



AMBASSADOR
CHRISTIAN SCHOOL

Parent/Student Handbook

2026-2027

2300 Crenshaw Blvd. Bldg. B Torrance CA 90501

310-356-0950

www.ambassadorscs.org

Dr. Michael Barker

Head of School

Mr. Chris Sheck

High School Principal / Director of Student Services

Mrs. Tiffany Croak

Middle School Principal

Mr. Jeffrey Silva

Academic Dean / Registrar

About Ambassador Christian 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 parent & student handbook and the enrollment contract govern the relationship between Ambassador Christian School (ACS) 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 Christian 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, ACS seeks to admit students of parents who will support the School's mission and educational philosophy. ACS instructs students under the delegated authority of their parents in harmony with their various local congregations.

Ambassador 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, ACS 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.

ESLR: Expected Student Learning Results

Focusing on what students should be able to accomplish upon graduation, ACS faculty and administration focus on Expected Student Learning Results (ESLRs) and use the acronym T.E.A.C.H. to represent the school's core mission of teaching the next generation.

ACS 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 students 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.

GENERAL INFORMATION

School Hours of Operation

7:30 am to 4:30 pm.....Office hours, Monday – Friday (except holidays)

8:00 am to 4:00 pm.....Summer Office hours, Monday - Friday (except holidays)

After 4:30 pm the office might be closed and not available for students

Middle/High School (Grades 6-12)

7:30 am – 8:00 am.....Student Drop off time

8:00 am – 3:30 pm.....Classes in session

2:40 pm – 4:00 pm.....Student Pick up time

2026-2027 HIGH SCHOOL Bell Schedule									
HS Rotation Week 1									
time	minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	minutes	time	
8:00-8:55	55	A	C	E	A	Late Start			
9:00-9:50	50	B	D	G	C				
9:50-10:00	10	SNACK	SNACK	SNACK	SNACK	G	55	9:30-10:25	
10:05-11:20	75	C	G	A	F	E	50	10:30-11:20	
11:25-12:15	50	D	E	F	B	SNACK	5	11:20-11:25	
12:20-1:10	50	LUNCH	LUNCH	LUNCH	LUNCH	CHAPEL	90	11:30-1:00	
1:15-2:05	50	E	F	B	D	LUNCH	40	1:00-1:40	
2:10-2:40	30	ADV	ADV	C	ADV	D	50	1:45-2:35	
ATHLETICS						B	50	2:40-3:30	
HS Rotation Week 2									
time	minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	minutes	time	
8:00-8:55	55	F	A	E	A	Late Start			
9:00-9:50	50	C	F	D	F				
9:50-10:00	10	SNACK	SNACK	SNACK	SNACK	G	55	9:30-10:25	
10:05-11:20	75	E	D	C	B	E	50	10:30-11:20	
11:25-12:15	50	G	G	B	C	SNACK	5	11:20-11:25	
12:20-1:10	50	LUNCH	LUNCH	LUNCH	LUNCH	CHAPEL	90	11:30-1:00	
1:15-2:05	50	A	B	A	G	LUNCH	40	1:00-1:40	
2:10-2:40	30	ADV	ADV	UNPLUG	ADV	D	50	1:45-2:35	
ATHLETICS						F	50	2:40-3:30	

2026-2027 MIDDLE SCHOOL Bell Schedule

MS Rotation Week 1								
time	minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	minutes	time
8:00-8:55	55	A	C	E	A	Late Start		
9:00-9:50	50	B	D	G	C			
9:50-10:00	10	SNACK	SNACK	SNACK	SNACK	G	55	9:30-10:25
10:05-11:20	75	C	G	A	F	E	50	10:30-11:20
11:25-12:15	50	LUNCH	LUNCH	LUNCH	LUNCH	SNACK	5	11:20-11:25
12:20-1:10	50	D	E	F	B	CHAPEL	90	11:30-1:00
1:15-2:05	50	E	F	B	D	LUNCH	40	1:00-1:40
2:10-2:40	30	ADV	ADV	C	ADV	D	50	1:45-2:35
ATHLETICS / PE						B	50	2:40-3:30

MS Rotation Week 2								
time	minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	minutes	time
8:00-8:55	55	F	A	E	A	Late Start		
9:00-9:50	50	C	F	D	F			
9:50-10:00	10	SNACK	SNACK	SNACK	SNACK	G	55	9:30-10:25
10:05-11:20	75	E	D	C	B	E	50	10:30-11:20
11:25-12:15	50	LUNCH	LUNCH	LUNCH	LUNCH	SNACK	5	11:20-11:25
12:20-1:10	50	G	G	B	C	CHAPEL	90	11:30-1:00
1:15-2:05	50	A	B	A	G	LUNCH	40	1:00-1:40
2:10-2:40	30	ADV	ADV	UNPLUG	ADV	D	50	1:45-2:35
ATHLETICS / PE						F	50	2:40-3:30

Ambassador Christian Faculty/ Staff

FRONT OFFICE

[Dr. Michael Barker](#): Head of School

[Chris Sheek](#): High School Principal/Director of Student Services

[Tiffany Hicks/Croak](#): Middle School Principal

[Jeff Silva](#): Academic Dean & Registrar

[Esther Kim](#): Counseling

[Stephanie Chinn](#): Front Office Manager, Finance Manager & Vision Dinner

[Krista Williamson](#): Director of Marketing & Admissions

[Aline Posner](#): Front Desk, Development & HR

[Dasha Pimenov](#): Front Desk

2026 - 2027 TEACHING STAFF

[Mr. Chen](#): Art, Graphic Design & Yearbook

[Mr. Eldridge](#): MS Math

[Mrs. Estill](#): MS Social Studies & Bible 6

[Mr. Giampaoli](#): HS STEM (Science, Technology, Engineering, Math)

[Mrs. Gonzalez](#): MS & HS Spanish

[Mr. Holland](#): MS & HS Athletic Director

[Ms. Koval](#): HS English

[Ms. Lamay](#): HS Bible

[Mrs. Len](#): AP Enviro Science, AP Research & Chemistry

[Ms. Li](#): MS Science

[Mr. Morris](#): AP World, AP US History, AP Govt/Econ

[Mrs. Matson](#): Spiritual Life

[Ms. O'Daniel](#): Biology & Intro to Physics

[Ms. Quigley](#): Dance- MS & HS

[Mr. Tom Sheek](#): MS P.E. & HS Baseball

[Ms. Sevy](#): MS English, Bible 7 & 8, & MS ASB

[Mr. Silva](#): AP/HS English, & Philosophy

[Ms. Slover](#): HS Math & Volleyball (Girls/Boys)

[Mr. Sluyter](#): MS & HS Vocal/Drama/Theater, HS ASB

2026-27 CAMPUS SECURITY

[Coach Turks](#): Campus Security & Boys Basketball

[Mr. Ward](#): Campus Security

PTO

[Leigh Schuffman](#): PTO President

General Student Policies

Ambassadors of Christ

First and foremost, ACS students are Ambassadors for Christ and should represent Christ in their behavior on the way to school, while at school and on the way home from school. This behavior brings glory to God and is pleasing in His sight.

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, counselor, 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 parent(s) should speak with that specific teacher, staff member, coach and/or administrator.
3. The next step would be to speak with the Director of Student Services.
4. The Head of School is the final point of contact regarding conflicts.

If a 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 School Counselor or Director of Student Services. If the conflict is a claim of unlawful harassment, including sexual harassment, the student should go to the School Counselor, Academic Dean, Director of Student Services or Head of School, as long as that person is someone other than the one against whom they have the claim.

Personal Items

Ambassador Christian Schools reserves the right to inspect, search, and/or examine all personal items brought to the campus or to school-sponsored activities, including but not limited to lockers, backpacks, purses, lunchboxes, electronic devices, vehicles, etc. Any personal items displaying inappropriate logos, slogans, and/or images, such as those promoting anti-Christian sentiment, racism, inflammatory political themes, sex-related themes, etc., will not be tolerated and confiscated for parent/guardian pick-up with potential disciplinary action.

Provided Supervision

Upon arrival at school in the morning, students are required to stay within the school and classroom boundaries 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.

NOTE: Students CANNOT leave campus to go off campus (visit Starbucks, the Bakery, other businesses or the park) after being dropped off at school or at any other point during the school day, unless they are accompanied by an ACS staff member.

Snack/Lunch

Students are only allowed in outdoor areas that have supervision: Lunch area, grass area, benches on the exterior of Building C on the west side & in front of and on the walkway behind Building B. Students can be in a classroom only if allowed by the teacher & with the teacher present (for meetings, tutoring, etc.) Students may only eat in the classroom with teacher permission.

Students are not authorized to eat in hallways, lobbies or other areas of SOCAL ROC, including the area in front of Building A.

Students Who Drive to School

In order for students to drive to school, families will need to complete an ACS Parking Permit Form found in the Front Office. Students are allowed to park in the back parking lot of SCROC accessible by driving east on the road between Building A and Building C. Students may only return to their car to retrieve something with adult supervision. Students are not allowed to hang out in their cars at any time during the school day.

Off-Campus Activities

Faculty are not permitted to drive students in their own vehicles at any time, before, during or after school, unless prior consent has been established by a parent/guardian. School vans are the only accessible manner for students to be transported by a staff member and all trips in school vehicles need to be approved by administration. Each school vehicle is covered under a blanket policy provided by ACS.

Walking trips to Starbucks, local eateries & the Farmer's Market are examples of off-campus activities, but will not occur during structured instructional class periods. To attend, students MUST be accompanied by a staff or faculty member.

Photo & Video Policy

It is common practice for the media department of Ambassador Christian School to take video footage and photographs at school events and around the school campus, including but not limited to class activities and field trips. These photos may be posted on the school's website or used in its publications. Attendance at ACS constitutes consent unless a family specifically

chooses to opt out using the photo/video release form which is a part of the registration process each year.

Addressing Faculty

To maintain a proper teacher/student relationship, students must address their teachers using formal forms of address: Mr., Mrs., Miss, Coach, etc. Students may not address teachers by their first names.

18 Year-Old Students

When a student reaches the age of 18, the school maintains its recognition of the parents or guardians as the final authority and decision-maker. All school rules and regulations apply to students who are 18 years of age or older as long as they remain enrolled in school.

Release of Students

Students may not leave the campus for any reason during school hours, without parent's permission. If needing to leave campus, students are required to be signed out at the front office and can only be released to an adult who is listed in the student's file. The Front Desk must be certain that all legal regulations and insurance requirements are met before releasing students.

Building Elevators

Except for those students requiring assistance due to medical or physical restrictions or limitations, students are not to use the building elevators for any purpose without permission from a teacher or school administrator. Students who require the use of the elevator may have another student assist them if necessary.

Behavioral / Citizenship Probation

Students may be placed on behavioral / conduct probation whenever there is clear evidence that the student falls below minimum ACS 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 ACS standards we may require that the student be withdrawn from the school at the end of the probationary period.

Prohibited Materials

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 may 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.

Attendance Policies

Purpose & Commitment

Regular, on-time attendance is a shared responsibility between the school, parents, and students. It is not only required by law but is also one of the strongest predictors of academic success. At Ambassador Christian School, attendance is part of our commitment to excellence—students who are present, prepared, and engaged have the best opportunity to grow spiritually, academically, socially, and emotionally.

Parent Responsibilities

Parents/guardians are expected to:

- Ensure students attend school daily and arrive on time.
- Schedule medical appointments, amusement park outings, vacations, and family events outside school hours whenever possible.
- Please notify the school **no later than 1:00 PM** on the day of an absence via phone, email, or in person.
- Provide written or verbal confirmation of the absence within **three days** of return; after this, the absence will be marked unexcused.
- Communicate directly with the **school office**, not individual teachers, for absence reporting.

Student Responsibilities

Students are expected to:

- Be on time and prepared for all classes and chapel services.
- Expected to attend all classes, everyday.
- Remain in class for the full period; missing more than **25 minutes** counts as an absence.
- Avoid unauthorized absences; truancy is a serious offense and may result in detention, suspension, or other administrative action.

- On school days with a ‘special’ schedule, students must attend at least **one half (1/2) or more** of the school day including at least two core subject classes.

Communication & Documentation

Clear communication is vital. Absences reported only to teachers will not be excused. All arrival after the first period or early departures require signing in/out through the school office. Students aged 18 must still provide parent consent for early dismissal during class hours.

Excessive Absences

All absences—excused or unexcused—are counted toward the semester total.

- **10 absences:** Written Letter to Parent/Student. Academic review.
- **15+ absences in one class per semester:** Parent-student conference; attendance contract issued. Risk of reduced grades.
- **20+ days absent in a semester:** Possible withdrawal from the class (“W” on transcript). Seniors may lose graduation eligibility at **25+ absences**.

Excused Absences

Excused absences include:

- Illness or injury (medical note may be required)
- Medical, dental, or court appointments
- Death in the family or family emergency
- College visits approved by administration
- School-sponsored field trips, activities, and athletics
- Church retreats or mission trips (with prior approval)

Unexcused Absences

Unexcused absences include:

- Sleeping in or oversleeping due to late nights
- Non-essential personal appointments during school hours
- Skipping class or leaving campus without permission
- Being out of dress code and missing class time
- Errands, shopping, or social outings during the day

Advanced & Extended Absences

For **three or more consecutive days** away from school (vacations, competitions, retreats):

1. Complete an **Advanced Absence Form** from the attendance office.
2. Obtain signatures from all current teachers and a parent.

3. Secure Administration approval **at least four days in advance**.
Extended medical absences require a doctor's note with specific dates.
4. Student is given the number of school days missed to make-up work.

Truancy

Per California Education Code, a student is truant if absent without a valid excuse for **three full days** or tardy/absent without excuse for **30+ minutes** on three occasions in a school year.

