

Table of Contents

<i>Admired But Rare</i>	2
<i>Who was Saint Ambrose?</i>	3
<i>The Ambrose School Graduate</i>	4
<i>Honor Code</i>	5
<i>A Man of Honor</i>	6
<i>A Woman of Honor</i>	8
<i>2013-2014 Academic Calendar</i>	11
Fall Semester	11
Spring Semester.....	12
<i>Security</i>	13
Weapons.....	13
Visitors	13
Before and After School	13
Students in the Building Outside of School Hours.....	13
<i>Gym Usage</i>	14
<i>Study Halls</i>	15
<i>Lunch</i>	15
<i>Driving</i>	15
Driving to School-Sanctioned Events	16
<i>The Ambrose School Uniforms</i>	17
6-8 Uniforms for The Ambrose School	17
9-12 Uniforms for The Ambrose School	18
Purchasing Uniforms	19
Sizing Information.....	19
Uniform Days.....	20
<i>Dress</i>	21
At School Functions (dances, events, games, picnics, retreats, etc.)	21
Accessories, Coats, Backpacks, Etc.....	22
Grooming	22
<i>Electronics</i>	23
<i>Computer Use</i>	23
<i>Food</i>	24
<i>Conduct</i>	25
Conduct Outside of School	25
Standards for Behavior Outside of School	25
Dating and Relationships	26
Serious Misconduct	26
Conduct at School Sponsored Events	27
<i>Dropping, Adding and Auditing Classes (for all 7th-12th grades)</i>	27
<i>Discipline</i>	28
7-12 Discipline Procedure	28
<i>Homework</i>	28
Guidelines for Assigning Daily Homework.....	28
Excessive Homework	29
Assignment Calendar.....	29
Weekend/Vacation Homework Policy	29
<i>Grading</i>	30
Grading Basis	30
Annual Student Awards.....	30
<i>Athletic Requirements</i>	31
Attendance Requirements.....	31
<i>Absences</i>	32
Number of Absences	32
Planned and Excused Absences	32
Unexcused Absences	33
Tardies.....	33
Attendance Instruction Summary:.....	34
<i>Fire Drill and Lockdown Instructions</i>	35
<i>Procedure for School Cancellation</i>	35

Note: This book will cost \$10 to replace.

Admired But Rare

Our goal is to help develop you into young men and women who stand out because you exhibit qualities that are *admired but rare*. If you aspire to be like your peers in the world, you might consider a transfer. But if you want to develop into a student who lives a distinctively “salty” Christian life-- looking, acting, and being honorable-- we invite you to join with us. Honorable men and women are exceedingly rare, but they are universally admired and appreciated. If you choose to be here, we ask that you become part of our vision:

1. **A spirit of inquiry.** We want you to take joy in learning, for its own sake. Sometimes we’re all tempted to ask, “What’s required of me?” When Jesus was asked this he didn’t say “pass this test,” he said, “You must be born again.” A similar idea applies to learning - don’t just jump through the hoops, but passionately seek wisdom and understanding. This means you read your assigned reading out of wonder, not rigor; prepare your reports out of a spirit of inquiry, not just to get it done; write to create greatness, not to get an “A.”
2. **Pursue honor.** If you see rules as something to follow to avoid punishment, you are not living honorably. Honorable men and women love what is good. No matter how determined you are, your actions will, eventually, follow what you love. While we all sin, Christians will hate sin. We ask that you pursue righteousness by seeking to love what is true, what is good, and what is beautiful.
3. **An attitude of service, humility, and submission.** If you accomplish 1 and 2 above, you will feel a great sense of accomplishment. If you keep that glory for yourself, it will rot into ugliness. If you cast your crowns before Christ through an attitude of service to Him, He will magnify your work for His sake. Want to make a difference? Love God and love your neighbor. Leave the “me” out if it.

Who was Saint Ambrose?



