our Lord and Savior with the Bible as the basis of authoritative truth.

1 Timothy 4:12 Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

### **Honor God in our Community Through Service Locally and Globally**

Develop an increasing awareness of and compassion for others, leading to community and global service.

2 Corinthians 5:20 Now then, we are ambassadors for Christ, as though God were pleading through us: we implore *you* on Christ's behalf, be reconciled to God.

### **Parent Teacher Organization**

The Parent Teacher Organization (P.T.O.) will:

- In alignment with the school mission, the PTO will seek to glorify God through word and deed in response to the unique blessing that is AHS
- Work to build a strong school community through purposeful gatherings, personal interactions, and written communication that enhances the spiritual and learning environment of AHS
- Seek opportunities to encourage and support the teachers and staff of AHS through tangible actions and regular prayer
- Seek to raise funding to accomplish these goals and to provide for events, needs and special programs outside the realm of the educational experience being offered at AHS. For information on how you may get involved, contact Lisa Machan ([themachans@sbcglobal.net](mailto:themachans@sbcglobal.net)).

# **Academic Information**

## **Class Withdrawal/Changes**

After the fourth week new academic classes may not be added. If dropping from an AP or Honors to a College Prep class, the move must be made by week 5, room permitting. Students have the first eight weeks of the semester to drop a class if necessary. After eight weeks students will receive a withdrawal/fail “W” on the transcript if a class is dropped. All requests must be submitted using the schedule change request form, which requires teacher, parent and counselor approval.

Students enrolled in dual credit classes must adhere to the withdraw policies of the dual credit college. Most colleges allow a class to be dropped in the first two weeks before a “W” is used on the college transcript.

## **Community Service Requirement**

Annual total: 30 hours (15 first semester, 15 second semester)

Students are required to complete 30 hours of service at a non-profit organization. At least ten of these hours must be done at a Christian church. Only five of the 30 hours can be completed on the Ambassador High campus.

Completed hours will be logged in and monitored through the student’s Bible class. The community service requirement will be finalized when the above hour requirements have been met and a reflection paper is submitted to the student’s Bible teacher by the determined date in May. Their Bible teacher will give detailed reflection paper requirements to students. This paper will require students to give a description of the service, explain what the experience in serving has taught the student, and show the biblical application in regards to the service and the nonprofit organization’s purpose. A student’s grade will be dropped 10% if his/her community service hours or reflection paper have not been completed. First semester community service hours need to be submitted no later than December 1. Second semester community service hours are to be submitted no later than May 1.

## **Missing Homework Slips**

To help with accountability as well as to assist student mentors in tracking the progress of students, Missing Homework slips will be issued when students fail to complete an assignment. The students will be asked to fill out the slip, and the slip will then be given to the Mentors, who will email the parents to let them know an assignment has been missed. Additionally, the student is expected to complete the assignment for partial credit. Students who chronically miss assignments will be disciplined according to the following schedule:

<b>Penalties for Missing Homework Assignments</b>	
<b>Number of Missing HW Slips</b>	<b>Penalty</b>
3	One (1) hour detention
5	One (1) Saturday School (8am-10am)
10	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
12	Possible suspension and community service. Additional disciplinary action will be taken

## **Grading Policy**

A standard percentage scale is used school wide.

98% - 100% = A+

92% - 97% = A

90% - 91% = A-

EXCELLENT

88% - 89% = B+

82% - 87% = B

80% - 81% = B-

ABOVE AVERAGE

78% - 79% = C+

72% - 77% = C

70% - 71% = C-

AVERAGE

68% - 69% = D+

62% - 67% = D

60% - 61% = D

BELOW AVERAGE

BELOW 60% = F

FAILURE

The following scale is used for computing grade point averages:

COLLEGE PREP

A = 4

B = 3

C = 2

D = 1

F = 0

WF = 0

HONORS / AP

A = 5

B = 4

C = 3

D = 1

F = 0

WF = 0

Teacher Assistants (T.A.'s) receive a Pass/Fail grade and 2.5 credits. Approved upper level math TA's receive a letter grade and 5.0 credits. Study Hall receives no credit.

## **Final Examinations**

- Comprehensive finals are given at the end of each semester.
- The final constitutes up to twenty percent (20%) of the semester grade for the course.
- At the end of the second semester, seniors with an "A" in a class may opt out of the final for that class. The student's grade will be computed without the inclusion of the final.
- No finals will be given before the beginning of the scheduled final week.
- Students who have an unexcused absence from the final could receive a zero for that final.
- Students with excused absences (please see page 12 for a list of excused absences) must schedule a time with the teacher to make up the final.
- At the end of the school year, any missed finals must be scheduled with your counselor

## **Physical Education**

Physical education is an important subject for all students. One-day exemptions from P.E. may be made on the basis of a note signed by the parent, but a written note from a physician is needed for any exemptions for more than one day. A student without a note must take P.E. unless the P.E. teacher or administrator acknowledges the student's physical inability to participate. Failure to obtain and maintain the appropriate P.E. clothing negatively impacts the P.E. grade.

## **Report Cards**

Semester report cards reflecting permanent transcript grades are sent home at the end of each semester. The report card will include conduct grade and attendance information. Quarter report cards are also sent home, but these are in progress grades and will not be reflected on the final transcript. Both parents and teachers may schedule conferences to discuss concerns and/or performance in class. Parents are encouraged to regularly check Net Classroom for grades and attendance information.

## **Graduation Requirements**

Each student is expected to spend the full four years in high school. Students must be enrolled full-time in their senior year to receive an AHS diploma. Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than an accelerated program.

Seniors will not be awarded a diploma and may not be allowed to participate in the graduation ceremony until they have completed all requirements and accumulated the total credits necessary.

Seniors meeting graduation requirements may be permitted to have an unscheduled first or last period. They must, however, leave campus or be in supervised areas after their last class.

Students who wish to receive an Ambassador High School diploma must be enrolled complete the credit requirement for graduation.

## High School Graduation Requirements

Subject	Minimum Required Credits	Details
English	40	<b>Four years</b> College preparatory English based on the National Common Core standards. Eleventh grade students must take English Language AP.
Mathematics	30	<b>Three years</b> Algebra 1, Geometry or Algebra 2, Pre-Calculus, Calculus AB, Calculus BC
Science	30	<b>Three years</b> Including one year of Biology and one year of Chemistry with labs. The third year could be Physics, Biology AP or Chemistry AP or other Science course.
Social Science	30	<b>Four years</b> World History or World History AP, one year of U.S. History, one semester of American Government, one semester of Economics AP.
World Languages	20	<b>Two years</b> A minimum of two years of the same foreign language. Courses taken in seventh and eighth grade could fulfill one year of this requirement and could be Spanish or Chinese.
Biblical Studies	40	<b>Four years</b> Includes Christianity in Our Culture/Old Testament literature and New Testament History/Literature. Students can select other two years of coursework.
Visual and Performing Arts	10	<b>One year</b> Could include Art, Drama, Graphic Design, Dance, or Music
Physical Education	20	<b>Two years</b> Two years could include alternative course credit for club sports, fitness, or athletics.
Elective	10	<b>One year required.</b> One course which is an “a-g” approved course

## **Honor Roll**

Acceptance on the honor roll is based on the student's academic grade point average (GPA) for the semester just completed. The academic GPA does not include physical education and teacher's aide.