Truancy may result in:

- Parent notification and conference
- Suspension (up to five days)
- Possible expulsion for repeated or severe cases

Make-Up Work

- Students have the same number of days as absent to complete work.
- Assignments and tests due before the absence are due the day of return unless otherwise arranged.
- Students are responsible for requesting and completing all missed work.

Tardy Policy

A tardy is arriving after the scheduled start of class. **25+ minutes late** = absence. Tardies accumulate over the course of each semester and reset after the end of Semester 1..

Excused tardies include illness, medical appointments (with note), verified emergencies, or transportation issues beyond the student's control.

Progressive School Consequences for Unexcused Tardies:

- **3 tardies:** 20-minute detention
- **5 tardies:** 50-minute detention, parent conference, attendance contract
- **8 tardies:** 2-hour Saturday Service + supervision fee (\$25/ hour = \$50)
- **12 tardies:** 2-hour Saturday Service + supervision fee (\$25/ hour = \$50)

CONTINUOUS ENROLLMENT POLICY

In consideration of the acceptance of the student enrollment by Ambassador Christian School (ACS), families agree to and understand the terms and conditions for enrollment are as follows for the duration of enrollment at ACS:

Tuition & Fees

- Fees may be added to the monthly billing of the responsible party(ies) as stipulated at the time of registration or during the school year (fees such as missions trips, return check charge, books, sports fees, etc.).
- Credits for Moderated Tuition programs will be displayed on the monthly billing.
- Tuition is subject to change and will include a 3-5% increase each year.

Payment Options and Applicable Fees

- ACS uses the online tuition-management system Finals site for all tuition payments.
- Enrolling in a Finals site tuition payment plan allows you to select a payment option that best suits your financial needs. ACS families can choose a one-time, bi-annual, or monthly payment for tuition.
- Finals site offers two payment methods: credit (debit) card and automatic bank draft. If paying with a credit, debit card or ACH, there will be an added processing fee per transaction. This fee varies based on the type of transaction chosen.
- ACS families may also submit a check in-person to the office.
- Finals site accounts must be kept current at all times.
- ACS, in addition to tuition, charges for books, testing, and mission/field trips to the Finals site account.
- ACS families are also responsible for purchasing devices, uniforms, and additional materials as described in the course syllabus.
- Tuition is due for the entire semester for any student whose attendance covers any portion of the semester.
- A non-refundable registration fee for the following year will be automatically added to the FinalSite account.
 - If paid before April 15: \$550
 - If paid after April 15: \$650

- A LATE TUITION fee of \$50 will be applied to any late payments made after a 15 day grace period. After 2 months of unpaid tuition, a student may be excluded from the classroom until tuition is paid. Student records will be withheld for any account that is not paid in full by the end of the school year.
- Parents are required to VOLUNTEER a total of 10 hours per family each year. Hours not fulfilled will be billed at \$25 per hour at the end of the school year by ACS. An opt-out fee of \$250 for the year can be paid at any time. (*5 hours for Semester 2 only enrollees.) International families are exempt.
- *An annual Family PTO DONATION Fee is in lieu of PTO parent fundraisers, is tax-deductible, and will never be invoiced. The suggested donation is \$200 per family per year.

Payment Due Dates and Default Penalties

- Failure to meet the terms and conditions may result in one or all of the following: (1) the immediate loss of enrollment and attendance privileges; (2) the remaining, prorated balance of the account will be due upon withdrawal of enrollment; and (3) the account will be turned over for collections (see contract for more details).

Online Courses

- At ACS, we are pleased to be able to offer online courses to expand our elective offerings. Additionally, we are happy to include these courses as part of your tuition. However, when decisions are made to drop these classes, there are fees and penalties that ACS is subject to. For that reason, students who drop courses after the official drop dates will be subject to the following charges:

Colorado Christian University Online Dual Enrollment Courses:

Official Drop Date: sixteen days after the course begins

Drop Fee: \$350 and a “W” will appear on the ACS transcript

Student Withdrawal From ACS

- ACS families agree to notify the Admissions Office promptly in writing should the student request to withdraw. Email enrollment@ambassadorhigh.org for information on the withdrawal process.
- ACS families understand and agree that tuition or other fees will be assessed according to the date of the enrollment termination or the date of withdrawal written notice to the Admissions Office, whichever is later.

- To withdraw a student, a withdrawal form must be submitted. Please email enrollment@ambassadorhigh.org for more information.
- A withdrawal fee may be charged per student withdrawn. If a registered student is withdrawn, as outlined above, the responsible party(ies) is/are responsible to pay and agree to pay a withdrawal fee on the following basis:
 - Withdrawal from Upcoming Fall Semester:
 - PRIOR TO APRIL 15
 - No fees
 - APRIL 16 TO MAY 31
 - 5% of full-priced annual tuition of upcoming year
(2026/2027= \$599 (MS) / \$864 (HS))
 - JUNE 1 TO JULY 31
 - 10% of full-priced annual tuition of upcoming year
(2026/2027= \$1,197 (MS) / \$1,727)
 - ON OR AFTER AUGUST 1
 - All tuition and fees for entirety of Semester 1
 - Mid-Year Withdrawal:
 - Attendance on any day during the semester incurs all fees and tuition for that semester
 - Semester 2 withdrawal before December 15
 - No fees
 - Semester 2 withdrawal on or after December 16
 - All tuition and fees for Semester 2

ACS families understand that ACS will not release diplomas, transcripts or records unless all accounts are paid in full. All rates and fees related to the contract are provided on the published Tuition Schedule. The school is authorized to release accurate information concerning the student school account to other private schools, collection agencies, or credit reporting companies, and ACS families hereby release the school and its employees, agents, and officers from liability in connection with providing information regarding an inquiry from such an entity.

Academic Information

The goal of ACS is to present an academic program consistent with a Christian philosophy of education and a biblical perspective so that all students realize the importance and relevance of the never-changing Word of God.

ACADEMIC INTEGRITY POLICY

At Ambassador Christian School, we value both academic excellence and moral character. Academic integrity means students are honest and responsible in all their academic work, reflecting their own effort, understanding, and commitment to ethical learning.

Students are expected to complete all assignments, assessments, and projects independently unless collaboration is specifically permitted by the teacher. Any use of another's words, ideas, or work must be properly cited to avoid plagiarism. Giving or receiving unauthorized assistance is equally considered academic dishonesty.

Plagiarism & Cheating

Ambassador Christian School holds students to the highest standards of academic honesty. Any form of academic dishonesty—including plagiarism or cheating—is a violation of our school's core values and will result in both academic and disciplinary consequences.

Plagiarism

Plagiarism is presenting another person's words, ideas, or work as your own. This includes, but is not limited to:

- Failing to properly cite quotes, paraphrases, or borrowed ideas
- Copying another student's work or homework
- Copying and pasting from websites without crediting the source
- Submitting work written by someone else (e.g., parent, tutor, or AI tool)
- Inadequate paraphrasing that closely mimics original wording

Cheating

Cheating involves dishonest behavior intended to improve a grade or help someone else do so. Examples include:

- Using another student's test or quiz answers
- Possessing unauthorized notes, cheat sheets, or electronic devices during an exam
- Sharing or receiving test content with other students
- Submitting prewritten work for in-class assignments

- Falsifying data, collaborating without permission, or submitting duplicate work in multiple classes
- Inappropriate use of A.I to complete an assignment
- Avoiding class to delay test-taking or assignment submission

Consequences for Academic Integrity Violations:

1st Offense- Student issued a zero with the opportunity to make up that “0” during the semester. Student Conference

2nd Offense- Student issued a zero with the opportunity to make up that “0” during the semester for 50% credit. Administration- Student conference.

3rd Offense - Student issued a zero. Mandatory Saturday School. No make-up opportunity. Parent-Student-Administration conference.

4th Offense- Student dropped from Class

5th Offense- Student dropped from School

Academic integrity violations are cumulative within middle school and high school, but reset between 8th and 9th grade. Our goal is to foster integrity, original thinking, and responsible learning that prepares students for lifelong success. ACS is committed to fostering a culture of responsibility, originality, and integrity. We expect all students to uphold these principles as they grow academically and spiritually.

Grading Policy

Ambassador Christian School uses a standardized, school-wide percentage grading scale:

- **90–100%** = A (Excellent)
- **80–89%** = B (Above Average)
- **70–79%** = C (Average)
- **60–69%** = D (Below Average)
- **Below 60%** = F

GPA Scale:

Grade	College Prep	Honors/AP/EC
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	1.0
F	0.0	0.0
WF*	0.0	0.0

*WF = Withdrawal Failure (applies when a student withdraws from a College-Level course after the Withdrawal deadline **.*

* An Administrative Fee will be incurred if a class is dropped/or withdrawn from after the designated deadline: \$50)

Final Examinations

Final exams or culminating activities are required in academic subjects at the end of each semester. Exams may be traditional assessments or projects and are worth **up to 20%** of the semester grade, depending on departmental policy.

- Exams may not be taken early.
- Students with **unexcused absences** during finals may receive a **zero**.
- Make-ups for **excused absences** must be arranged with the teacher.
- Missed finals must be scheduled through the Academic Dean or Head of School.
- Financial obligations must be cleared to sit for exams.

This policy applies to **both High School and Middle School**, where final assessments are used to demonstrate content mastery.

Semester Grades & Report Cards

- Semester grades (issued in **January** and **June**) represent a student's performance over an 18-week period and are permanently recorded on transcripts.
- Semester grades are based on cumulative coursework and final exams.
- Only semester grades count toward GPA and graduation credit.

Quarter Grades & Progress Reports:

- Quarter grades are progress indicators only and do not appear on transcripts.
- **Progress Reports** are issued at mid-quarter for students earning a D or F.
- **Parent-Teacher Conferences** are held after the first quarter for high school families.

Grade Disputes & Replacement Grades

- Grade concerns should first be addressed with the teacher within **30 days** of issuance.
- If unresolved, the matter may be elevated to the Department Chair and then to Administration for final review.
- If a student **retakes a course** due to a D or F, the **new passing grade** will replace the original grade in GPA calculation, but **both grades** will appear on the transcript.

Middle School Promotion Requirements

Promotion Requirements: Minimum 150 Credits (Each course is 5 credits per semester)

6th Grade Required Classes

Bible	English
History	Mathematics
Science	Elective(s)
Physical Education (PE)	

7th Grade Required Classes

Bible	English
History	Mathematics
Science	Elective(s)
Physical Education (PE)	

8th Grade Required Classes

Bible	English
History	Mathematics
Science	Elective(s)
Physical Education (PE)	

(Students may receive more than 4 U's during the 8th grade year and no more than 2 U's or 2 F's in spring semester to qualify for promotion)

High School Graduation Requirements

Ambassador Christian School is committed to providing students with a rich and comprehensive high school experience. To earn a diploma from ACS, students are expected to complete **four full years of high school** and must be **enrolled full-time during their senior year**.

Summer school and additional coursework beyond a normal academic load should be viewed as opportunities for **academic enrichment**, not as a means to accelerate graduation.

Students will not receive a diploma or be permitted to participate in the graduation ceremony until **all graduation requirements are met** and the required number of credits has been earned. Full enrollment and successful completion of all courses are necessary to be awarded an **Ambassador Christian School diploma**.

High School Graduation Requirements

Subject	Minimum Required Credits	Details
English	40	Four years College preparatory English based on the National Common Core standards.
Mathematics	30	Three years Algebra 1, Geometry or Algebra 2, Pre-Calculus, Calculus AB, Calculus BC. Must include Geometry
Science	30	Three years Including one year of a Life Science (with Lab) and one year of a Physical Science (with Lab) The third year could be Physics, Biology AP, Engineering, Computer Science, or any other Science course.
Social Science	30	Three years One year of World History, one year of U.S. History, one semester of American Government, one semester of Economics.
World Languages	20	Two years 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	Four years Includes one year of Bible class for each year the student is enrolled.
Visual and Performing Arts	10	One year Could include Art, Drama, Graphic Design, or Music
Physical Education	20	Two years Two years will include enrollment on an athletic team. This could also include course credit for club sports (upon approval and only if the sport is not offered as part of our athletic program) or other athletics.
Elective	10	One year required A one year elective course which is an “a-g” approved course

Middle School Promotion and High School Graduation Ceremony

Participation in 8th Grade Promotion and 12th Grade Graduation ceremonies is a privilege, not a right, and may be withheld at the discretion of the school administration. Students will typically be allowed to participate if all academic, behavioral, and financial requirements have been met. Diplomas and certificates will not be issued until all obligations are fulfilled.

High school seniors at risk of not graduating may be subject to Senior Interventions, including the replacement of “off periods” with mandatory study hall sessions until academic progress is demonstrated.

Honor Roll Policy

Ambassador Christian School recognizes academic excellence each semester through three levels of honor roll, based on the **unweighted GPA** earned from coursework **completed at ACS** during the current school year. To qualify, students must be enrolled in at least **four academic classes** and must have **no grades of D or F** in any course.

Honor Roll Levels:

- **Merit Roll:** 3.50 – 3.69 GPA
- **Honor Roll:** 3.70 – 3.89 GPA
- **Principal’s Scholar Roll:** 3.90 – 4.0+

These honors are awarded based on **semester grades** only. The Registrar will verify eligibility after both the first and second semesters.

Grade Point Average (GPA) Calculations

ACS uses both **unweighted** and **weighted** GPA scales, depending on the context.

Unweighted GPA: (Non-Ambassador Grade Reports with pluses and minuses do not affect the point value.)

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

Calculation:

Total GPA points ÷ Number of graded courses

Weighted GPA:

Weighted GPA is used for honors such as **valedictorian, salutatorian, academic awards**, and **college applications**.