Leaders like St. Ambrose are admired, but rare. Ambrose was classically educated in Rome and went on to hold a high office as the governor of Milan in the 4th century. Arian Christians attempted to overtake the church in Milan, so he used his position and eloquence to stop the dispute and appeal for peace. While he was speaking, the crowd, both sides, demanded that he become the new bishop of the church in Milan.

Not desiring the office of Bishop, he fled to a friend's house but was soon drafted by the Emperor of Rome and declared Bishop of Milan. He immediately gave away his wealth and fully dedicated himself to the service of God. For a time, he retreated to seminary to study scripture and doctrine.

His education was an asset to the work of God. While a tolerant and kind man, he firmly rejected the heresy of Arianism. His education helped him formulate strong arguments against Arianism. He also used his strong knowledge of Greek and Latin to read New Testament writings and other first century literature. Because of his academic influence, he became a Doctor of the church. He, along with three other men (Augustine, Jerome, and Gregory), is considered a key contributor to the doctrines we still hold to in Christendom today. He was instrumental in Augustine's conversion and influenced his writings. He also wrote music that remains in use in the church today.

Ambrose's kindness was legendary. He negotiated a peace with Emperor Magnus Maximus on behalf of Rome, and remained behind to help those who suffered when Milan eventually fell. He melted down the gold of the church and bought the freedom of Christians who had been sold into slavery. He also petitioned emperors to pardon their enemies.

His courage and honor was unwavering. On several occasions, he stood up before emperors who could easily have had him killed. He refused Theodosius admittance to worship because of unrepentant sin, and he stood up to Justina, who desired him to violate his principles. He lived a life of self-denial and personal sacrifice.

Ambrose was "salty" because he flavored his whole culture. His exceptional life is an admirable representation of our mission at the school. Students are encouraged to study his life and appreciate the power of a life lived in Christ.

The Ambrose School Graduate

We desire to graduate mature men and women who love to learn and love Christ. Successful graduates will possess:

1. Virtue and mature character — This includes heart-obedience rather than mere rule-following, good manners, honorable relationships, self-control, and Christian leadership. We help students rightly order their affections (the classical Christian definition of virtue) through the study of the great literature of the West and the Bible. Above all else, we teach students to live in accordance with *Coram Deo*— as though they were in the presence of God at all times.
2. Sound reason and sound faith — We expect students to realize a unified Christian worldview with Scripture as the measure of all Truth. We expect them to exhibit the wisdom to recognize complex issues and to follow the consequences of ideas.
3. A masterful command of language — Because language enables us to know things that are not directly experienced, nothing is more important within Christian education. Without a strong command of language, even scripture is rendered mute. As people of “the Word” Christians should be masters of language. Students master uncommon vocabulary, grammar, usage, and translation through our study of Latin, English, and Greek.
4. Well-rounded competence — Educated people are *not* specialists who know little outside of their field of specialty. Educated people have competence in a variety of areas including fine art, drama, music, physical activity, math, logic, science and arithmetic. Throughout our program, skills are introduced that are essential for an educated person.
5. Literacy with broad exposure to books — Educated people are well-read and able to discuss and relate to central works of literature, science, art, architecture, and music.
6. An established aesthetic — Further, educated people have good taste, formed as they are exposed to great aesthetic masterpieces, particularly at a young age.

If, at any time, you believe that the school could do a better job helping you achieve the vision above, please make an appointment with Mr. Goodwin or the teacher who could implement the suggestion and let us know.