Highest Honors	4.25+ average
High Honors	4.00+ average
Honors	3.50+ average

## **Summer School Credit**

Arrangements must be made with the school in advance before students can expect to receive Ambassador High School credit for summer school work. It is important to note that colleges and the NCAA Eligibility Center may not accept some on-line work as part of their requirements. The school must receive official notification of satisfactory completion of all transfer courses before credit can be given. No more than 10 new high school credits can be applied to a student's AHS transcript in any given summer.

## **Credit from other schools**

Any course taken at another institution accredited by WASC will earn credit on the AHS transcript, but have the other school designated on the transcript.

## **Student Records**

Student school records are kept in school files. According to the California State Department of Education:

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to these children, which are maintained, by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law] ... is prohibited. (Section 49069)

Parents who wish to view their student's records will need to allow up to 24 hours to make an appointment to view the file with school personnel. Originals of all files and records remain the property of Ambassador High School. Copies of files will be made by Ambassador High School upon written request of a parent if all financial obligations are current. The parent shall be required to reimburse Ambassador High School for the costs of copying student records requested by the parent.

## **Standardized Testing**

PSAT/NMSQT - AHS gives the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test each October to all 9-11 grades. A descriptive handbook is sent home in January

with the results of the test.

The PSAT acquaints students with the SAT but does not substitute for it. For juniors this is the only qualifying test for the National Merit Scholarship program that offers recognition and scholarships for high achievement.

SAT or ACT Tests - The SAT Reasoning Test, SAT Subject Tests and the ACT are national aptitude tests that are required by most four year colleges for entrance. Registration for these tests must be done on line at [www.collegeboard.org](http://www.collegeboard.org) or [actstudent.org](http://actstudent.org). These tests, not given on the AHS campus, are administered on various Saturdays during the year. It is recommended that these tests be taken by the spring of the junior year. They may be taken more than once. SAT/ACT preparation courses are available to prepare students for optimum performance on the SAT/ACT. Limited tuition assistance may be available for the AHS SAT/ACT preparation course. Applications for the AHS SAT/ACT Prep class are available in the high school office.

## **Attendance Policies**

Parental support of attendance policies is essential. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion and participation and teacher lecture, are of vital importance and cannot ever be adequately made up by a student. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

### **Absences**

When it is necessary for a student to miss school, the following protocol should be followed:

1. Call the school attendance number, (310) 356-0950, between 7:30 a.m. - 10 a.m. to notify the school of the student's absence and the reason for the absence. A parent or guardian, not a brother or sister, must make this call.
2. If the absence was cleared by a previous phone call, no note is necessary. If no phone call was made to the school, a note giving the reason for and the date of the absence must be presented to the attendance secretary. An absence must be cleared with a note within three days of a student's return to school or the absence will be recorded as an unexcused absence and detention or suspension may occur. After three days, absences may not be cleared and will be recorded as unexcused.
3. Students who come from the doctor or dentist must bring a note from the doctor or dentist office to verify the absence.

4. Students who are absent more than thirteen times (excused and unexcused) per semester in any class period may be withdrawn from that class with an “W” on their record. The student may be allowed to make up seat time.

5. In case of prolonged illness, administrative exceptions may be granted with a doctor’s note including specific dates of absence. Absences incurred because of a school activity are not charged to this total; it should be noted that students on academic probation are not allowed to miss classes unless absolutely necessary. Students who encounter planned absences resulting from school activities are responsible to get their assignments from their teachers and turn in assignments on time. Students who miss more than 13 days in a semester have missed such an extensive amount of class time that they may fail the course in which the absences have been accrued, regardless of seat time.

6. To stay informed, parents should access attendance information on Net Classroom. When a student reaches eight absences, a conference may be scheduled to discuss the attendance situation. At all times, if questions arise concerning any aspect of the student’s attendance, call the office for information.

### **Advanced Absences**

Students who plan to be absent due to family vacations, church retreats, non-AHS sports competitions or mission efforts for three or more consecutive days during the school year must petition the school for advanced absence approval. The students must obtain an advanced absence form from the attendance office that is to be cleared by each of their teachers and signed by the parent.

Dean signature must be obtained four days in advance of the intended absences. Communication with teachers does not take the place of counselor approval. These absences will be counted in the excused absence total. Failure to receive advanced absence approval may result in these absences becoming unexcused.

### **Excused Absences**

Illnesses, death in the family, court appearances, college visits, family emergencies and medical, dental or orthodontic appointments are examples of excused absences. We suggest that when possible, medical, dental or orthodontic appointments be made after school hours or staggered throughout the day in the case of multiple appointments. Other absences deemed necessary by the administration are called consideration absences and must be approved ahead of time by the administration.

### **Extended Absences**

Sometimes a student must be absent for an extended amount of time due to medical/health reasons. It is the responsibility of the student to get a written excuse from the doctor explaining

the reason for the absences, including the specific dates of absence. If a student misses more than twenty days of school, he/she may be asked to withdraw.

## **Truant Absences**

Truancy is being absent from school, all or part of a day, without parent permission. This includes chapel or any other required assembly. Truancy is considered most serious and may result in up to five (5) days suspension or expulsion. To help the school from misconstruing an absence as truancy (cutting), both parental and school permission must be given before an absence occurs. The school reserves the right to make the determination as to whether a particular absence is truancy or an unexcused absence.

## **Unexcused Absences**

Examples of unexcused absences include being late to class fifteen or more minutes, being unexcused for class or test/quizzes, being suspended from school, missing class due to being out of dress code, unverified absences, sleeping in, or scheduling appointments (i.e. senior pictures, hair appointments etc.) during school time.

Missed work will be due the day a student returns. It is the student's responsibility to determine what assignments have been missed. Any participation points missed during an unexcused absence or suspension may not be made up.

## **Make-Up Work**

Excused Absences: Students with excused absences will be allowed two class sessions for each day absent, with the work due on the second session of class. Work includes in-class assignments, labs, quizzes, reviews and any other activities worth points. Major assignments (such as tests and term papers) assigned weeks in advance may not qualify for any makeup workdays. Check with your teacher. A student absent only on the day of a test may be required by the teachers to take the test immediately upon return to school. Students are responsible to determine what work or tests were missed and to initiate arrangements with the teacher. A lower grade or zero may be given for work not turned in on time.