- AP/Honors Courses:
 - A = 5
 - B = 4
 - C = 3
 - D = 2
 - F = 0
- All Other Courses:
 - A = 4
 - B = 3
 - C = 2
 - D = 1
 - F = 0

Calculation:

Total GPA points (including weighted values) ÷ Number of graded courses

*Note: Any course taken **outside of ACS** must be pre-approved by administration and must be UC/CSU and NCAA-approved through the issuing institution in order to be added to the official ACS transcript.*

Course Changes & Withdrawals

Students may request to **add or drop classes within the first three weeks** of each semester. After **week three**, a dropped class will appear as **Withdrawal/Fail (WF)** on the transcript. No new academic classes may be added after the beginning of **week four**.

Switching from an **AP or Honors course to a College Prep course** must be completed by **week four** and requires approval from the parent, teacher, counselor, and Academic Dean. This change must not impact graduation requirements.

All schedule changes must be submitted using the **Schedule Change Request Form**, with required signatures from the teacher, parent, and counselor.

Dual Enrollment: Students taking college-level courses must follow the **withdrawal policy of the college**. Most colleges allow withdrawal within the first two weeks without a grade penalty (“W”). All exceptions must be approved by an administrator.

Homework Accountability & Missing Work

Students with **chronic missing work** may be required to complete assignments immediately, subject to teacher discretion. It is the **student's responsibility** to determine and complete all missed assignments by consulting with their teachers. **Participation points** missed due to **unexcused absences or suspension** may not be made up.

Make-Up Work Policy

Students have **the same number of days as they were absent** to make up classwork. For example, a student absent for two days has two days to complete missed work.

- **Tests and quizzes** should be made up on the **day of return**, unless prior arrangements have been made.
- **Long-term absences** or missed review days may require special scheduling between the student and teacher.
- **Assignments, projects, or papers** assigned before an absence are **due the day the student returns**.
- Failure to complete make-up work on time will result in a **zero**.

Academic Probation & Ineligibility

Students are expected to maintain a **minimum semester GPA of 2.0**.

- Any student earning **below a 2.0 GPA** or receiving an **F** in any course will be placed on **Academic Probation** and referred to our Learning Assistance Program (LAP) for the following semester.
- Students on probation for **two consecutive semesters** may be subject to **dismissal** from Ambassador Christian School.

Students who fail to meet the 2.0 GPA requirement at the **quarter grading period** (Quarter 1; Semester 1; Quarter 3; Semester 2) become **ineligible for extracurricular activities** (including athletics, drama, clubs, and student government) during the following quarter. Specific programs may also have additional eligibility requirements.

Grades are updated weekly and available on **Canvas 24/7**. Teachers may email parents if a student's grade falls below a "C," and **conferences** may be requested to create a **learning support plan**.

Student Records

Ambassador Christian School maintains official **student academic records** in accordance with California law. Parents of currently enrolled or former students have the **legal right to access** these records upon request.

- Requests to view records must be made at least **24 hours in advance** to allow the school to schedule an appointment with a staff member.
- Original records are the **property of Ambassador Christian School** and are not released.
- Copies of records may be provided upon **written request**, provided all **financial obligations** are current. A **copying fee** may apply.

Student Records, Transcripts, and Withdrawals

Transcript and Diploma Release

Ambassador Christian School will not release **official or unofficial transcripts, diplomas, or report cards** to any party—including parents, students, colleges, or employers—until **all financial obligations** have been fulfilled.

Access to School Records

In accordance with California Education Code, **parents of currently enrolled or former students** have the legal right to inspect and review their child's **educational records** upon request. Requests must be submitted in advance to allow the school time to prepare access.

Unless otherwise notified in writing, the school assumes **implied consent** to release non-confidential student information such as **honor roll listings, awards, and activity participation** for school publications and communications.

Student Withdrawal and Transfer of Records

When a student transfers to another school, Ambassador Christian School will provide a **copy of the Cumulative Student Report** and the **original Health Record** directly to the receiving school upon request. The student's **transfer details**—including the reason and destination school—will be recorded in the student's cumulative file and attendance record.

While **official transcripts** are sent directly to schools or institutions upon request, **unofficial transcripts** may be provided to parents, provided there are **no outstanding financial obligations**.

Standardized Testing

AP Exam Policy

All students enrolled in Advanced Placement (AP) courses must fulfill the academic rigor and the expected outcomes associated with college-level work. Participation in the corresponding AP Exam is considered an integral and mandatory component of the AP curriculum, demonstrating mastery of the course material to both the school and institutions of higher education.

Students enrolled in an Advanced Placement (AP) course at ACS are **required** to take the official College Board AP Exam for that subject in the spring of the same academic year the course is taken, for all AP classes they are enrolled in. Failure to register for and sit for the scheduled AP Exam will result in the course designation being changed from "Advanced Placement" to "Standard" on the student's academic transcript, as well as loss of Colorado Christian University designation and associated college credit.

PSAT / NMSQT Testing Day (Mandatory Attendance)

ACS gives the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test each October to all 9-11 graders. 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.

Per ACS's commitment to regular attendance, all grade 9-11 students are required to attend school on the scheduled PSAT testing day. The PSAT testing day is considered a regular school attendance day and important as a national exam to compare achievement over three years. Students registered for the PSAT 8/9 or the PSAT/NMSQT must report to their assigned testing room with any necessary supplies (e.g., personal computer, charger, pencils, approved calculator). Students must report to their designated location by the regular school start time. Attendance will be taken. Students who are absent without a valid, excused reason may face disciplinary action.

SAT / ACT

The SAT Reasoning Test, SAT Subject Tests, and the ACT are national aptitude tests that are required by some four-year colleges for entrance. Registration for these tests must be done online at www.collegeboard.org or www.actstudent.org. It is recommended that these tests be taken by the spring of the junior year. They may be taken more than once.

MIDDLE SCHOOL TESTING: Middle school students may be included as part of our ACS assessment framework.

FRESHMEN: All Freshmen will take the PSAT 8/9, which prepares students for the PSAT.

SOPHOMORES: All Sophomores take the PSAT in preparation for the SAT. Results of these tests are used to predict how well a student will do on the SAT and can also be used to measure relative academic strengths and weaknesses in specific academic areas.

JUNIORS: take the NMSQT (National Merit Scholarship Qualifying Test) to help determine college readiness. The test will occur in the fall.

JUNIORS/SENIORS: that are planning to attend a four-year institution must have completed an SAT test or an ACT test by November of the senior year. Students are encouraged to have taken at least one ACT or SAT test by the end of their junior year.

Counseling

School Counseling Services

Ambassador Christian School provides a Christ-centered, comprehensive, and student-focused counseling program that supports academic achievement, personal growth, and college and career readiness. In partnership with families, teachers, administrators, and community stakeholders, the counseling department helps students develop the skills, knowledge, and character needed to become responsible, compassionate, and service-minded individuals.

We are committed to ensuring that every student has equitable access to a supportive and enriching learning environment. The counseling team offers academic guidance, college and career counseling, wellness and social-emotional support, and resources for families.

Counseling Contacts:

- **Mrs. Esther Kim** – School Counselor (Grades 6–12) | ekim@ambassadorhigh.org

Appointments, Availability & Accessing Counseling Support

- **Office Hours:** Monday–Friday, 8:00 AM–4:00 PM
- **Drop-Ins:** Students may visit the counselor during snack or lunch.
- **Meeting Requests:** Students and families can request a meeting via email. All requests will be reviewed during regular school hours, and the counselor will respond promptly.

Counseling Services Offered

Individual Counseling

Short-term individual counseling is available to support students facing academic, emotional, behavioral, or personal concerns. Students may be referred by a teacher, parent, administrator, or may self-refer. A referral form is required for staff referrals and will be used to document areas of concern, interventions, and communication with parents/guardians. If long-term support is needed, the counselor will assist with referrals to outside mental health professionals.

Small Group Counseling

Small groups are designed to help students develop peer relationships, build communication and coping skills, and address common challenges in a supportive, structured setting. Topics may include friendship skills, grief support, stress management, or conflict resolution. Participation requires parental permission. Group offerings vary by semester.

Student Success Plans / Behavior Intervention Plans

When a student requires additional support, a Student Success Plan (SSP) or Behavior Intervention Plan (BIP) may be created in collaboration with parents, teachers, counselors, administrators, and support staff. These plans are tailored to meet the student's academic or behavioral needs and include progress monitoring and regular check-ins.

504 Plans & Accommodations

Ambassador Christian School provides support for students with documented learning needs through Section 504 Plans and academic accommodations. These plans are developed in collaboration with families and staff to ensure students receive the appropriate support to access the curriculum. For more information, or to begin the process, please contact the school counselor.

[504 Plan Information](#) [504 Request Form](#)

Learning Assistance Program (LAP)

At Ambassador Christian School, we believe every student is uniquely created by God with purpose and potential. Our Learning Assistance Program (LAP) is designed to support students by providing resources, strategies, accommodations, and encouragement that promote academic, emotional, and spiritual growth.

The Learning Assistance Program partners with students, families, teachers, counselors, and administrators to create individualized support systems tailored to each student's unique learning profile. We recognize that students learn in different ways and that success may look different for each learner. Our goal is to help students develop the skills, confidence, self-advocacy, and independence necessary to thrive both in and beyond the classroom.

Ambassador Christian School welcomes students with documented learning differences and those who may benefit from additional academic or socio-emotional support. While the Learning Assistance Program is not a special education program and cannot provide the comprehensive services available through public school special education programs, we offer a range of accommodations and support services within the resources and mission of the school.

Program Placement

Students with a current IEP, 504 Plan, educational evaluation, or demonstrated learning need may be considered for placement in the Learning Assistance Program. Placement decisions are made by school administration and counseling staff based on educational documentation, academic performance, teacher input, and individual student needs.

The program includes two levels of support:

Watch Plan

The Watch Plan is designed to provide proactive support and ongoing monitoring for students who may benefit from accommodations, structured guidance, or periodic intervention.

Services may include:

- Review of educational documentation and learning needs
- Development and coordination of school-based accommodation plans
- Individualized academic planning and goal setting
- Recommended classroom accommodations
- Academic and/or socio-emotional check-ins throughout the year
- Communication and collaboration among students, families, teachers, and counselors

- Ongoing monitoring of student progress

Students participating in the Watch Plan are expected to maintain a minimum cumulative **GPA of 2.5**, demonstrate consistent academic engagement, and participate in any required meetings or support sessions. *Students whose cumulative GPA falls below 2.5 may be placed in the Learning Assistance Plan (LAP) for additional support.*

Learning Assistance Plan

The Learning Assistance Plan provides a higher level of individualized support for students who require more frequent intervention, accountability, and skill development.

Services may include:

- All supports available through the Watch Plan
- Weekly meetings and academic check-ins
- Individualized academic planning and progress monitoring
- Executive functioning and organizational skills coaching
- Study skills development and academic strategy instruction
- Self-advocacy and communication coaching
- Counseling support related to anxiety, stress, and learning challenges
- Assistance with documentation and referrals for outside evaluations when appropriate
- Coordination of College Board accommodations for qualifying students
- Liaison support among students, teachers, and parents
- Assigned advisement or support classes as determined by school personnel

Students participating in the LAP are expected to actively engage in all assigned supports and interventions, attend scheduled meetings, complete coursework in a timely manner, and work toward maintaining a minimum cumulative **GPA of 2.5**. Academic progress, effort, participation, and use of recommended strategies will be considered when evaluating student success within the program. *Failure to meet the above expectations, may result in additional interventions, probationary status within the program, or a recommendation by the Administration that the family pursue an alternative educational setting better suited to the student's learning needs.*

Student and Family Partnership

The success of the Learning Assistance Program depends on a collaborative partnership between the student, family, and school. Students are encouraged to actively participate in the support process, communicate openly about challenges and successes, and take increasing ownership of their learning.

Parents and guardians are expected to maintain open communication with school personnel, support academic expectations at home, participate in meetings when requested, and partner with the school in promoting student growth and success.

LAP Review

Student progress is reviewed regularly by counseling staff and administration. Academic performance, including maintenance of the minimum 2.5 cumulative GPA expectation, participation in support services, effort, behavioral growth, and progress toward individualized goals may be considered when determining the appropriate level of support.

Placement within the program may change as student needs evolve. Some students may require increased support over time, while others may demonstrate sufficient academic independence and skill development to transition out of the program. Decisions regarding placement, continued participation, and graduation from the program are made on an individual basis by school administration.

For additional information regarding eligibility, services, fees, or program expectations, families are encouraged to contact the ACS Counseling Department.

Mandated Reporting & Child Protection

In accordance with California law, all ACS staff are **Mandated Reporters**. This means they are legally required to report any **reasonable suspicion** of child abuse or neglect—physical, emotional, sexual, or supervisory—to the appropriate state agencies. In these cases, staff **will not** contact parents/guardians prior to making a report.

(See California Penal Code Sections 11164 et. seq.)

Mandated Reporting & Child Protection

All ACS staff, including school counselors, are **Mandated Reporters** as defined by California law. Staff are required to report any **reasonable suspicion of abuse or neglect**, including physical abuse, emotional harm, sexual abuse, or inadequate supervision. In such cases, **parents will not be notified prior to the report**, in accordance with the law. Reports are made to appropriate child protective agencies under California Penal Code §11164 et seq.