Honor Code

RHETORIC	<p style="text-align: center;">VIRTUE</p> <hr/> <p style="text-align: center;">Refine a God-like Character</p> <p style="text-align: center;">THE WORD OF A GENTLEMAN</p> <p style="text-align: center;">Modest, Honest, Genteel Carriage, Clean, Dresses-well, Graceful Speech, Observant, Attentive, Knowledgeable, Keeps Good Company, Not a Clown, Varied Accomplishments, Employed, Dignity of Manners.</p> <p style="text-align: center;">THE WAY OF A LADY</p> <p style="text-align: center;">Chaste, Reverent, Gentle, Quiet, Adorns Her World, Understanding, Adept in Small Things, Of Good Repute, Charitable, Honest, Poised, Confident, Dignified, Gracious, Modest.</p>
	<p style="text-align: center;">HONOR</p> <hr/> <p style="text-align: center;">HUMILITY COURAGE MATURITY</p> <p style="text-align: center;">An Honorable person loves the Good</p> <p>A MAN OF HONOR... A WOMAN OF HONOR...</p> <p>Has courage, humility, respect, kindness, mercy, self-control, reverence, love not lust, patience, generous, is driven and diligent, has integrity, is cheerful, serves the Lord.</p> <p>Encourages virtue, loves beauty, is humble, respectful, kind, full of integrity, self-control, reverence, competent, courageous, forgiving, gentle, has a quiet spirit, serves and supports, fears the Lord.</p>
	<p style="text-align: center;">OBEDIENCE</p> <hr/> <p style="text-align: center;">ORDER DILIGENCE</p> <p style="text-align: center;">RESPECT UNITY HONESTY</p> <p style="text-align: center;">Obey right away, all the way, cheerfully, every day.</p>

In K-6, students simply learn obedience. They do what they are told and understand the essentials of integrity. In 7-9, we expect our students to personalize their honor, making honor something they love, not just rules to obey. In grades 10-12, young adults will further develop the refinement lost in our generation—the refinement of grace and manner.

Don't follow rules... Love the good... Love what God loves

Arguably, the greatest paradox of the Christian faith is the Law vs. Grace: If you live by rules (the Law), thinking that you will please God (and man), then you will fail. Following rules never pleases God unless it is motivated by loving Him. Those who have their hearts completely changed through the love of Christ and the Holy Spirit, love Him, and thus love His laws. Obedience is not the point. Loving the good is the point. *"Now the Lord is the Spirit and where the Spirit of the Lord is, there is liberty. But [Christians] all. . . are being transformed into the same image from glory to glory, just as from the Lord, the Spirit."* 2 Corinthians 3, 17-18. *"... be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect."* Romans 12:2.

Below are listed some rules that will help you know what is expected of you. Previously, we listed the traits of an honorable man or woman. These two things provide you with a guide to what our school expects (rules) and what God expects you to be transformed into (honor). If you focus on honor, you will follow the rules. If you focus only on the rules, you will suffer the fate of the Pharisees—following laws rather than God.

A Man of Honor . . .

An honorable man conducts himself with courage:

- He does not fear the opinions of men, but does right regardless of who is watching.
- When he errs, he owns it without seeming sheepish, making excuses or acting slippery.
- He stands up for the weak.
- He conducts himself with confidence, looking in the eyes those to whom he speaks.
- He is not timid in asking and he graciously accepts any answer given.
- He takes criticism with grace, yet remains confident as he is in Christ.

An honorable man has drive and diligence:

- Carpe Diem—He is never apathetic, wishing to love the Lord God with ALL his heart, mind, soul, and strength.
- He is responsible and works hard to complete tasks with excellence.
- He does not overcommit or underdeliver.
- He has a strong sense of duty.
- He paces himself to endure.

An honorable man is humble and respectful:

- He has a healthy understanding of his strengths and weaknesses.

- He errs on the side of underestimating his contribution.
- He serves others: opening doors, offering others to go before him, speaking in turn.
- He respects the chain of authority and upholds it.

An honorable man is kind and merciful:

- He is happy for the successes of others. In fact, he works to ensure that others succeed.
- He seeks opportunities to love those who are difficult to love.
- He forgives all things and lives at peace with all men, so far as it depends on him.