Extended Absences: We understand that sometimes, due to surgery or extended illnesses, students return to school facing a mountain of work to make up. In such cases, the student should meet with the counselor to create a reasonable plan for make-up work and tests. We are aware that when a student returns to school, he/she is trying to go back and make up work in addition to completing the current work; this will be taken into consideration when a plan is made. Plans will be made on an individual basis by consulting the family and the teachers. Teachers will

make contact with the counselor to solidify a plan within a week of the student's return to school. Our goal is to support the healing of a student's physical, mental, emotional and spiritual health at the same time as supporting a student's efforts to get caught up at school.

## **Early Dismissal**

If a student must leave school early for an excused reason, parents should send a note with the student the morning of the early dismissal. The parent is required to go to the School Office and sign out the student. At that time, the student will be notified that they are being picked up early and will be asked to meet up with their parent in the School Office. If the student will be returning to school the same day, it is required that the parent and student go to the School Office and sign in before going back to class.

## **Attendance Requirements**

A student must attend 2 or more periods on the day of a school activity or the student may not be allowed to participate in any activity.

## **Tardies**

A tardy is defined as arriving to class after the time the class is to begin. Each classroom teacher enforces tardy policies. Students who are fifteen or more minutes late to a class will be considered absent or truant rather than tardy. All tardies between classes are unexcused unless a pass from a teacher or the school office is presented.

Examples of excused first period tardies are as follows:

- Sickness with parent verification by note or phone call.
- Medical appointment with verification by note from doctor or dentist.
- Auto accidents, direct or indirect involvement (subject to verification).
- Unavoidable breakdowns (flat tire, dead battery, etc.).
- Unique, unavoidable circumstances, as confirmed by administration.
- Bus delays or breakdowns.

**Examples of unexcused tardies are the following:** Oversleeping, running out of gas (this is **not** an unavoidable breakdown), normal traffic problems, different bell schedule, late carpool, etc. The administration will determine whether an absence or tardy is excused or unexcused. When a student has five (5) tardies, parents will be notified and the student will receive a after school detention. Community service will also be issued for each subsequent tardy after seven.

<b>Penalties for Unexcused Tardies</b>	
<b>Number of Tardies</b>	<b>Penalty</b>
3	One (1) hour detention
5	One (1) Saturday School (8am-10am)
10	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
12	Possible suspension and community service. Additional disciplinary action will be taken

## **Parent Communication**

Parents are expected to contact teachers first when issues arise. AHS teachers are eager to address a parent's concerns. Sometimes in the rush of the academic schedule a phone call or an e-mail to a teacher/staff member from a parent may go unnoticed. If a message is not responded to within a 24-hour business day please contact your student's guidance counselor. We value correspondence from our families and our counseling staff will follow up with the teacher.

## **Shadows**

Students considering enrollment in AHS may participate in our morning shadow program. The admissions coordinator must set up these appointments in advance. All shadowing students must abide by Ambassador High School dress code and conduct standards.

## **Visitors**

Ambassador High School is a closed campus. Any visitor (parent, youth pastor, etc.) must obtain and wear a visitor's pass issued by the office. Visitors must report to the office immediately upon entering the school grounds. Students from other campuses are NOT ALLOWED on campus during school hours.

# **Code of Conduct**

## **Respect For Biblical Values**

Students are expected to adhere to the Christian morals and standards set forth in the Bible.

## Respect For Adults

Students must follow directions given to them by any of the adults employed by Ambassador High School.

## Discipline

The teacher and administrators have the responsibility over students at school and in the classroom. Students are expected to be cooperative, courteous, orderly and respond properly to correction (Hebrews 13:17). There are different levels of correction used to help students develop their own personal self-discipline and responsible behavior, as unto the Lord (Ephesians 6).

## Social Media

Research shows that 91% of teens use text messaging built into their phones. 40% of teens also use downloaded messaging apps, which may be dangerous. Negative or derogatory comments about AHS, or its students, administration, faculty, or staff are never to be posted on social media sites, including Instagram, SnapChat, WeChat, Ask or any other site. Students are expected to take pride in being an Ambassador High School Lion. Students should take issues or concerns to the appropriate adult rather than making inflammatory remarks on social media.

The following constitute serious violations and could include consequences which could include detention, suspension, lost of activities, potential expulsion from school:

- **Texting**-sending text messages or iMessages discussing another person in a negative light or bullying is strictly prohibited. All electronic communication should never be negative, racial or ungodly in any way.
- **Snapchat**-Content doesn't completely "disappear," but can live on in screenshots and data recovery. Inappropriate content on Snapchat is a serious violation at school.
- **Finsta**—using a fake Instagram account to speak badly or criticize another student is a form of bullying and will result school discipline.
- **Instagram**-Beware of presenting yourself in order to accumulate "likes!" Don't let anyone else define your identity except Christ.
- **Kik**— this app has been used in predatory crimes in the past. Chatting online with strangers is dangerous and could result in serious consequences. Using this app is prohibited at school and the school will contact your parents if it is on your phone or iPad.
- **WhatsApp**—the con to using WhatsApp is that this app pushes users to add "friends" with phone numbers into group chats. You could be adding friends without their consent.
- **WeChat**-The con to WeChat is that strangers can contact users by adding their WeChat ID.

## Serious Violations Policy

Serious problems are handled through office referrals, which are acted on by the administration after consultation with the appropriate teachers involved. Willful disobedience, harassment or threats, a rebellious attitude, cheating, truancy, profanity, gambling, destruction of school property, smoking, stealing, lying, inappropriate use of technology, and gross disrespect, are examples of serious problems that may result in suspension or even expulsion.

Other serious problems such as immorality, sexual promiscuity, and drug or alcohol abuse may result in immediate expulsion or required withdrawal from the school whether they occur on or away from the campus. Students expelled will be considered for return on a case-by-case basis. Normally, students are not considered for return until one year from the date of withdrawal.

Attendance at Ambassador High School is a privilege. Failure of the student or parents to comply with all current and future policies, rules, and regulations of Ambassador High School is grounds for Ambassador High School to expel the student. Ambassador High School reserves the right to expel any student for violation of any current or future policy, rule, or regulation by the student or parent or if Ambassador High determines that either the student or parent is not in agreement with the school Mission, Vision or Educational Purpose.

### Profanity

How we speak influences our entire environment and impacts everyone around us, which is why inappropriate and vulgar language is not acceptable at Ambassador High School. The AHS administration considers profanity a serious violation and will discipline students accordingly. Students that use profanity may immediately receive a referral with a suspension on the second violation.