Important Links

[College Planning Handbook](#)

[AMBASSADOR CHRISTIAN SCHOOL GRADUATION AND UC & CSU A-G ADMISSIONS REQUIREMENTS](#)

[Ambassador Christian School Four-Year Road Map](#)

[Ambassador Christian School A-G Planning Chart](#)

[APPLICATION FOR TRANSFER CREDIT FOR NON-ACS CLASSES](#)

[Transcripts Information](#)

[Ambassador UC Doorways A-G List](#)

[A-G's Presentation](#)

[ACCELERATED COURSES INFORMATION](#)

[CREDIT RECOVERY INFORMATION](#)

College & Career

Ambassador Christian School Campus Visit Policy

ACS offers campus visits during the year with the school counselor. Must be a Senior, junior, or sophomore to attend these in-school visits. Seniors have priority, and then Juniors. Sophomores may be allowed to go if the trip is not full and has completed all the requirements. Students must be in good academic standing, exhibit good citizenship, and have satisfactory attendance. (Students who are not in good academic standing or who have received school consequences for inappropriate school behavior may be denied this opportunity). Students wishing to participate in the campus visit must have the approval form signed by their teachers and parents in advance.

Ambassador Christian School understands the importance of college visits for our students. It is preferred that students and their families schedule visits during holidays and breaks. We understand that this is not always possible.

Procedure:

- 1. Complete attendance form with a signature of a parent/guardian.**
- 2. Take the form to each teacher to be signed before the visit.***
- 3. Return form to Mrs. Croak**

*All Teachers must sign the form for the student to participate in a trip or activity. The teacher's signature does not indicate approval. Teachers may indicate if a student is not in good academic standing or has other concerns in the comment section. The Counselor will make all final decisions.

STUDENT GUIDELINES

- Students are responsible for communicating with your teacher that you will be attending the college visit PRIOR to the day of the visit.
- Students are responsible for making up any instruction or assignments you miss.
- Students need to be in good academic standing at ACS (No D's or F's) AND a good academic fit for the college visit you are interested in attending.

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 the directions given to them by any of the adults employed by Ambassador Christian School.

Principles of ACS Discipleship

The principles that guide the ACS Discipleship policy are as follows:

Respect God - Respect People - Respect Property - Preserve the Learning Environment

These principles form the basis of community life at Ambassador Christian School. When an individual (or a group of individuals), violates the standards of the community, it is our responsibility to correct the behavior and work toward the restoration of the community. 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).

We see most behavior issues as opportunities for students to make adjustments in their lives so that they stay the course and accomplish their goal, as part of our overall ACS discipleship and spiritual formation focus. There are, however, things that so violate the standards of the Ambassador Christian School community, that, for the sake of the community, separation is required. This separation may be temporary, a suspension, or more long-term, an expulsion. In all disciplinary decisions we seek to balance the needs and rights of the individual with those of the community.

In order to best serve the Ambassador Community, the administration is granted great leeway in how behavioral consequences are administered within the confines of the CA Education Code

(the law) and the Ambassador Christian School philosophy. It should also be noted that the frequency and severity of offenses will be taken into consideration. Therefore, it is possible that a student's 1st violation may result in a suspension, expulsion or involvement of law enforcement. Likewise, in cases of "exceptional misconduct" or severe misbehavior, the progressive means of corrective actions may not apply.

Behavioral Standards

Ambassador Christian Schools is dedicated to the training of students in an integrated program of study, activity, and everyday living that is applied Christianity. The primary rule of our ACS discipleship and spiritual formation is that the student is to be obedient, respectful, and cooperative toward all members of the faculty, staff, administration, and classmates, and to follow the 'Golden Rule' of Matthew 7:12 with regard to other students: 'Treat others the way you want to be treated' while On-Campus or Off-Campus (field trips, sports trips, social activities, dances, etc.). Attendance at Ambassador Christian Schools' social activities is determined by the school administration. Students who are serving an at-home issued suspension, have been expelled, have been involuntarily withdrawn from enrollment or have voluntarily withdrawn from enrollment in order to avoid disciplinary action **MAY NOT** attend school-sponsored social events. Violation of any school policies (including dress code) may result in removal from the event and/or disciplinary action.

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated, and conduct themselves with integrity. Our goal in discipleship is to teach students to make choices that are desirable, and for them to learn self-discipline. Enrollment at ACS is a privilege and our expectation is that students will conduct themselves in accordance with Ambassador Christian School goals and standards. We rely on parents to become partners with the school in the education of their children. Upon enrollment, students and parents agree to abide by the Standards of Conduct.

Off-Campus Behavior

Students at Ambassador Christian represent the school not only while on campus, but off campus as well. Behavior that occurs off campus during non-school hours, including online behavior, is still subject to school consequences by ACS administration.

Classroom Conduct

Each teacher develops rules and classroom procedures specific to their subject area and congruent with school rules. All students are expected to be positive contributors to the

classroom environment and support the structure of the classroom. Teachers' rules and procedures are included in their course syllabus.

Classroom / Teacher Level Interventions

Because most minor violations of ACS behavior policies occur in the classroom, our teachers are often the first level of disciplinship. The progression of behavioral support is the following:

- **Parent/Teacher Contact:** The teacher sends an email, leaves a phone message, or sends a note home.
- **Conference:** Meeting to discuss behavior. May be formal or informal. May be in person or via telephone or email. Includes any of the following: Teacher/Student, Teacher/Parent, Teacher/Student/Parent, Teacher/Dean, Teacher/Teacher, Teacher/Lead Teacher, or any combination of the above-mentioned.
- **In-Class Consequence:** Seat moved or other change in environment.
- **Time Out of Class:** Temporary denial of student's participation in classroom activities.
- **Student Action Plan:** The student writes about his or her behavior, causes and identifies possible alternatives.
- **Teacher Assigned Detention**
 - All one hour detentions will be served after school at an assigned location. Failure to serve detention will result in an additional detention assigned.
 - Students in detention must sit quietly and are not allowed to communicate in any manner with other students, 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.
- **Contract with Student/Parent:** Statement is written, listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian, as well as the date when the results of the contract will be reviewed.
- **Referral to Administration**

Administrative Level Interventions:

1. Student Conference

Often, the first step in the disciplinship process is a conference with a student. During these conversations, administrative staff will discuss the situation with the student, discuss possible school consequences for continued behavior, attempt to determine causes of unwanted behavior and explore healthy, wise alternatives to the unwanted behavior.

2. Campus Beautification

Students may be issued Campus Beautification by the administration. When Campus Beautification is assigned, the student will report to the secondary school staff of his/her choice to complete the assigned time commitment. Students are typically assigned between 10 minutes and 60

minutes of Campus Beautification to be completed within 48 hours. Campus Beautification may include, but is not limited to, picking up trash, working in the garden, cleaning a classroom for a teacher, helping to serve in the library, etc. Typically, the student is responsible for finding a staff person to coordinate and verify the work completed. The purpose of a Campus Beautification assignment is for the student to be restored to the campus community after violating campus rules by working to improve the physical attributes of the campus.

3. After School Detentions

Students can be issued detention by a teacher or administration. Detention supersedes ALL OTHER AFTER SCHOOL ACTIVITIES including: all sports, dance, clubs, musicals, etc. Any potential conflicts (e.g. medical appointments, work, etc.) must be worked out by student and family to serve detention.

4. Saturday School

Saturday School for behavior intervention may be assigned by administration for either 2 hours (typically issued first) or 4 hours (issued after a 2-hour has already been served or depending on severity of student action). There is a fee associated with Saturday School that helps to cover the costs of administering Saturday School. These fees (\$25/hour) must be paid in advance. Students must bring materials (school work) to work on. Weather permitting, students will most likely be assigned to some service task at the school to be completed under adult supervision during this time.

5. Suspension

Suspension is the removal of a student from ongoing instruction. A suspension may be out-of-school (OSS) or in-school (ISS). Students assigned to In-School-Suspension will be removed from class and will be assigned to an area to be supervised by Administration. These students should expect to be working independently all day and have breaks at different times than the rest of the student body.

- Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school whether the class meets that day or not.
- During out-of-school suspension, students may not come to school, may not be on campus, may not attend or participate in any school-related activities including athletics.

- Offenses that may result in suspension are based on section 48900 of the California Education Code.
- A list of suspendable offenses, as depicted in section 48900 of the California Education Code, is included at the end of this section.
- An administrator may suspend a student for an initial 5 days, and up to 25 days. A conference must be held with an administrator before a student may be readmitted to school. A suspension becomes part of a student's behavior file.

6. Administrative Behavior Contracts

The purpose of an Administrative Behavior Contract is to provide a student who has violated the standards of the school community with a more structured and monitored behavioral experience for a season until full restoration to the school community can be achieved. An Administrative Behavior Contract formally defines the expected behavior of a student across campus, in all classes, and includes “free time” such as breaks, snack, and lunch and sometimes may include off campus behavior. Generally the term of an Administrative Behavior Contract will be anywhere from four weeks to one semester, but may be enforced for a longer period of time as well. Administrative Behavior Contracts usually include a Mentoring component where the student is paired with an adult mentor on campus to assist in the student’s restoration to the school community. Violation of this Administrative Behavior Contract may result in suspension or expulsion.

7. Expulsion

If it becomes necessary, in the opinion of the school administration, to expel a student who does not abide by the Standards of Conduct contained in this Handbook, the matter shall be referred by the Head of School to the Board of Directors of the school for disposition. The administration has the authority to suspend the student indefinitely until a final decision of the Board of Directors has been reached. A student being recommended for expulsion should expect a physical hearing with the Head of School prior to the formal recommendation of expulsion being submitted to the Board. In the event that the decision of the Board of Directors is to expel the student, the Head of School shall deliver written notice of that decision to the student’s parent/guardian. In the event that the parent/guardian wishes to request the Board of Directors to reconsider its decision, the parent/guardian must submit an appeal in writing, and must have such written request delivered to the Head of School on or before fifteen days

after receipt of the notice of the Board of Directors' decision. If an appeal is made, the Board of Directors shall consider the appeal. After consideration, the Head of School shall deliver to the student's parent/guardian written notice of the decision of the Board of Directors in the appeal of the matter.

When a student is asked to withdraw or is expelled from ACS, they will be restricted from being on campus or at any school activity without prior authorization from school administration.

8. Law Enforcement Intervention

ACS will involve Law Enforcement as necessary to ensure the safety of students in this community.

MATRIX OF SCHOOL CONSEQUENCES

Incidents	Serious Violations
All Incidents Any violation will result in an investigation and will include school consequences up to and including immediate suspension/dismissal from the school. Drug testing could be included as a consequence.	• Sale or use of a controlled substance, drug paraphernalia or alcohol Ed Code 48900: C & D • Possession of or sale of any knives or brandishing a knife Ed Code 48900: B • Possessing, selling or otherwise furnishing a firearm Ed Code 48900: B • Possessing an explosive Ed Code 48900: B • Possession Explosive Committing or attempting to commit sexual assault or battery Ed Code 48900: N • Fighting, attempting to cause, or threatening to cause injury to another person Ed Code 48900: A1 (Mutual Combat) • Willfully used force or violence upon the person of another, except in self-defense – Assault (Crime Report) Ed Code 48900: A2 (Assault / Attack) • Terroristic threats against school, school property or school employees Ed Code 48900: .7 Incident Type: B
All Incidents Any violation	• Bullying: Including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel. Ed Code

will result in an investigation and will include school consequences up to and including immediate suspension/dismissal from the school.	48900: R • Aiding or abetting the infliction or attempted infliction of physical injury to a person. Ed Code 48900: T • Sexual harassment (Grades 6-12) – unwelcome sexual advances. Ed Code 48900: .2; Type: B • Hate violence (Grades 6-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation. Ed Code 48900: .3; Type: B • Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail Ed Code 48900: F
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Incidents	Inappropriate Classroom Behavior/ Defiance/Disobedience	
1st Incident	In any one class	Teacher conversation with the student and prayer. May receive detention depending on behavior.
2nd Incident	In any one class	Teacher phone conference with parents/guardians (and prayer). Parent - Student conversation. May receive detention depending on behavior.
3rd Incident	In any one class	Teacher-Parent-Student conference. Detention assigned.
4th Incident	In any one class	Students referred to the School Counselor and other means of corrective action. The student does not return to the classroom until the next day.
5th Incident	In any one class	Parent conference with Head of school. Student may be suspended from class until the conference is set. Suspension from class, a behavioral contract is established and followed. Citizenship grades in class may be lowered.

Incidents	Dress Code
Every Incident	Students sent to the front office for dress attire review. ACS Loaner uniform apparel provided. Parents will be notified.
2nd Incident	Students sent to the front office for dress attire review. ACS Loaner uniform apparel provided. Parents will be notified. Detention assigned. Office visit recorded.
3rd Incident	Students sent to the front office for dress attire review. ACS Loaner uniform apparel provided. Parents will be notified and will need to provide an extra uniform set to be

	stored in the front office for future infractions. Detention assigned. Office visit recorded.
4th Incident	Students sent to the front office for dress attire review. Student will change into spare uniform provided by family. Parent-Student Meeting. Office visit recorded.
5th Incident	2-hour Saturday Service (service to school) and associated fee (cost to cover supervision).
6th Incident	4-hour Saturday Service (service to school) and associated fee (cost to cover supervision).

Incidents	Uncleared Absence
Every Incident	If uncleared after 3 days, becomes a Truancy with possible subsequent school consequences.

Incidents	Unauthorized/ Inappropriate use of phone or electronic device	
1st Incident	Any time on campus	Device is confiscated, sent to the front office, returned to student after school. Parent will be contacted. Incident recorded.
2nd Incident	Any time on campus	Device is confiscated, sent to the front office, returned to parent only after school. Incident recorded.
3rd Incident	Any time on campus	Device is confiscated, sent to the front office, returned to parent only. 20-minute detention assigned.
4th Incident and each infraction thereafter	Any time on campus	Device is confiscated, sent to the front office, returned to parent only. 50-minute detention assigned.