<b>Penalties for Violations of School Policy</b>	
<b>Number of Violations</b>	<b>Penalty</b>
1	One (1) hour detention
2	One (1) Saturday School (8am-10am)
3	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
4	Possible suspension and community service. Additional disciplinary action will be taken.
5+	At this point, violations will be viewed as defiance and will be treated as such.

## Public Displays of Affection

Public displays of inappropriate affection are not permitted. This includes kissing and inappropriate physical contact. Disciplinary action may occur if behavior is deemed inappropriate by the faculty or administration.

<b>Penalties for Violations of School Policy</b>	
<b>Number of Violations</b>	<b>Penalty</b>
1	One (1) hour detention
2	One (1) Saturday School (8am-10am)
3	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
4	Possible suspension and community service. Additional disciplinary action will be taken.
5+	At this point, violations will be viewed as defiance and will be treated as such.

## Harassment

Any form of harassment, including sexual harassment, racial slurs, derogatory comments or bullying, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, Ambassador High will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred.

Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment. Sexual harassment includes unwanted sexual advances, making or threatening reprisals after a negative response to sexual advances, visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters, verbal conduct (making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations) and physical conduct (touching, assault, impeding or blocking movement).

Assaults of any kind including transporting students against their will, hazing of any kind including throwing or smearing food and drinks, or cyber bullying of any kind may result in suspension or dismissal. Seniors may be withheld from the graduation ceremony. In addition, senior diplomas may be withheld until after a parent/principal conference has been held.

## **Detention Policies**

All one hour detentions will be served after school at an assigned location. Saturday school detentions will last three hours. Students must arrive by 8 am and must stay with the detention teacher until 11 am. Failure to serve a detention will result in an additional detention assigned.

Students in detention are not allowed to communicate in any manner with other students during their detention period unless an exception is made for a service project to be fulfilled during the detention time. Students may not listen to music nor use their phones at all. Failure to comply will result in an additional detention.

## **Gum Chewing/Food**

No gum chewing is allowed on campus. Food and drink (other than water) are not allowed in the classrooms unless exception is given by the teacher.

<b>Penalties for Violations of School Policy</b>	
<b>Number of Violations</b>	<b>Penalty</b>
1	One (1) hour detention
2	One (1) Saturday School (8am-10am)
3	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
4	Possible suspension and community service. Additional disciplinary action will be taken.
5+	At this point, violations will be viewed as defiance and will be treated as such.

## **Academic Monitoring**

If students fall below a 2.0 total grade point average by the end of a semester, they will be placed on academic monitoring for the following semester. If a student is not on track for graduation at the end of the semester, he/she may not be allowed to remain at Ambassador High. Duration of academic monitoring is one semester.

## **Citizenship Probation**

Students may be placed on conduct probation whenever there is clear evidence that the student falls below minimum AHS behavioral standards. Probation students will have a conference with their counselor and may be evaluated regularly on their current progress. If a student does not show the necessary improvement to meet AHS standards we may require that the student be withdrawn at the end of the probationary period.

## **Academic Integrity Policy**

Ambassador High School's mission and core values encompass all aspects of growing and learning, including academic integrity. The desire of AHS is to graduate students who are life-long learners with all the academic skills necessary to pursue higher education or enter the workforce. We want our students to be critical and original thinkers who are positive contributors to society. AHS's faculty and administration believe in academic honesty and the principle of an honor code. Students are expected to do their own homework, submit their own thoughts for writing assignments, and take tests without external aids. Students are also expected to deny requests from other students to copy from their work. Violation of this policy is subject to suspension from school and further disciplinary and academic penalties.

Definitions:

**PLAGIARISM:** The offering of the words or ideas of another person as one's own writing/work. Plagiarism includes:

1. Failing to cite quotations and borrowed ideas
2. Failing to enclose borrowed language in quotation marks
3. Failing to put summaries and paraphrases in your own words
4. Copying another person's work, in part or in full (including homework)
5. Copying and pasting from the Internet without citation
6. Having a parent or another person write an essay or do a project that is then submitted as one's own work

**CHEATING:** Cheating is an attempt to improve one's score or to help improve someone else's score through dishonest means. Cheating includes:

1. The use of another person's test/quiz/answers either before or during an exam
2. The use or possession of notes, answers, cheat sheets, electronic devices or other sources not approved by the teacher during the exam
3. The stealing/receiving of tests/quizzes prior to the exam
4. The giving /receiving of specific test information to members of another class period or to a student who was absent for the exam
5. Communicating/requesting information to/from another student during an exam

6. Looking onto another student's exam for answers, or allowing a student to look at any student's exam for answers
7. Submitting pre-written work when such work is expected to be written in class
8. Falsifying data (science labs, statistics, etc.)
9. Working with another student(s) on assignments when individual work is required
10. Submitting the same work for more than one assignment without express permission from the teacher(s)
11. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam
12. Missing class in order to avoid turning in an assignment or taking a test

Any incident of academic dishonesty is considered a violation of the school's core values.

Violations may result in both academic and disciplinary consequences as follows:

1. First offense will incur a referral and detention and the student must complete Academic Integrity training on-line within a two-week period.
  2. Second offense will incur a referral and one to three-days suspension.
  3. Third offense will incur a referral and up to five days suspension or expulsion.
- Offenses are cumulative from year to year.

## **DRESS CODE**

Our entire dress code is based upon 1 Timothy 4:12-Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. The dress code is based on Christian modesty, neatness, cleanliness, and good taste.

Uniform regulations are to be observed during class time (until 2pm Monday, Tuesday, Thursday, and Friday; until 2:48 Wednesday), and on field trips, unless the Administration gives specific regulations differing from those listed below. If a student changes out of uniform to remain on campus after school, they must still follow the guidelines for Christian modesty as outlined above. School authorities reserve the right to determine whether a style of dress, make-up or accessories or a style or length of hair is appropriate and in keeping with the philosophy of Christian Education. Admission to class can be denied because of any violation of the uniform or dress codes, including hair styles.

Any student not observing the uniform or hair regulations will be detained in the Office and every attempt will be made to notify parents. Violations or referrals will be issued for non-compliance with uniform and hair codes. Parent conferences and probationary status will be arranged for continued non-compliance of uniform infraction(s).

### **Standards For All Students:**

- Uniforms must be worn every day except Friday Spirit-Wear day with non-ripped jeans (no joggers)
- Clothing must be modest at all times while on campus and as school events held off campus.
- Belt line must be at the waistline. (No sagging pants)
- Hemmed Bermuda or jean type shorts are allowed for all students at all times.
- Students are to wear footwear at all times. Footwear should have adequate support for safety.
- Negative counter-cultural fads of dress (e.g. rock music groups, chains, collars & spiked bracelets, nail polish on guys) are prohibited.
- Hairstyles with extreme cuts or unnatural colors must be avoided. (e.g. streaks of unnatural colors, Mohawks, designs cut into the hair, spikes, etc.)
- No body piercing, including facial piercings (except for girl's earrings) are allowed to be worn on campus. All inappropriate rings will be confiscated and must be picked up at the office. Covering a piercing with a band aid is not acceptable.
- Tattoos must be covered by clothing (e.g. long sleeved shirts or pants) if necessary.
- Jeans should be free of rips, holes, or fraying hems.
- Boys or girls may not wear head coverings (including "Do Rags" or bandanas) in class, the office or in chapel. Hats worn outside may never be worn backwards or sideways.

Please ask these questions when selecting clothing & hairstyles:

- Is it immodest?

BOYS' & GIRLS' UNIFORM GUIDE:

## **Ambassador High School Uniform Guide**

Ambassador High School has committed to a uniform. **Uniforms may only be purchased from Lands' End** (608.935.8268) please visit [landsend.com](http://landsend.com) and search Ambassador High School (School Number 900151812).

### **Standard Uniform for Young Ladies**

#### ***Tie Tuesday- worn all Tuesdays of the school year***

- School Uniform Women's Hopsack Blazer with AHS Embroidered Logo in Burgundy
- School Uniform Women's Long Sleeve Stretch No Gape Shirt in White\* or School Uniform Long Sleeve Oxford in White\*
- School Uniform Women's Solid Box Pleat Skirt Above the Knee in Gray or School Uniform Junior's or Women's Perfect Fit Plain Front Blend Chino Pant in Black or Khaki
- Cross Tie or AHS Tie
- Shoes must be dress or casual shoes (no athletic shoes, no high heel sandals, heels must be shorter than 2 inches).

*\*Exception- Required Long Sleeve Oxford Shirt may be purchased at another store*

**Blouses or Polos must be worn daily (options available below)**

- School Uniform Short Sleeve Women’s Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Short Sleeve Women’s Performance Mesh Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Women’s Short Sleeve Fem Fit Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy, or White
- School Uniform Women’s Short Sleeve Fem Fit Mesh Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Women’s Long Sleeve Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Women’s Long Sleeve Performance Mesh Polo with AHS Embroidered Logo in Burgundy, Classic Navy, or White
- School Uniform Women’s Long Sleeve Fem Fit Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy, or White
- School Uniform Women’s Long Sleeve Stretch No Gape Shirt in White\*
- School Uniform Long Sleeve Oxford in White\*

*\*Exception- Required Long Sleeve Oxford Shirt may be purchased at another store*

**Skirt/Skort/Pants/Shorts must be worn daily (options available below)**

- School Uniform Junior’s or Women’s Solid Box Pleat Skirt Top of Knee in Gray or Classic Navy
- School Uniform Junior’s or Women’s Blend Chino Skort Top of Knee in Khaki or Classic Navy
- School Uniform Junior’s or Women’s Solid A-Line Skirt Below the Knee in Black, Classic Navy or Khaki
- School Uniform Women’s Ponte Pleat in Charcoal Heather
- School Uniform Women’s Solid Box Pleat Skirt Above the Knee in Gray or Classic Navy
- School Uniform Junior’s or Women’s Plain Front Blend Chino Shorts in Khaki or Classic Navy
- School Uniform Women’s Stretch Chino Bermuda Shorts in Khaki or Classic Navy
- School Uniform Women’s Perfect Fit Elastic Waist Blend Chino Pants in Black, Khaki or Classic Navy
- School Uniform Junior’s or Women’s Perfect Fit Plain Front Blend Chino Pant in Black, Khaki or Classic Navy
- School Uniform Junior’s or Women’s Stain Resist Chinos in Khaki or Classic Navy

*Required- All ladies must wear biker type shorts under skirts, may be purchase at another store*

**Sweater/Jacket/Vest may be worn over Polo or Blouse (optional)**

- School Uniform Women’s Fleece Jacket with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Women’s Zip-front Sweatshirt with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Women’s Fine Gauge Cardigan with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Women’s Drifter V-Neck Pullover with AHS Embroidered Logo in Black or Classic Navy
- School Uniform Women’s Drifter V-Neck Vest with AHS Embroidered Logo in Classic Navy
- School Uniform Women’s Packable Rain Jacket with AHS Embroidered Logo in Classic Navy
- School Uniform Women’s Fleeced Lined Rain Jacket with AHS Embroidered Logo in Classic Navy

## **Shoes/Socks must be worn daily**

- Shoes must be either plain athletic, plain casual or plain dress shoes of any color. Heelies are not permitted. Heel dress shoes must be no higher than 2"
- Socks must be a solid white, black, brown or gray. Socks may be no higher than below the knee. Small Brand Named Logo is permitted on socks. Ladies may wear solid white or solid black tights. No fish nets, symbols, logos or patterns on tights.
- No boots, open toe shoes, high heels, flip flops, crocs, or sandals.

## **Standard Uniform for Young Men**

### **Tie Tuesdays- worn all Tuesdays of the school year**

- School Uniform Men's Hopsack Blazer with AHS Embroidered Logo in Burgundy
- School Uniform Men's Long Sleeve Oxford in White\*
- School Uniform Young Men's or Men's Blend Plain Front Chino Pants in Black or Khaki
- AHS Tie
- Shoes must be dress or black casual shoes (no athletic shoes)
- Pants must have belts, and shirts must be tucked in

*\*Exception- Required Long Sleeve Oxford Shirt may be purchased at another store*

### **Polos or Camp Shirts must be worn daily except Tie Tuesdays**

- School Uniform Men's Short Sleeve Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Men's Short Sleeve Performance Mesh Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- Men's Regular Short Sleeve Camp Shirt with AHS Embroidered Logo in Black or Soapstone
- School Uniform Men's Long Sleeve Interlock Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Men's Long Sleeve Performance Mesh Polo with AHS Embroidered Logo in Burgundy, Classic Navy or White
- School Uniform Men's Long Sleeve Oxford in White\*

*\*Exception- Required Long Sleeve Oxford Shirt may be purchased at another store*

### **Pants/Shorts must be worn daily (options available below)**

- School Uniform Young Men's or Men's Cotton Plain Front Chino Shorts in Khaki or Classic Navy
- School Uniform Men's Blend Pleat Front Chino Shorts in Khaki or Classic Navy
- School Uniform Men's Uniform Iron Knee Elastic Waist Blend Chino Pants in Black
- School Uniform Young Men's or Men's Iron Knee Blend Plain Front Chino Pant in Black, Khaki or Classic Navy
- School Uniform Young Men's or Men's Stain Resist Plain Front Chinos in Khaki or Classic Navy