Incidents	Tardies	
3rd Tardy to a class	In a Semester	20-Minute After-School Detention.
5th Tardy to a class	In a Semester	50-Minute Detention After-School Detention. Parent-Student Conference. Attendance Contract.
8th Tardy to a class	In a Semester	2 Hours of Saturday School and associated fee (cost to cover

		supervision). Parent-Student Conference
11th Tardy to a class	In a Semester	4 Hours of Saturday School and associated fee (cost to cover supervision). Parent-Student Conference

Incidents	Truancy	
1st Incident	In a Semester	50 minute detention
2nd Incident	In a Semester	2 Hours of Saturday School and associated fee (cost to cover supervision).
3rd Incident	In a Semester	4 Hours of Saturday School and associated fee (cost to cover supervision).

Incidents	Inappropriate Display of Affection
1st & 2nd Incidents	Conference with students. Parents contacted. Office visit recorded.
3rd Incident	Parents contacted. Office visit recorded. Detention assigned.
4th Incident	Parents contacted. Office visit recorded. Detention assigned. Behavior Contract issued.

Incidents	Inappropriate or abusive language, remarks, or actions (discriminatory, racial, or sexual)
1st Incident	Incident recorded. Depending on the severity of the incident, school administration may intervene and issue school consequences including Saturday School or suspension of the student.
2nd Incident	Incident recorded. Student called to front office. Parents contacted. Office visit recorded. Student-School Admin meeting. Detention issued. Depending on the severity of the incident, school administration may intervene and issue school consequences including Saturday School or suspension of the student.
3rd Incident	Student sent to front office. Office visit recorded. Parent-Student-School Admin conference. Behavior Contract. Administration may issue Saturday School or suspend the student.
4th Incident	Student sent to front office. Office visit recorded. Parents contacted. Behavior Contract

	reviewed. Student may be suspended.
5th Incident	Student sent to front office. Office visit recorded. Parents contacted. Student may be suspended or excused from school.

Incidents	Cheating (including the inappropriate use of A.I) See also Academic Integrity	
1st Incident	In any class	Student issued a zero with the opportunity to make up that “0” during the semester. Student Conference. Teacher will submit documentation of the assignment to administration. Violation will be documented on their behavioral record. Students may receive a lower citizenship mark for the grading period. (College courses through Biola or Colorado Christian could have more severe consequences for students who plagiarize work).
2nd Incident	In any class	Student issued a zero with the opportunity to make up that “0” during the semester for 50% credit. Administration- Student conference. Student may receive a lower citizenship mark for the semester. Student may be assigned Saturday Service and an associated fee (cost to cover teacher supervision). A conference will be held with administrator, parent/guardian, counselor and student to reinforce the importance of integrity and honesty. (College courses through Biola or Colorado Christian could have more severe consequences for students who plagiarize work).
3rd Incident	In any class	Student issued a zero. No make-up opportunity. Mandatory Saturday School with an associated fee (cost to cover teacher supervision). Parent-Student-Administration conference. Student may receive an “unsatisfactory” citizenship mark for the semester. (College courses through Colorado Christian could have more severe consequences for students who plagiarize work).
4th Incident	In any class	Student dropped from class (if an incident has occurred more than once in a particular class).
5th Incident	In any class	Student dismissed from school.

Incidents	Gum Chewing/Food	
1st Incident	In any one class	Student receives a verbal warning from the teacher.
2nd Incident	In any one class	Student receives a 20-minute detention. Parent will be contacted by the teacher. Incident recorded.

3rd Incident	In any one class	Student receives one (1) hour detention. Parent will be contacted by the teacher. Incident recorded.
4th all other Incidents	In any one class	Student receives Saturday School and associated fee (cost to cover teacher supervision). Parent will be contacted by administration. Incident recorded.

Disclosure of Disciplinary Records

In addition to academic performance, colleges or universities have an interest in learning about the personal conduct and character of its applicants. Upon request, a student is expected to honestly and fully disclose if he or she has been subject to disciplinary action that resulted in probation, suspension, withdrawal or dismissal from high school. Additionally, when requested by a college or university, a counselor or administrator may disclose disciplinary action taken against a student for an infraction that resulted in probation, suspension, dismissal or withdrawal from school.

Grounds for Suspension or Expulsion

Attendance at Ambassador Christian School is a privilege. Failure of the student or parents to comply with all current and future policies, rules, and regulations of ACS is grounds for expulsion of the student. Ambassador Christian 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 ACS determines that either the student or parent is not in agreement with the school Mission, Vision or Educational Purpose.

A pupil shall not be suspended from school or recommended for expulsion, unless the Head of School or designee 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, approved by the unless the Head of School or designee of the school.

- (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 electronic vaping, jul, 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.

(B) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (iii)

(I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Technology

BRING YOUR OWN DEVICE (BYOD)

Bring Your Own Laptop (BYOD) is a policy that allows students to bring and use their own personal laptop at school. All ACS students are required to utilize technology as part of their overall learning experience, however ACS is not device-dependent.

Devices such as tablets, iPads, and laptops are all acceptable, as long as students are able to access all texts, have battery life, 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.

ONLY with teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. This will NOT replace pen and paperwork or be the only means of instruction. Students should bring their devices daily to each class unless otherwise instructed.

The purpose of the BYOD program is designed to help students practice responsible use of technology at school, as well as learn about ways to use computing devices for productivity, time management, research, and creativity. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to

build their 21st-century skills (critical thinking, creativity, communication and collaboration). Our desire is to prepare each student for the future and help them be productive in the present.

Ambassador Christian School offers filtered and managed wireless access. Use in the classroom is for educational purposes and is subject to individual teacher approval. Guidelines when using a student-owned or school-owned device apply at all times, in the classroom community or when interacting with an online learning community.

Appropriate use of devices and rules concerning devices apply from the time the student leaves for school each morning until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or use the device for unlawful purposes will result in disciplinary action. Serious and/or illegal offenses will be reported to the local authorities.

Recording the voice or image of another in any manner that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Recording the voice or image of another to take, transfer, or share any audio, video, or photographs of another individual in an explicit manner is strictly prohibited.

- Each student must bring their technology to school every day. Devices may only be used during Snack and Lunch breaks with administrator approval.
- Student 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. Students should be thoughtful about battery life when using the device before classes so that the device stays charged the full day.
- Students may only take pictures and/or videos in the classroom with the express permission of the teacher.
- Students are not allowed to use an 'external mouse or keyboard' (excluding tablet / keyboard combinations) during class hours. An external mouse/keyboard is allowed during unstructured time (before school or after-school) or if it is necessary for learning purposes in class.
- 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 school consequences.
- Students are responsible for any activity conducted on their devices. School staff may search smartphones, iPads, tablets, and any other device to determine appropriate activity, if there is a question about content being viewed on the device.

All technology used on the ACS campus is to enhance student learning and organization. Devices are not to replace meaningful, positive social interactions that should occur during breaks and lunchtime. Students are expected to use devices for either school work or positive interactions with their peers.

Cell Phone Device Policy / Yondr

Cell phones are an important mode of communication with parents, family and friends. Cell phones also pose a distraction in a learning environment. To limit the distractions and encourage peer-peer communication and community building, students will place their cell phones, air pods and smart watches in a secure Yondr pouch during the learning day.

Each student will receive a Yondr pouch that is assigned to them for the school year. Student ID information can (and should) be placed in the snap closure window.

Upon Arrival to their first period of the day, students will:

- Turn off cell phones and place cell phone along with air pods, and smartwatches into the Yondr pouch, when instructed by the teacher.
- Close the pouch.
- Press the green push-pin button to secure.
- Store pouch in their backpack.

Cell phones, air pods and smartwatches will remain in their ‘locked’ pouch throughout the course of the day. Every student **must** bring their Yondr pouch to school everyday, even if they do not have a cell phone. This is their ‘Entrance Ticket’ for our school learning environment each day.

Upon Departure at the end of the day, students will:

- Unlock their pouch during their last period of the day (or in the office if they are being signed out early)
- Keep their pouch in a safe location and remember to bring it to school the following day.

Policy Details:

- The benefits of a phone-free learning environment greatly outweigh the few inconveniences. If students keep their phone in airplane mode, parents can still see GPS tracking.
- If a student forgets their pouch, they will have their phones collected and stored at the front desk for the school day. The phone will be returned to the student at dismissal. If a student consistently forgets their pouch, it will be considered lost. If a student loses their pouch, a replacement pouch will be provided at the student’s expense.
- If a student damages or loses their pouch, school staff will collect the phone/pouch and send it to the front office for the remainder of the school day. The student will be assessed

a \$45 replacement fee, if necessary. Examples of damage include: Bent pins; Deep scratches on the plastic globe and the surrounding green ring; Intentional pen marks on the inside of the pouch; Pin and button not fully recessing.

- Students who unlock their pouch without permission from a teacher or staff member, damages their pouch or uses an alternate phone will be subject to disciplinary action, including confiscation, detention, and temporary loss of phone possession privileges.
- If a parent/student conversation needs to happen during the school day, the parent can call the office, or the student can request to go to the office to call their parent.
- In the event of a school emergency, ACS will follow our emergency management system's communication protocol which includes releasing all phones for student use. STUDENTS WILL BE ABLE TO CONTACT FAMILIES WITH THEIR PHONES.
- ACS will practice release of cell phones to students during the year, as a school-wide drill.

Incident	Yondr pouch	
Every Incident	In any class	Student device is confiscated. Incident recorded.
3rd Incident	In any class	30- minute detention issued.
5th Incident	In any class	30- minute detention issued.
8th Incident	In any class	30- minute detention issued.
11th Incident	In any class	2-Hour Saturday Service + supervision fee (\$25/hour=\$50)

Headphones/Earbuds/Airpods

To support a focused learning environment while allowing for appropriate use of technology, Ambassador Christian School has established the following guidelines for the use of headphones on campus. Please know that all headphones **MUST** be visible at all times and approved before use. Headphones are for academic purposes **ONLY**.

Permitted Use

1. Study Hall Use

Wired headphones may be used **only with teacher permission** for academic purposes (e.g., listening to instructional videos, educational audio, or quiet study music).

Bluetooth headphones are permitted only if they are **large, over-the-head styles** (e.g., noise-canceling or studio-style headphones).

Restricted Use

1. **AirPods, wireless earbuds, or in-ear Bluetooth devices** are **not allowed** during school hours.
2. **Lunch and Break Times**
No headphones of any kind may be worn during lunch or break. This ensures that students engage in social interaction, participate in school community life, and remain aware of their surroundings.
3. **Hallways and Transition Periods**
Headphones must not be worn while walking between classes or in common areas unless a staff member has given express permission for a specific academic purpose.

Enforcement

1. Students who violate the policy may have their headphones confiscated for the remainder of the day.
2. Repeated violations may result in disciplinary action in accordance with the school's Code of Conduct.

Video Games and Gaming

Students are only allowed to play online games, video games, or computer games BEFORE or AFTER school ONLY! Students caught playing games during instructional time are in violation of our technology policy and may receive school consequences. Students should not play 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 ACS campus, whether during school hours (7:45 am - 3:30 pm) or while on campus before or after-school. Students accessing inappropriate digital material will result in school consequences.

Use of apps/games, music, and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) of teachers and/or students without their explicit consent is strictly prohibited.

Device Security and Damages

Responsibility to keep the device secure rests with the individual owner. ACS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged. Students should secure their devices, when not in use, in safe spaces such as their personal locked lockers.

Responsibility with Devices

- 1) If students leave their device at home, it is their responsibility for getting the course work

completed as if they had their device present.

- 2) Loaner devices may be available to students in grades 6-12 who forgot to bring theirs to school or failed to charge them.
- 3) On school-owned loaner devices, students may not download apps (including, but not limited to, games, music, or social media) unless directed by or with the permission of a teacher.
- 4) Each student is responsible for their own device: set up, maintenance, and charging. Teachers are not responsible for storing student devices at any time, nor will any ACS employee diagnose, repair, or work on a student's personal device.

Printing

- 1) Printing may be available with teacher and front desk permission only. Students (6-12) given permission to print will only be allowed to print in the front office.
- 2) Printing classwork is the students' responsibility; school printing may not be guaranteed.

Device Use and Inspection

- 1) Use of devices should not disrupt the concentration of other students or staff at any time.
- 2) Teachers and staff always reserve the right to ask students to check devices anytime while on campus.
- 3) Students may be selected to provide their device for inspection for safety and security purposes.
- 4) Translators may only be used for translating purposes and must not have Wi-Fi or Internet capabilities. These pre-approved devices must be data-based only.

ACS Expectations Policy Statement:

In John 13:34, Jesus commands all Christians to "love one another: just as I have loved you, you also are to love one another." At ACS we hold everyone to this same standard, but we understand that sometimes this mark is missed due to either disobedience or mistake. This section includes examples of misconduct and the school's response to them. Ambassador Christian School is dedicated to preventing these issues so that "there may be no division in the body, but that the members have the same care for one another." (1 Corinthians 12:25)

STUDENT DIGNITY POLICY: Bullying

Ambassador Christian School (Middle and High School levels) uses the following definition for bullying: Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) more power or status than their target in order to cause fear,

distress or harm. Bullying can be physical, verbal, psychological, or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats, and physical violence.

Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter to their Head of School, Teacher, Assistant Head of School, or Counselor. All complaints will be immediately investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate civil authorities as the circumstances warrant. Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to further disciplinary action.