### **Sweater/Vest/Jackets may be worn over Polo or Oxford (optional)**

- School Uniform Men's Fleece Jacket with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Men's Zip-front Sweatshirt with AHS Embroidered Logo in Burgundy or Classic Navy

- School Uniform Men's Performance Drifter V-Neck Pullover with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Men's Drifter Button Front Cardigan with AHS Embroidered Logo in Burgundy or Classic Navy
- School Uniform Men's Drifter V-Neck Pullover with AHS Embroidered Logo in Black or Classic Navy
- School Uniform Men's Drifter V-Neck Vest with AHS Embroidered Logo in Classic Navy
- School Uniform Men's Performance Fine Gauge V-Neck Vest with AHS Embroidered Logo in Black or Classic Navy
- School Uniform Men's Packable Rain Jacket with AHS Embroidered Logo in Classic Navy
- School Uniform Men's Fleece Lined Rain Jacket with AHS Embroidered Logo in Classic Navy

### **Shoes/Socks must be worn daily**

- Shoes must be either plain casual or plain dress shoes of any color. Heelies are not permitted.
- Socks must be a solid white, black, brown or gray. Socks may be no higher than crew length. Small Brand Named Logo is permitted on socks.
- No boots, open toe shoes, flip flops, crocs, or sandals.

Friday is our Spiritwear day and students can wear AHS shirts (including AHS t-shirts) and non-ripped jeans (no joggers). Students not wearing jeans must wear uniform pants or shorts. There are no exceptions unless otherwise provided by the administration.

### **Substance Abuse**

Ambassador High has many students and parents who have taken a strong stand against substance abuse. To claim, however, those AHS students have escaped the increasing pressures and temptations to experiment with alcohol and drugs recreationally would be unwise naiveté. The PURPOSE of this partnership with AHS and parents is to prevent substance abuse among AHS students and to provide support in a compassionate manner for the few students who need such accountability.

Parental and student consent and agreement to the following policy are required as a condition of completed enrollment or re-enrollment at Ambassador High School. Students shall be required by the school principal to submit to substance abuse testing for:

1. Cause or individualized suspicion - Generally, the principal will request testing after members of the faculty or administration see evidence or signs of substance abuse including on social media, or after an administrative investigation determines that there is a reasonable basis to suspect that a report of substance abuse from student(s), parent(s) or other persons may be accurate. In such cases, the principal may require substance abuse testing as a condition of continued enrollment.

Confidentiality and follow-up testing are required to ensure reliability and privacy when a testing report is positive. The school administration will only discuss positive test results with those who

must be informed to provide needed during the course of the student's educational experience at AHS. Confirmed positive results from substance abuse testing, after follow-up testing may prohibit extra curricular participation, including athletic involvement. EVERY EFFORT TO CONTACT THE STUDENT'S PARENT(S) WILL ALWAYS BE MADE BEFORE SUBSTANCE ABUSE TESTING. Failure of either the student or parent to consent to testing is grounds for dismissal of the student. Police reports will be made by AHS for all illegal substances found at school. The distribution of illegal substances on campus will result in immediate expulsion.

### **The Purpose of Drug Testing Policy**

- The consequences for occasional substance abuse is so serious that AHS and parents have chosen to make a PROACTIVE agreement to encourage students to avoid substance abuse.
- Unfounded rumors about substance abuse are destructive to students. This policy provides a means of defusing unfounded rumors.
- Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
- The policy provides students and parents with the confidence that AHS is doing all that is possible to provide a safe and caring Christ-centered educational environment.
- This policy provides parents and AHS the opportunity to provide guidance and accountability for the few students who need and will receive corrective guidance.

### **Personal Property**

Ambassador High School is not responsible for lost or stolen items. However, as a private school, smart phones and other technology will be permitted on campus as a service to our students and their parents under the following conditions:

#### **Smart Phones (or Cell Phones)**

- Phones must be checked-in at phone stations at the beginning of each class.
- Phones must be on silent while students are in class.
- Camera features may not be used without permission of the person being photographed.
- Administrators may search phones to determine activity.
- Students may not use their phones, iPad, tablets, or other technology to access social media apps during school hours unless given permission by AHS staff for AHS functions.
- Students may have access to phone during lunch and snack, but still must not access social media, games, or videos.

<b>Penalties for Violations</b>	
<b>Number of Violations</b>	<b>Penalty</b>
1	Phone is kept until the end of the school day; a One (1) hour detention is assigned
2	Parent is contacted; phone is kept overnight; One (1) Saturday School (8am-10am)
3	Parent is contacted; phone is kept 48 hours; One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
4	Parent is contacted; One day suspension; and phone is kept three days
5+	At this point, violations will be viewed as defiance and will be treated as such.

## **Technology Usage**

All AHS students are required to utilize technology to maximize their learning experience. Devices such as tablets, iPads, and laptops are all acceptable, as long as students are able to access all etexts and/or virtual text, have sufficient memory for required applications, and can fully participate in the classroom: turning in work, sharing work, mirroring work, etc. Families are encouraged to purchase warranty, care, and protection plans for their devices, as well as insurance in case of damage or loss.

- Each student must bring his/her technology to school every day. Class work missed because a student has forgotten his/her device will be subject to the teacher's late work policy.
- The iPads, tablets, and laptops should be fully charged when the student arrives each morning so that the device will have enough power to last through the school day. Class work missed to lack of battery charge will be subject to the teacher's late work policy. Students should be thoughtful about battery life when using the device before class or between classes, so that the device stays charged the full day.
- Students may only take pictures and videos in the classroom with the express permission of the teacher.

- All technology will be used in the classroom at the discretion of the teacher. Non-educational games, personal communications, social networking, surfing the web, etc. during class time will be considered off task behavior and will be subject to.
- Students are responsible for any activity conducted on their devices. Administrators may search smart phones, iPads, tablets, and any other device to determine appropriate activity.

Any game rated “M” by the Entertainment Software Rating Board (ESRB) or games with violent content, suggestive content, and/or profanity should not be accessed at any time on the AHS campus, whether during school hours or after school. This also includes riding on AHS buses. Students accessing inappropriate digital material will result in the referral process, in keeping with other serious violations. Acceptable games and videos may only be accessed during non-school hours (before 7:45 and after 2:48).

- All technology use on the AHS campus are to enhance student learning and organization. Devices are not to replace meaningful, positive social interaction that should occur during breaks and lunchtime. Students are expected to use devices for either school work or positive interactions with their peers. Students that are isolated and interacting only with their technology (including smart phones) in a non-academic capacity may be asked by an administrator to put the device away, or, if the student does not respond to the reminder, may be subject to discipline. (See Smart Phone section above.)
- Please review the AHS Acceptable Use of Networking Access for further details about internet use on campus.

### **Prohibited Materials**

Headphones(Earbuds) that are worn outside of class are not allowed during school hours (i.e. breaks, lunch, and passing periods). Headphones may ONLY be used during study hall periods. Toys and other materials not related to the curriculum should not be brought on campus without permission from the school (i.e. electronic games; game cards). Water balloons or any water related items used on campus will be grounds for immediate suspension. Unauthorized items will be confiscated and may be reclaimed in the office at a later time.

### **Weapons**

Firearms, knives, explosives, or other dangerous objects are illegal and not allowed on ANY school campus. This will result in IMMEDIATE suspension and/or expulsion.

### **Property Damage**

Breakage of, or damage to, school facilities, equipment or supplies (i.e., desks, lockers, textbooks, etc.) must be paid for by the responsible party/parties whether done intentionally or accidentally.

## Policy on Acceptable Use of Networking Access

Students and parents are required to read and follow the Policy on Acceptable Use of Networking Access, which was distributed with this Handbook. By signing the Statement of Agreement found in the registration packet, the student agrees to abide by the rules in the Policy and understands that violation of the Policy may result in the student's right to Network Access being terminated and in other disciplinary measures.

By signing the Statement of Agreement, parents give Ambassador High School permission to issue an account for their child and release Ambassador High, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from their child's use of or inability to use, the Ambassador High, including but not limited to claims that may arise from the unauthorized use of the network to purchase products or services. Parents also agree to instruct their child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the Ambassador High Acceptable Use of Networking Access Policy and agree to emphasize to their child the importance of following the rules for personal safety.

Websites such as "Tumblr", "Instagram", "Snapchat" or "Facebook" may not be accessed on campus. Additionally, students are not allowed to use Netflix, Hulu, Youtube, or any other site or service in order to stream content. The Ambassador High administration will monitor such sites for inappropriate content such as language, pictures, slogans or any derogatory inferences. Any Ambassador High student connected with what is deemed to be an inappropriate site will be subject to disciplinary action including suspension or even expulsion.

<b>Penalties for Violations of School Policy</b>	
<b>Number of Violations</b>	<b>Penalty</b>
1	One (1) hour detention
2	One (1) Saturday School (8am-10am)
3	One (1) Saturday School (8am-10am) AND loss of athletic/school activity (at the school's discretion)
4	Possible suspension and community service. Additional disciplinary action will be taken.
5+	At this point, violations will be viewed as defiance and will be treated as such.

## **Suspension and Expulsion - (*California Education Code 48900*)**

### **Grounds for suspension or expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing,” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

**Please refer to the Discipline Matrix to see potential consequences for the above serious offenses.**

## **Student Activities**

### **ASB (Associated Student Body) Leadership**

To be eligible for and hold an ASB or Class Office a student must:  
 - Have been enrolled at AHS the entire current school year.

- Have a minimum 3.0 GPA last semester, and maintain a 3.0 during office.
- Have and maintain high citizenship standards at all times.
- Support and be in accordance with the principles for which the school stands.
- Student must be a junior or senior.

## **Class Officers**

In grades 9-12 the following officers shall be elected: President, Vice President, Secretary and Treasurer. They must meet the requirements established by the ASB Constitution and will provide class representation through regular meetings of the student council. Students must have a current GPA of 3.0 to run for office.

## **Executive Leadership**

The Executive Council of the Associated Student Body includes President, Vice President, Secretary, and Treasurer, and the class officers elected by the student body. Chapel Coordinator, Sports Commissioner, Community Service Commissioner, Music Coordinator, Video Commissioner, Conservatory Representative, and Events Coordinator will be appointed based on teacher recommendations and a personal interview. Candidates must meet the requirements established by the ASB Constitution and shall be enrolled in the ASB and ASB Bible class while serving in this position.

## **Student Leadership**

The Student Council will be elected each spring. It is comprised of the Executive Council and Class Officers. They will work under the supervision of an advisor appointed by the Principal. This organization acts as a channel of student ideas to the administration; it assists in building school spirit and in implementing the spiritual principles upon which the school was founded.

## **Athletic Activities**

“The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parents or guardians of a student as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation. Undue influence is any act, gesture or communication which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent or guardian, by or on behalf of, a member school, to enroll in, transfer to, or remain in, a particular school for athletic purposes.”

As an example, if Joe Warrior, a parent of AHS, begins comparing notes with another parent

about their high school athletic programs, either parent could express how pleased they are with their school's programs. However, if either parent suggested that the other parent's athlete should consider transferring to their school, it would be a recruiting violation.

REMEMBER, THOSE WHO RECRUIT ATHLETES JUSTIFY THEIR ACTIONS BY SAYING THEY ARE HELPING THE STUDENT(S). IN REALITY THEY ARE SERIOUSLY JEOPARDIZING FUTURE ELIGIBILITY STATUS, BECAUSE STUDENTS WHO TRANSFER AS A RESULT OF UNDUE INFLUENCE BECOME INELIGIBLE FOR FURTHER PARTICIPATION!

According to CIF by-law 205, a student is scholastically eligible if:

- The student is currently enrolled in at least 20 semester units (4 classes) of work.
- The student passed in at least 20 semester units (4 classes) of work at the completion of the last regular grading period. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.

The student has maintained during the previous grading period a minimum of passing grades, which is defined as a 2.0 grade point average in all enrolled courses on a 4.0 scale.

The GPA is based upon the most recent grading period (spring grades will be carried over into the fall). If approved by the athletic director, ineligible students may practice with a team. Ineligible students may not suit up or be on the court or field during a game. Students may be reinstated after the grading period is over if they have achieved a 2.0 GPA.

## **Student Services and Policies**

### **Emergency Procedures**

If a student is injured or becomes ill during the day, the school will attempt to contact the parents. In the event that the parents cannot be reached, information on the emergency medical form will be used. If necessary, students will be taken to the nearest hospital for emergency treatment. By law, each student MUST have an emergency form on file.

### **Medication**

If prescription or non-prescription medication needs to be taken at school, it must be left at the office until the time it needs to be taken. Parents are required to fill out and sign a Medication Consent Form (available in the office), explaining when and how it is to be taken. This includes Aspirin, Tylenol, and other over-the-counter medications.

### **Transportation**

Transportation to sports or other co-curricular events will normally be provided by the school. On occasion, parents will be asked to drive. They should have proper insurance and must fill out the necessary forms to become a school approved driver for school activities. There may be the rare exception to this policy where, for good cause, parents permit their student, without passengers, to be allowed to drive to an event. Such rare exceptions require written permission from the parents. After students are dismissed from school to go home, parents are responsible to arrange transportation for after-school activities.