Examples

- **Cyber Bullying:** Using any form of electronic communication to embarrass, shame, or threaten another person.
 - Posting unwanted images of another person on social media
 - Sending sexual images
 - Malicious text messages or emails
 - Posting rumors about another person
- **Physical Bullying:** Intentionally beating, biting, fighting, kicking, poking, shoving, tripping, and hitting to demean and cause pain
- **Verbal Bullying:** Gossiping, threatening, name-calling, making rude comments or noises, or teasing to cause harm.
- **Non-Verbal Bullying:** Using gestures, graphic images, stalking, staring, mimicking to hurt
- **Disability Bullying:** The act of treating someone negatively because of actual or perceived disability.
- **Relational Bullying:** Blackmailing, humiliating, isolating, ostracizing, manipulating friendships, peer pressuring others that can cause psychological, social, and emotional harm
- **Racial/ Ethnic/ Religious Bullying:** Creating conflict and biases based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color.
- **Sexualized Bullying:** Intentional act of unwanted or demeaning conduct or comments directed at or about another person on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, etc.

STUDENT DIGNITY POLICY: Hazing and Initiation

No student or other person in attendance at any event or activity associated with Ambassador Christian School shall conspire to engage in hazing or participate in hazing of any fellow student or person attending or associated with the school. Hazing is any initiation process for someone joining or participating in a group, informally or formally, that involves humiliation, degradation, abuse, or endangerment resulting in physical or psychological harm, regardless of the person's willingness to participate. Hazing and initiation includes any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing and initiation does not include customary athletic events or similar contests or competitions approved by the school administration. Any infraction will result in school consequences that will be appropriate and consistent with school policy as determined by the administration. Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to disciplinary action.

- **Subtle Hazing Examples**

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr.," "Miss") while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

- **Harassment Hazing Examples**

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc
- Sleep deprivation
- Sexual simulations

- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others
- **Violent Hazing Examples**
 - Forced or coerced alcohol or other drug consumption
 - Beating, paddling, or other forms of assault
 - Branding
 - Forced or coerced ingestion of vile substances or concoctions
 - Burning
 - Water intoxication
 - Expecting abuse or mistreatment of animals
 - Public nudity
 - Expecting illegal activity
 - Bondage
 - Abductions/kidnaps
 - Sexual assault
 - Exposure to cold weather or extreme heat without appropriate protection

STUDENT DIGNITY POLICY: Discrimination

No student or other person in attendance at any event or activity associated with Ambassador Christian School shall participate in discrimination. Ambassador Christian School (Middle and High School levels) uses the following definition for discrimination: unjust or prejudicial treatment of different categories of people, especially on the grounds of race/ethnicity, sex (male or female), or disability. The differential treatment of an individual or group of people based on their race, color, or ethnic origin. Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin.

Examples:

- Preferential inclusion or exclusion from activities based on race, sex (male or female), or disability
- Comments/jokes that members of a particular group are superior or inferior to others based on race, sex, or disability
- Differential treatment of individuals or groups on the basis of race, sex, or disability
- Unwelcome conduct, verbal or physical, including intimidation, ridicule, insult, racial or ethnic slurs, discrimination, hazing. Hateful acts/remarks of an offensive nature will result in disciplinary action.

STUDENT DIGNITY POLICY: Harassment

Ambassador Christian School is committed to maintaining an educational community in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Harassment is unwelcome verbal/written or physical conduct that creates a hostile or unpleasant situation.

Sexual harassment between any persons, including students, employees, parents, or campus visitors, on or off campus, via social media, electronically, digitally, or at any ACS-sponsored event is prohibited. Violators of this policy will be subject to school consequences, up to and including termination or expulsion. Inappropriate conduct is unacceptable whether intentional or unintentional. 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, staff, or counselor. Each report will be given serious consideration and investigated appropriately. Verbal harassment includes offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic-verbal comments of a sexual or racist nature. Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures. Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement. In California, it is a crime to possess, produce or distribute "obscene matter" depicting persons younger than 18 years old. This would be a violation of PC 311, the state's pornography law. Any student possessing, producing, or distributing any obscene matter, including but not limited to nude pictures of a minor, may face criminal charges and/or expulsion from Village Christian School.

- **Verbal/Written Harassment Examples:** (including but not limited to)
 - Offensive jokes
 - Name calling
 - Intimidation
 - Threats
 - Making inappropriate comments about someone's race, gender, religion, age, or disability.
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- **Physical Harassment Examples:**
 - Inappropriate hand gestures
 - Unwanted touching
 - Damaging property

STUDENT DIGNITY POLICY: Microaggressions

Ambassador Christian School (Middle and High School levels) uses the following definition to define microaggression as Commonplace daily, actions, gestures, comments, or jokes that either

intentionally or unintentionally communicate hostile, derogatory, or negative attitudes toward various aspects of one's appearance or identity. Issues regarding microaggressions may be addressed through restorative conversations led by school administration, teachers, and/or counselors. Ambassador Christian Schools is committed to providing each student with learning experiences that are deep and relevant, and encourage the development of each student's unique identity. ACS will meet each student where they are and make the dignity of each individual a priority while respecting all students' and teachers' diverse backgrounds and beliefs. ASC supports all students as they foster relationships with character, acceptance, respect, and education for all.

Examples:

Race/Ethnicity

- "I didn't realize you were Mexican — you don't look Mexican," signaling that a person of Chinese heritage has a stereotypical look. (Of course, similar statements happen to people from many backgrounds.)
- Talking with an accent toward an international student
- Using racial slurs in daily greetings or interactions with peers

Citizenship

- "Your English is so good — where are your parents from?" signaling that people with English as a second language are generally less capable of speaking English.
- "But where are you really from?" signaling that where someone grew up isn't their "true" origin. This microaggression often happens to people who are in ethnic and racial minorities, whom others assume are immigrants.

Class

- "How did you get into that school?" signaling that someone's background makes them an anomaly at a prestigious school.
- "You don't seem like you grew up poor," signaling that someone from a particular socioeconomic background should look or behave a certain way.

Mental health

- Pretending to be disabled or have a mental illness
- "You don't seem like you are depressed. Sometimes I get sad too," minimizing the experiences of people with mental illness.
- "Don't mind my OCD!" using the acronym for obsessive compulsive disorder, a mental health condition where an individual is plagued by obsessive thoughts and fears that can lead to compulsions, to describe attention to detail, fastidiousness, or being organized.

Gender

- "Don't be so sensitive," signaling that someone, likely a woman, is being "too emotional" in a situation where a man would be more objective.

Sexuality

- "That's so gay" to mean something is bad or undesirable, signaling that being gay is associated with negative and undesirable characteristics.

Confidentiality and Non-retaliation

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the School's reporting procedures and investigation process.

The School will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

Responding to Bullying Incidents or Complaints

It is imperative to thoroughly and promptly investigate incidents of bullying and hazing. Incidents that come to the School's attention may be one small piece of a larger picture. For example, a seemingly unprovoked conflict may in fact be an expression of frustration from having been the target of ongoing bullying or hazing. The following procedures should be followed in addressing incidents:

Any written or oral report of suspected bullying or hazing is to be taken seriously and must be addressed. This includes anonymous reports, oral or written. If the anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort must be made to investigate and address the allegation(s).

If the bullying or hazing constitutes suspected child abuse, follow the State Child Abuse and Neglect Reporting Requirements. The suspected child abuse must be immediately reported to the appropriate child protective services authority (Los Angeles County Sheriff's Department, Torrance Police Department, or other city police departments, depending on the location of the incident).

Student Responsibilities:

- Students shall take responsibility for helping to create a safe school environment: Do not engage in or contribute to bullying or hazing behaviors or words.
- Treat everyone with respect.
- Be sensitive as to how others might perceive your actions or words.
- Report bullying or hazing to a trusted teacher or administrator.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Social media is part of our current-day culture and utilized by students, parents, and staff on a regular basis and for a variety of purposes. Although it is often used after school hours and/or off campus, in keeping with our desire to be Christ-like in all areas of our lives, students are expected to use social media in a positive, responsible manner.

Whether on or off campus, students and staff are prohibited from violating school rules and policies through social media (including harassment and bullying) on school or personal devices. Defamation of others through social media (or any other platform) in the school community is prohibited. Neither students nor staff may disclose private information of students, employees, or families through social media (or any other platform).

The following constitute serious violations and school consequences could include detention, loss of activities, suspension, 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 or staff member is a form of bullying and will result in school consequences.
- **Instagram** - Beware of presenting yourself in order to accumulate "likes!" Don't let anyone else define your identity except Christ.
- **Tik-Tok**-TikTok is a popular social media app that allows users to create, watch, and share 15-second videos shot on mobile devices or webcams. With its personalized feeds of quirky short videos set to music and sound effects, the app is notable for its addictive quality and high levels of engagement.
- **WhatsApp** - the cons 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.

Internet Safety

Students must take steps to ensure their safety on the internet, including but not limited to, the following rules:

- A. Students should never give out identifying information such as home

address, school name, or telephone number to others on the internet or by email, including in a public message such as chat room or newsgroups. If a person is asked for such information, students must have approval of their parent or guardian before providing the information.

- B.** Students should not post photographs of themselves on any social media platform or on websites that are available to the public.
- C.** Students should not arrange a face-to-face meeting with someone they “meet” on the internet or by email without parent/guardian permission.
- D.** Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action, the student’s parent/guardian should provide a copy to school administration.

ACS recommends that parents/guardians read and follow the U.S. Department of Justice Guidelines for parents/guardians on internet safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

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 3:00 daily, and on field trips, unless the Administration gives specific regulations different 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 may be denied because of any violation of the uniform or dress code, including hair styles.

Our ACS dress code is based upon modesty, neatness, cleanliness, and good taste. Uniform regulations are to be observed while at school or at any school function, including field trips,

unless the school gives specific regulations different from those listed below.

The Front Office Manager reserves 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 Ambassador Christian School. 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 directed to the front office for a temporary uniform and every attempt will be made to notify parents. Detentions 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).

ACS Uniform

Ambassador Christian School uniforms may only be purchased from Normans.

Norman's School Uniforms

371 W. 6th St.

San Pedro, CA 90731

<https://www.normansuniforms.com/>

(310) 832-8342

Standards of Dress for All Students:

Standard Uniform for Young Men

Top Options *(all tops need to be ordered with the ACS embroidered logo)*

- **Short Sleeve Polo** (white, garnet, black)
- **Long Sleeve Polo** (white, black)

Bottom Options

- **Chino Pants** (khaki, black)
- **Chino Shorts** (khaki, black)

Outerwear Options *(all outerwear needs to be ordered with the ACS embroidered logo)*

- **Zip-front Hoodie Sweatshirt**
- **Pullover Crewneck Sweatshirt**
- **V-Neck Pullover Sweater**
- **Quarter Zip Pullover**
- **Fleece Jacket**

Shoes & Socks *(must be worn at all times, & can be purchased from any store)*

- **Athletic or Casual Shoes** (any color)

The following footwear is prohibited, including during Spirit Weeks:

Slippers, Crocs, open-toe shoes, flip-flops, boots above mid-calf and Heelys.

- **Socks** may be no higher than crew length.

Standard Uniform for Young Ladies

Top Options *(all tops need to be ordered with the ACS embroidered logo)*

- **Short Sleeve Polo** (white, garnet, black)
- **Long Sleeve Polo** (white, black)

Bottom Options

- Skirt *(Required: all ladies must wear biker type shorts, black leggings, or tights under skirts, which may be purchased at another store)*
- Skort
- Chino Pants
- Chino Shorts

Outerwear Options *(all outerwear needs to be ordered with the ACS embroidered logo)*

- Zip-front Hoodie Sweatshirt
- Pullover Crewneck Sweatshirt
- Cardigan Sweater
- V-Neck Sweater
- Quarter Zip Pullover
- Fleece Jacket

Shoes & Socks *(must be worn at all times, & can be purchased from any store)*

- **Athletic or Casual Shoes** (any color)

The following footwear is prohibited including during Spirit Weeks:

Slippers, Crocs, open-toe shoes, flip-flops, boots above mid-calf and Heelys.

- **Socks** may be no higher than below the knee. Ladies are allowed to wear solid white or solid black tights, with no fishnet, symbols, logos or patterns on the tights.

Boys' and Girls' Uniforms

Additional Details

Walking shorts: black or Khaki twill. Shorts for girls may not extend more than 4 inches above the knee. Should the shorts extend more than 4 inches above the knee, your daughter will be issued a warning, and the length of the shorts will have to be corrected within one week from the date the warning is issued. If the short length is not corrected in the time frame given the shorts will be confiscated and the privilege of wearing shorts to school relinquished for the students remaining time at ACS.

ACS skirt: the uniform skirt length may not extend more than 4 inches above the knee. Should the skirt extend more than 4 inches, your daughter will be issued a warning, and the hem of the skirt will have to be corrected within one week from the date the warning is issued. If the skirt length is not corrected in the time frame given the skirt will be confiscated and the privilege of wearing a uniform skirt to school relinquished for the students remaining time at ACS. Black opaque tights may be worn with skirts. No sweats under skirts.

Shirts/blouses: white oxford, short sleeve or long sleeve, all with ACS logo

Polo shirt: white/black/red knit, short sleeve or long sleeve, all with ACS logo,

Vest: black/gray all with ACS logo

Jackets: (these are the only three options) wind shirt (black), polar fleece (black) jacket, or zippered jacket (black). All jackets MUST have ACS logo

Footwear: Athletic shoes, dress, or casual shoes (including Ugg boots) with closed toe and heel are allowed. Shoes must be worn at all times. Slides, Crocs, and Sandals are prohibited.

OUTERWEAR OPTIONS: Only the following may be worn:

- Official Ambassador Christian sweatshirt (black, white, gray, red, beige) may be worn over a uniform shirt (see above).
- Jackets: Any official ACS jacket is acceptable (e.g., letterman jacket, or any jacket with our ACS logo). All jackets must be worn over a regulation shirt (see above).

Accessories / Hair/ Make-Up

- **Undershirts:** may be worn under uniform shirts and must be solid white, gray, or black (free of graffiti/logos, etc.).
- **Earrings:** Ear piercings and nose piercings (studs only) are allowed to be worn on campus. Ear spacers are not allowed. No other body piercings are allowed on campus..
- **Hair:** Styles for both males and females should be moderate and reflect neatness and good grooming. Hairstyles with extreme cuts or unnatural colors must be avoided: e.g. streaks of unnatural colors, Mohawks, designs cut into the hair, spikes, etc.
- Uniforms must be worn every day, except for Lion Pride Days.
- On Lion Pride Days, all ACS sponsored clubs may be worn with jeans/cargo pants (with no rips above the knee), or with ACS uniform bottoms.
- PJ pants, sweatpants, athletic shorts, & leggings are not allowed during Spirit Weeks, unless part of your spirit day costume & worn with modesty.
- All outerwear must be ACS wear. (Rainy days are the exception, but non-ACS outerwear must be taken off in the classroom)
- Clothing must be modest at all times while on campus and at school events held off campus.

- Negative counter-cultural fads of dress (e.g. rock music groups, chains, collars & spiked bracelets, nail polish on guys) are prohibited.
- Jeans should be as free of rips, holes, or fraying hems as possible.
- Students may not wear head coverings in class, the office, or in chapel (unless for religious reasons). Prohibited head coverings include, but are not limited to, hoods, “do rags,” bandanas, scarves, or non-ACS hats. (Bandanas are allowed on Class Competition Days only)

Please ask these questions when selecting clothing & hairstyles. Is what I’m wearing modest & appropriate for a formal learning environment?

Prohibited Items

Prohibited items include, but are not limited to the following:

- Any non-ACS sweatshirt, including hooded zippered fleece sweatshirts or any other solid-colored sweatshirt. This also includes sweatshirts worn under regulation jackets or shirts. Such items may be confiscated.
- T-shirts, tanks, or camisoles with spaghetti straps worn as an outer garment
- Undershirts displaying graphics, logos, emblems, or printing
- Frayed, ripped, or torn clothing
- Leggings and stirrup pants (or any other knit shorts or pants) when worn as pants / outerwear
- Bike shorts/spandex pants
- Sweatpants and sweatsuits
- Slippers, Crocs, open-toe shoes, flip-flops, boots above mid-calf and Heelys.
- House shoes are not considered shoes and are not acceptable

Friday - Lion Pride Days

Fridays are our Lion Pride Days and students can wear ACS t-shirts & outerwear (including ACS team apparel). Students may wear jeans/cargo pants (with no rips above the knee), or ACS uniform bottoms. PJ pants, sweatpants, athletic shorts, & leggings are not allowed. There are no exceptions unless otherwise provided by the administration.

Class Color Day

1. This is NOT a free dress day
2. Pants allowed: same as Lion Pride Fridays
3. Class-color socks are acceptable.
4. Sweats and pajamas of any kind are not permitted (unless directly associated with the Spirit Day).
5. Slippers, Crocs, open-toe shoes, flip-flops, boots above mid-calf and Heelys are prohibited.

Dress Code for Spirit Days

1. Spirit days are NOT free dress days.
2. If a student is not dressed for the spirit day, regular uniform clothing is mandatory.
3. Any portion of a student's outfit that is not in line with the spirit day theme needs to follow uniform standards.

Dress Code for Retreat Days & Free Dress Days

1. All clothing must adhere to our ACS regular standard of dress code
2. Clothing may not be excessively tight or excessively baggy.

Extracurricular Activities and Athletic Events

Attire with gang affiliation is not allowed. The school's standards of modesty and good taste will prevail. A student may be denied entry to the activity with school consequences if not dressed appropriately.

Athletic Dress

Game day dress during school hours is the ACS athletic team uniform top. Jeans are allowed on game days only, as part of the school uniform. Students participating in athletic events will change into the appropriate team attire prior to the contest. Student cars may not be used to change clothes.

Banquet, Graduation and Student "Dress-Up" Days

Throughout the school year, classes or individuals may be granted the privilege of having a dress-up day on which students dress in a business style. Attire for both males and females should fit properly and reflect modesty and good taste. This dress code is also to be adhered to by all students attending any ACS banquet (including athletic and awards banquets), brunch, etc.

Gentlemen: Dress shirt, tie, dress slacks, dress shoes, and socks. Dress/sports coats are acceptable. No earrings are permitted at any time.

Ladies: Dresses should have sleeves, which cover the shoulder (strapless or sleeveless dresses are not acceptable), have a solid back, and be business length. Dressy pants outfits are acceptable. Dress shoes (closed heel or with back strap). High heels are acceptable but are not recommended for school days. Doc Marten boots are acceptable.
Business suits/jackets are acceptable.

Dress Code for ACS-Sponsored Co-Curricular Activities

All students are expected to adhere to ACS' standards of modesty and good taste when dressing for an ACS-sponsored co-curricular activity. Students who choose to deviate from the following guidelines and/or present themselves in attire deemed immodest and unacceptable by the Administration will not be admitted to the event.

Dress Code for Homecoming (semi-formal dress)/Prom (formal dress)

Gentlemen are required to wear tuxedos, suits, or slacks, dress shirt and a tie (a sport coat is recommended) to Prom. Slacks, dress shirt and a tie are acceptable for Homecoming.

Fitted dresses may not be excessively tight. Dresses should be comfortable for dancing and sitting. The length of the dress **MUST CONFORM TO THE ACS UNIFORM SKIRT DRESS CODE** (which is 4 inches above the knee), with solid material, not transparent, throughout.

STRAPLESS OR BACKLESS DRESSES ARE NOT PERMITTED.

Dresses **MAY NOT** show a bare midriff, contain cut-outs that expose the torso (front or back), nor may the back of the dress fall below mid-back. Ladies may wear a formal women's dress suit/tux. Ladies are reminded that the display of excessive cleavage is inappropriate and unbecoming. Dress shoes are required for ladies and gentlemen. Most locations require that shoes remain on at all times while on the premises. Student attire should be appropriate, modest, and in good taste.

Please do not assume any liberties with these guidelines when you or (in the case of students with guest passes) your date purchase dress attire. All non-ACS guests are required to conform to these guidelines. Anyone not adhering to the above-stated guidelines will not be permitted to enter the dance, and will be sent home. In these cases, the ticket money will not be refunded.

The school reserves the right to refuse admittance to any person not properly attired.

STUDENT HEALTH

When a Student Becomes Ill/Injured at School

Ambassador Christian Health Office is open each school day from 7:30 to 4:30. The main office staff, or any designated school personnel, are empowered to render basic first aid and emergency care. A parent or guardian is contacted if the services of a physician appear to be necessary. In case of a serious emergency, school personnel will call 911 and every effort will be made to contact a parent or guardian. If they cannot be reached, Ambassador Christian School has the authority to arrange for the student to receive emergency medical care, including transportation via ambulance to the hospital if deemed necessary.

If a student must be sent home due to illness or injury, a parent or guardian will be notified. A student who vomits, or has a fever of 100.4 or higher, is required to be sent home. A student is never sent home alone without parental permission, even if he/she is 18 years old. Students sent to the health office may rest for up to 15 minutes; after that time, they must return to class or go home. Students must ask for a pass from a teacher to go to the front office to rest. ACS has a policy that every family is to have a plan for the prompt pick up (as possible from the time contact is made) of their student from school in the event of injury or illness. The main office cannot provide long-term care for students waiting to go home. If necessary, students will be taken to the nearest hospital for emergency treatment. By law, each student **MUST** have an emergency form on file.

Re-Admission After Absence From Illness/Injury

A student who has vomited or has a fever of 100.4 degrees or higher, should not be brought to school until free of fever and symptoms (without medications) for 24 hours prior to re-admission. Students must be re-admitted through the main office if they are returning to school with a cast, braces, sutures, or using crutches. A physician's note must be obtained releasing them to return to school. For the student's protection, no student will be allowed to play or even be on the athletic field with sutures, casts, or braces. Any student with contagious diseases (chicken pox, measles, pink eye, etc) must also be re-admitted through the health office. PE excuses are to be processed through the main office. A parent's note will be adequate for up to three days. A physician's note is required if an excuse is needed for an extended period of time.

Administration of Medication

All medication to be taken during the school day must be brought to the main office. The designated adult will administer the medication. All prescription medications brought to school must be in the original pharmacy labeled container. The following information should be on the container: student's name, physician's name/phone number, name of medication, dosage, schedule, and date of expiration. Over the counter (OTC) medications, including acetaminophen and ibuprofen, are not to be carried by students on campus at any time, unless they have a signed student contract form on file in the main office, including a physician's approval. The main office does have some OTC medications available for the students with the pre-approval of the parents. To pre-approve OTC medications, please complete the linked form: Medication Authorization Form This form is also available on the school website, health office page, forms. If your student has severe allergies to any food or substances, the school must have a doctor's written emergency plan on file in the health office, along with medication ordered, such as Benadryl and/or Epi-Pen.

Substance Abuse

Ambassador Christian School has many students and parents who have taken a strong stand against substance abuse. To claim, however, that those ACS 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 ACS and parents is to prevent substance abuse among ACS 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 Christian School. Students shall be required by the Head of School to submit to substance abuse testing for:

1. **Cause or individualized suspicion** - Generally, the Head of School 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 Head of School 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. 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 ACS. 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 ACS 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 ACS 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 ACS is doing all that is possible to provide a safe and caring Christ-centered educational environment.
- This policy provides parents and ACS the opportunity to provide guidance and accountability for the few students who need and will receive corrective guidance.

Student Activities Program

Student Activities Overview

Ambassador Christian School offers a variety of Student Activities designed to give systematic extracurricular opportunities to all students in achieving optimal growth in spiritual, academic, character, social, and physical development. These activities are offered in individual and group settings. Student Activities reflect the school's stated philosophy, mission, purpose, goals, and objectives. Both school and out-of-school resources are used to implement the program of Student Activities in compliance with school policies.

Philosophy of Student Activities Statement

In accordance with our philosophy of Christian Education and goal of developing Christian leaders, the ACS Student Activities program strives to meet the needs of the "whole person" (spiritually, physically, socially, emotionally, and intellectually). The primary goal is to elevate the reputation of Jesus Christ through developing students whose Christianity permeates every word and action. We seek to grow God-given talents and abilities in students as well as Christian character qualities. Basic to this program is providing students the opportunity to serve others (Genesis 2:18, Ephesians 4:1-16, I Peter 4:10, Hebrews 10:24-25, Romans 12:5-6).

Program Goals

Offer a variety of clubs and activities that will enable all ACS students to be involved in a supervised program. Disciple students who are involved to more effectively use their interests and gifts to bring glory to God. Provide beneficial services to the school and community. Create within the student a sense of identity and belonging to their school.

Provide the opportunity for students to develop meaningful friendships and memories that will last a lifetime.

The Student Activities at Ambassador Christian School consist of, but are not limited to, the following programs:

- Academic Competitions, Contests or Fairs
- Athletics
- Awards Ceremonies
- Banquets

- Chapel
- Clubs
- Dances
- Field Trips
- Graduation ceremonies
- Honor Societies
- Leadership Events
- Mission Opportunities
- Performing Groups
- Promotion Ceremonies
- Retreats
- Service Groups
- Spiritual / Ministry Outreach
- Student Governments

The school seeks to give all students skills to prepare for all aspects of Christian adult living. The staff, faculty, and administration work conjunctly in providing Student Activities designed to meet the spiritual, academic, character, social, and physical needs of each student. Activities are important aspects of the total school program. School activities enrich the curriculum and some of the most important learning experiences result from participation in such activities.

All school-sponsored events must have a faculty sponsor, appropriate number of chaperones and administrative approval. ACS students have the opportunity to participate in a number of co-curricular activities, including but not limited to: school retreats and other overnight trips (e.g. mission trips), social events (e.g. school dances), class activities and field trips, interscholastic athletic events, school-sponsored clubs, Student Leadership/ASB, and Performing Arts.

Please know that:

- Voluntary co-curricular activities are a privilege, not a right.
- Students who do participate in co-curricular activities assume certain obligations and responsibilities beyond those of other students.
- High standards of conduct, performance, and leadership will be expected of all students participating in co-curricular activities.
- Any violation of school rules may result in the individual being sent home, regardless of the location, at their expense.

Conduct of Club Members

Maintain conduct in accordance with the ACS Student Handbook. On outings, students must remain in compliance with ACS academic and behavioral expectations. If a student does not maintain an appropriate GPA in order to compete in Athletics, he/she will not be permitted to participate in club activities.

Regulations for Extracurricular Activities

The following are general rules governing extracurricular activities that are applicable to all students, whether they are participants or spectators. A student's participation in any extracurricular activity is based, in part, on school attendance. Students need to have attended at least **three (3) periods** of school (two of which must be core subject classes) on the same day or the day before if the event falls on a holiday or weekend, otherwise the student may not be allowed to participate in any activity. On "Unique/Special" bell schedule days, students need to attend at least **one-half (1/2) or more** of the school day, including at least two core subject classes. To assist with this policy, parents are requested to make doctor and dentist appointments on non-game / school activity days.

All activities are under the supervision of the school, and students are expected to be as responsible and cooperative at an activity as they are in the classroom. The school dress code (relating to modesty, neatness and appropriateness) applies to extracurricular activities unless specific exceptions are announced. Team members or participants must use school transportation unless other means have been specifically authorized by the administration.

After School

After school care and supervision is not provided for Middle School or High School students, except through their co-curricular activities. Middle school students must be responsible for their time after school and be well-behaved during this gap period between school dismissal and the beginning of co-curricular activities, or being picked up by parents.