## **Lost and Found**

All articles left in the classroom, halls or grounds will be placed in the lost and found located in the office. Periodically, items not claimed will be donated to a local ministry.

## **Lunch Program**

Students may bring their lunch or buy hot or cold foods available on campus. Students may only purchase food on campus before and after school or during lunch times and breaks. Microwaves are available for student use.

## **Student Body Cards**

Student Body cards will be issued each year after receipt of the handbook signature page. Card holder privileges include free entrance to all home games, and discounts on all ASB activities. A replacement card can be obtained for the cost of \$5.00.

## **Student Pictures**

Student pictures will be taken annually. Students must be in dress code for school photos. If parents wish to purchase pictures, money is to be sent on the day the pictures are to be taken. Students will be advised of the date, costs, etc.

## **Supervision**

NOTICE: The school provides supervision on campus from fifteen minutes before the start of the school day until fifteen minutes after the end of the school day. Students are not to be on campus earlier or later than these times unless they are under the supervision of a co-curricular activity instructor or coach. Exceptions must be granted through the office.

Upon arrival at school in the morning, students are required to stay within the boundaries of the hallways until school dismissal. All other areas, including parking lots, are off limits except to

enter or exit the campus or when students are participating in a supervised school activity. The school does not accept the responsibility to supervise students before fifteen (15) minutes before the start of the school day or after fifteen (15) minutes after the end of the school day except for co-curricular activities.

## **Who To Contact**

### **Conflict Resolution**

As a college preparatory institution, our goal is to foster an environment where students are given opportunities to solve their own matters. The key is giving the students the skills needed to work through their own daily concerns and the positive experience of seeing them solved in a biblical way, as Christ taught in Matthew 18. To that end, students and parents are encouraged to abide by the following guidelines:

1. If a student has a concern or complaint regarding a specific teacher, staff member, coach and/or administrator, it is essential that initial communication be with that specific teacher, staff member, coach and/or administrator.
2. If the concern is not resolved, the student's parents should speak with the specific teacher, staff member, coach and/or administrator.
3. The next step would be to speak with the department chair, and if needed, the Head of School or the Academic Dean.
4. The Head of School is the final point of contact regarding conflicts.

If the student needs help in determining how to speak with the teacher, staff member, coach and/or administrator, he or she may, at any time, talk with the Head of School, an administrator or their advisor. If the conflict is with anyone in #1-4 above and is a claim of unlawful harassment, including sexual harassment, the student should go to any teacher, staff member, coach, administrator, or advisor, other than the one against whom they have the claim.

### **Contacting Faculty/Staff Members**

AHS personnel may be contacted in the following ways:

- Messages—Non-emergency student messages need to be called in or handed to the School Secretary. The office will be sure that the student is given the message. Faculty messages can also be left with the School Secretary.
- Telephone—Teachers cannot be contacted by phone during a class.
- Email—All administration, faculty and staff have email accounts through the school. This method of communication is encouraged where it enhances communication, learning, and growth.

*Call the school at 310-356-0950 to be connected to an AHS administrator, faculty member, or staff person. Check the AHS School Directory or website ([www.ambassadorhigh.org](http://www.ambassadorhigh.org)) for a specific administrators, faculty or staff member's email or voice mail number.*

## **College Counseling**

### **The College Counseling Mission Statement**

To facilitate the successful navigation of the college preparation, exploration, and admissions process for students and their families, with deliberate focus on fulfilling God's call to live a life of purpose.

### **Overview**

Under the leadership of the College Counselor, students are provided with specific individual and group guidance regarding the college admission process. College Counseling begins with class selection as a freshman and continues in increasing intensity until the student has completed the college application and acceptance process as a senior.

During the school year, the College Counseling office will hold class-related evening education programs designed for students and parents. Counselors will guide students toward appropriate national testing during their high school career and oversee directing students toward meeting minimum four-year university requirements.

### **College Visits**

Students are encouraged to visit colleges with their family. While some of these visits can occur during summer vacations, it might be necessary to do so during the school year. The school will grant up to three excused absences per school year for college visitation as juniors and seniors. Students must abide by the "excused absences guidelines" under the Student Services section.

In addition, colleges and universities may schedule appointments to visit our students during the school day. Sophomores, juniors and seniors are permitted to attend under guidelines provided at the beginning of the fall semester. With teacher permission, a student may miss one class in each discipline during the fall semester in order to meet with a college representative.

# **Campus Security and Safety**

## **General Procedure**

The administration values the safety and well being of each member of the AHS community. The administration provides on campus security in order to provide a school environment that is free from external distractions or issues.

## **Visitors**

AHS is a closed campus; therefore, any visitor must be approved. All visitors and parents, upon entering campus, should check in **ONLY** at the main reception desk in the office. Visitors will receive identification to wear while on campus.

## **Role of Coaches, Parents and Spectators**

A committed and dedicated coaching staff has been selected to honor God, serve the school and mentor the athletes. The desire at AHS is to enter every contest by maintaining the highest level of competition and sportsmanship. Likewise, the coach mentors and helps the athlete learn how to accept losing and winning with humility and respect towards the opposing team, fans, and officials. Parents and fans must display true sportsmanship throughout the competition. AHS expects coaches, players, parents, and fans to treat the officials with the greatest respect for the position they hold. Those who don't conduct themselves in this fashion will be asked not to attend the school's athletic events. Coaches are the only persons who are called to coach and parents are expected to cheer. Players play the sport, coaches are called to coach and parents are to cheer.

## **Parent Expectations**

### **Overview**

A unique aspect of Ambassador High School is that the family, not just the student, becomes a part of the school community. AHS assists parents in their God-given responsibility of educating their children. Any questions or concerns regarding the role of parents at AHS should be directed to the Head of School.

## **Cooperation With the School**

### **Overview**

As stated in the contract of enrollment, AHS believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's educational mission.

### **Right to Terminate Contract**

AHS accordingly reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with AHS's accomplishment of its educational purposes.

It is also expected that parents/guardians cooperate with the administration of AHS in seeing that the student attends classes regularly, is on the school premises at the beginning of the school day, and has transportation from the school premises at the close of the school day. Furthermore, parents/guardians are expected to assist the student to learn and advance in the educational process, solve school-related problems with teachers and other students, and aid teachers in providing the student with a Christian education.

### **Child Abuse Reporting Policy**

AHS is required by law to report any reasonable suspicion of child abuse or neglect as soon as practically possible to the proper governmental authority of the State of California (see California Penal Code sections 11164 et. seq.)