High School students are also expected to leave school property following their final class of the day unless they are involved in school sponsored co-curricular activities (e.g. performing arts, athletics, & clubs). When students must stay after dismissal due to transportation arrangements with younger siblings, they must stay in areas designated specifically for High School students (e.g. lunch tables, student lounge, main office, etc.).

Announcements/Advertisements/Signs/Banners

All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a program advisor, director, or administrator before posting. Advertisements about events not relating to our school will not generally be approved for posting. Spirit posters and campaign materials may be posted on walls, railings and fences by string or other approved materials. Advertisements cannot be posted on any buildings (including any stucco buildings), doors, or on trees.

Chapel/Small Groups

A designated time of spiritual growth and development occurs during a “Chapel” each week. Attendance is mandatory. These growth opportunities are considered an integral component of the school program and our identity as a Christian institution. Parents are welcome to attend at any time (though seating is limited) and must sign in at the front desk, as required by all visitors.

ACS School Dances

Dances are scheduled on Saturdays or pre-holiday nights during publicized hours. Doors to the dances are closed one half hour after the published starting time unless indicated otherwise. Students arriving after the doors close will be admitted only after a faculty or staff member has made contact with a parent or legal guardian.

Students engaged in sexually provocative dance styles will be admonished to stop. If they persist, they will be excused from the dance and will be excluded from future dances for that school year. The school reserves the right to deny permission for a guest pass or entrance to a dance to anyone. Students may not leave a dance before its conclusion, without prior permission. Students may not take, use, share, or publish images of others without consent.

If ACS personnel are required to attend to a student who has not been picked up within one half-hour after an event, the school will charge parents \$20.00 for each subsequent half-hour. Freshmen and Sophomores are not allowed to attend the Prom dance.

Music at School Events

All music played at school dances, assemblies and athletic events has been vetted and pre-approved prior to all school-related activities. This list of songs, referred to as our ‘green list’ is the only ACS approved song list. For a list of these songs, please speak to a member of the administrative team.

ACS ‘Events’ Guest Policy

ACS students who are interested in bringing a ‘guest’ who is not currently enrolled at ACS, may fill out a “Guest Application”. Applications are reviewed and approved by the ACS Administrative Team. Guest age limit is age 15 to age 19. School recommendation from guest’s home school is required. All former ACS students will need an application, as well.

ASSOCIATED STUDENT BODY (ASB)

ASB (Associated Student Body) Leadership

To be eligible for and to hold an ASB Leadership position, a student must:

- Have been enrolled at ACS 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.
- Students must be a junior or senior.

Executive Leadership

The Executive Council of the Associated Student Body includes the President, Vice President, Secretary, and Treasurer. Chapel Coordinator, Sports Commissioner, Community Service Commissioner, Worship Coordinator, A/V Commissioner, 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 attend all ASB meetings while serving in their position. Middle school students will hold their own ASB elections, meetings, budget and events.

Class Officers

In grades 6-12 all elected Class Representatives 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 minimum 3.0 GPA to be eligible.

Student Leadership

The Student Council will be elected each spring. It is composed 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.

ATHLETICS

Conduct of Athletes

Athletes are expected to represent our school well during athletic contests, both in appearance and attitude. If an athlete is disciplined by an official during an athletic contest, the athlete will be required to meet with the Athletic Director and Administration. During this meeting appropriate school consequences will be determined for the student. Athletes are expected to

maintain conduct in accordance with the ACS Student Handbook at all times while representing the school.

Sideline and bench conduct

Sideline and bench conduct is to be consistent with school policy and will be enforced by the coach and/or administrator. A coach, with administrative approval, may establish additional requirements for the team.

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 ACS 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. ACS 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.

School insurance only covers students when they are traveling in school authorized vehicles. Participation in CIF sports may earn P.E. credit at five units per completed season of sport. The Athletic Program at ACS is considered an extracurricular activity. It is established for the physical, emotional, social, and spiritual advancement of the student. Participation on athletic teams is a privilege extended to meet the special needs and interests of students. Athletics are part of God's creation. As such, athletics are intended to bring glory to Him, our Heavenly Father. Athletics, from a Christian perspective, should have several distinct characteristics that allow coaches, athletes, and spectators to bring glory to God. These characteristics are drawn from God's Word and, therefore, may be different from "the world's" viewpoint. It is vital that each Christian athlete, coach, and spectator be willing to submit, make changes, grow and mature so that God will be pleased. Oftentimes this change is difficult due to past experiences, ingrown patterns, respected examples, and simple tradition ("I coach the way I was coached"), yet these need to be brought under the scrutiny of God's Word for validation or rejection (Leviticus 20:23, Romans 12:1-2).

Participation on athletic teams is earned by students through the maintenance of acceptable scholastic standards, as well as praise-worthy conduct within the classroom and on the playing field. Requirements include parental approval, acceptable scholastic and behavioral standing, a mandatory physical examination, and payment of any associated fees. If a student becomes

academically ineligible, quits or is removed from a team during a season, they may not try-out or participate in the next season of a different sport until the prior season is completed and all associated fees are nonrefundable.

Any student being temporarily removed from a team by someone (parent or guardian) other than the school administration or head coach must first get prior written approval from the coach and Athletics Director. If temporary removal is approved, a return date will be set and must be adhered to for the student to be allowed back on the team. Temporary removal shall last no longer than five school days and may not be used more than one time per season. A student/athlete in good standing may not drop a sport and transfer to another sport or extra-curricular activity in the same season after the “deadline” established by the athletic department.

Athletic Policies

- 1) **Strong Relationships**-Students that are on a team together go through the struggles of athletic challenges together and continue to encourage each other no matter what the condition or how high the challenge is.
- 2) **Strive to be a Champion**-Ambassador student to compete against other students both in practice and in games if they are able to gain playing time. This drive to work hard and improve physically and mentally can give them confidence in their future endeavors.
- 3) **Traveling with the Team**-Being together with other students in the vans traveling to games can be a chance to socialize and see other schools. This time together in the vans talking and fellowship can be a great help to build new friendships.
- 4) **Get to Know Coaching Staff**-As a Christian school, one of our primary goals is to mentor and encourage students to get to know how God is leading our Coaches. Building a relationship with your athletic coach can be an inspiration to your life and many times coaches are some of the best models of Christ at our school.
- 5) **For The Team**- Being a team helps develop a selfless attitude in student-athletes in an effort to help and better their team. The goal is for students to do their best to help improve the team's opportunity for success and winning. All students must attend all practices and games and support their teammates, which will help to bring out the best in everyone. Students may choose to ‘not compete’ or play in games / league competition, if that is their wish.

ACS High School Athletics and PE

All high school students need two years of high school Physical Education credits in order to earn credit necessary to meet graduation requirements. ACS offers a robust Athletics program that meets these requirements.

All high school students will participate in at least two years (four semesters) of Athletics as a member of a team. ACS **students are required to choose (2) two athletic teams** to join during the course of each school year. That is, a **minimum of two sports total during the school year** (Fall, Winter or Spring seasons) for their freshman and sophomore years, to earn the necessary PE graduation requirements.

Each sport offers a Non-Compete (NC) section in order to earn credit towards graduation, but choosing not to play in any athletic competitions. Following is a list of sports that will fulfill the requirement for PE.

Year-Long Athletic Programs (Counts as two seasons)

Baseball- Boys

Basketball- Boys

Dance- Boys and Girls

Fall Athletic Programs (Counts as one season)

Cross Country: Boys and Girls (Pre season and season: August to November)

Golf- Girls

Volleyball: Girls (Pre season and season: August to November)

Winter Athletic Programs (Counts as one season)

Soccer: Boys and Girls (Pre season and season: September to February)

Spring Athletic Programs (Counts as one season)

Swimming: Girls and Boys (Pre season and season; January to May)

Volleyball: Boys (Pre season and season; November to March)

NOTE: Independent Study Physical Education (ISPE) applications may be submitted to the office for consideration for sports not offered at ACS. For the purpose of building community, all students are strongly encouraged to participate in a school sport rather than participating in an outside organization. Approval from the ACS Athletic Director before beginning ISPE is required.

High School Athletic Team Requirements

Practices are normally 2 hours a day Monday-Friday during the season of the sport. Games will normally take 2 hours to warm up and compete. All students on a team must practice and attend all the games for the season of the team. Non-compete students will not be required to play in any games.

Non-compete athletes must complete these requirements to earn credit:

- Be on time to practice in team appropriate practice shirts and shorts
- Work hard at practice with team and cheer for teammates at games
- Travel to all games both home and away
- Attend team meetings and follow the direction of coaches when learning skills
- Train to build cardiovascular and physical fitness at practice
- Encourage other team members during practice and games

At the end of each semester, the team Coach will issue students a grade for PE credit. If a student is absent from practice or misses games, they may be marked down and could face being dropped from the team and not earn credit. Attendance and tardies are counted towards semester grades as a part of student commitment to their team.

Procedures to Drop a Sport

It is our belief that you should “count the cost” before making a commitment to a team. We also believe that you should finish what you start. Once made, a commitment should be fulfilled. Therefore, the following guidelines have been established: The first three weeks of practice are considered an audit period. Anyone who chooses not to continue during this period will not be penalized and must choose another athletic team to join.

However, after the audit period (3 weeks), an athlete who quits or is removed by parental choice may have the following school consequences: The athlete may not begin another sport until the current season ends. The athlete will receive a failing grade (W). Any associated fees will be forfeited. An athlete that quits will also not be allowed to practice with a different athletic team, until the season of the sport they left has finished. If the athlete is removed from the team by the parents (for grades or behavior) but is still eligible to play, they must return back to the original team provided the coach gives permission, upon return.

Academic Eligibility for HS & MS Athletics and Activities

Student eligibility is determined by semester grades and is calculated as follows:

Each letter grade has a numeric value- A=4, B=3, C=2, D=1, F=0. GPA is calculated by adding the numeric values associated with each grade and dividing by the number of classes being taken (6 or 7), not including PE or athletic grades. The Academic Eligibility list is determined five school days after grades are due at the end of each semester. These dates are recorded on the school calendar.

Athletics

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

- The student maintains a minimum GPA of 2.0 in all courses on a 4.0 scale.

- The student is currently enrolled in at least 20 semester units (4 classes) of work.
- The student passed 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 ACS governing board.

GPA is based upon the most recent grading period (spring grades will be carried over into the fall). If, at the end of a quarter, the student does not have a minimum GPA of 2.0, the student is automatically issued a warning. Ineligible students may continue to practice with a team if approved by the Athletic Director. Ineligible students may not suit up or be on the court or field during a game. Eligibility will be restored upon a posted GPA of 2.0 or greater in a subsequent marking period. Ineligible students may continue to practice with their team if approved by the ACS Admin Team, but MAY NOT suit up or be on the court or field during a game.

NOTE: GPA is based upon the most recent Quarter grading period. (Semester 2 grades will be carried over into the fall). If, at the end of a quarter, a student does not have a minimum GPA of 2.0, the student is notified and will automatically receive Non-Compete (NC) status.

Activities

A student must also maintain a GPA of 2.0 or better to be eligible to participate in certain ACS school activities including the Spring Play, Homecoming and Prom. If, at the end of a quarter, the student does not have a minimum GPA of 2.0, the student is automatically issued a warning and parents are notified. If the GPA has not reached 2.0 by the next marking period, the student is deemed ineligible to participate in co-curricular activities.

Middle School Athletics & Physical Education

Student eligibility to participate in all extra-curricular activities including clubs, organizations and athletics is determined as stated above, with the exception of GPA being calculated quarterly. (Athletic Eligibility for Athletics and Activities)

To be eligible to participate in any extracurricular activity or athletic event (including practices), a student must be in attendance for at least **three (3) of the periods** (two of which must be core subject classes) that day. If a student becomes ineligible because of grades or behavior, they can earn eligibility status if their grades and/or behavior improves by the next grading period (Quarter).

A member of the administrative team may remove students from participating whose grades or behavior drop significantly during the course of a season (or co-curricular activity). Criteria including progress reports and classroom reports from teachers will be used to determine if a student should continue to participate.

If a student misses school for illness, they cannot attend practice. If a student does not participate in P.E. because of injury or illness, they may attend practice, but may not physically participate.

Physical Education (PE)

A physical education program is offered that emphasizes the basic components of physical fitness: strength, flexibility, and cardio respiratory endurance. In addition to these special physical skills, the development of Christian character traits through cooperative participation in sports and games is emphasized.

MS P.E. Dress Code/PE Uniform

Only official P.E. clothes may be worn for P.E. Shirts and shorts must be purchased from Norman's School Uniforms.

Shirts- Students must wear ACS authorized PE uniform, which consists of either an ACS PE uniform shirt from Norman's or any other ACS shirt. Non-ACS T-shirts or tops are not allowed and daily points will be deducted.

Shorts/Sweatpants – Students must wear plain black athletic shorts or plain black sweats. Leggings, biker shorts, cargo shorts are not acceptable.

Shoes – Shoes must be athletic style with a non-marking sole, and maximum of one-inch in height. For safety, shoes must be tied securely.

Parent-Student Agreement Form

Please review, sign, and return this Parent-Student Agreement form to your English Teacher by Friday, September 4th, 2026.

(Please Print First and Last Name)

I, _____, have received, read, and reviewed the 2026-27 ACS Handbook for Parents and Students with my parents. I have read the above standards of conduct and those contained in this Handbook. I am willing to abide by them at school, at home, and during school-related activities and events.

Student Signature _____ Date _____

(Please Print First and Last Name)

I, _____, have received, read, and reviewed with my student(s) the 2026-27 ACS Handbook for Parents and Students. I have read the above standards of conduct and those contained in this Handbook. I understand that my student(s) will abide by the expectations within the Parent/Student Handbook at school, at home, and during school-related activities and events.

Parent Signature _____ Date _____

Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4:2