An honorable man has self-control and reverence:

- He does not act goofy or silly. He knows when humor or playfulness is appropriate.
- He conducts himself with solemnity in ceremony and reverence in matters of God.
- He expresses good manners (opening doors, removing hats, shaking hands)
- He does not show off: His motives are not to draw attention to himself. Examples include dressing or grooming to be noticed, or desiring to be noticed for his possessions, his grades, etc.
- He eats, drinks, plays, and works in moderation: e.g. He is not excessively interested in video games, technology, cars, or other materials or practices.
- He is responsible and takes ownership for tasks: For example, he volunteers for duty and makes sure it gets done.

An honorable man desires true love, not lust:

- He respects women, not looking at their outward appearance but at their entire beauty, within and without.
- He does not let his desires control him. He takes all thoughts captive to Christ.
- He flees sexual temptation.

An honorable man is patient:

- He does not show frustration when others are weak or fail.
- He helps those who are slower or weaker.
- He encourages those who are struggling with competence.
- He is slow to anger, and when angry, he does not pervert a love of justice into judgmental attitude. E.g. Anger over watching someone cheat on a test and get away with it should not turn into judgment that harbors bitterness toward that person or the school.

An honorable man is generous:

- He offers his time, aid, and money to anyone with a need.
- He is concerned with the welfare of others before himself.

An honorable man has integrity:

- His word is worth more than his welfare.
- When in doubt about the issue of integrity, he seeks the counsel of godly men.
- He is loyal to his institutions (family, church, school, and friends).

An honorable man is cheerful:

- Others are made comfortable in his presence.
- He is optimistic and proactive in doing his duty.

An honorable man's primary identity is as a servant to Christ:

- He has a strong sense of duty to people and institutions in authority.
- He is loyal to his community and his friends: He assumes the best of those in his company.
- He is always acting with a sense of purpose.

A Woman of Honor . . .

An honorable woman encourages virtue in others:

- She dresses and behaves modestly
- She does not encourage sinful desires in others (avarice, envy, or lust)
- She does not spread rumors or gossip

An honorable woman loves the beautiful:

- She adorns herself and her surroundings with tranquility and beauty.

An honorable woman is humble and respectful:

- She is persuasive but not forceful.
- She respects those in authority over her.
- She does not make excuses.
- She is courteous to all.

An honorable woman is kind:

- She thinks of others first, and is sensitive to those around her.
- She is happy for the successes of others. She works to ensure that others succeed.
- She seeks opportunities to love those who are difficult to love.

An honorable woman has integrity:

- She is honest and forthright, but not confrontational.
- She is not manipulative.

An honorable woman has self-control and reverence:

- She brings joy through positive words and optimistic encouragement.
- She kindly encourages those who need correction.

An honorable woman is competent in managing affairs:

- She takes it upon herself to make those around her comfortable.
- She does her work effectively, diligently, and efficiently.

An honorable woman is courageous:

- She defends the weak and the poor.
- She stands up for righteousness.
- She proactively stops gossip when she hears it.

An honorable woman forgives:

- She forgives indefinitely. Bitterness results in ugliness, which she will not abide.
- She does not spread idle words or have a judgmental spirit.

An honorable woman serves and supports (Proverbs 31):

- She is diligent and cheerful in the service of God and man.
- Her optimism and cheerfulness permeate the home.
- She is loyal to her authorities, family, and friends.

An honorable woman has a gentle and quiet spirit (1st Peter):

- She is not loud or overbearing.
- She is patient with all, especially children.
- She is noticed for her tenderness and mercy.

An honorable woman fears the Lord:

- She is always mindful of her Lord, and his line of authority (Christ, church, government, father, mother.)

*“But mark this: There will be terrible times in the last days. People will be lovers of themselves, lovers of money, boastful, proud, abusive, disobedient to their parents, ungrateful, unholy, without love, unforgiving, slanderous, without self-control, brutal, **not lovers of the good**, treacherous, rash, conceited, lovers of pleasure*

rather than lovers of God—having a form of godliness but denying its power. Have nothing to do with them.

They are the kind who worm their way into homes and gain control over weak-willed women, who are loaded down with sins and are swayed by all kinds of evil desires, always learning but never able to acknowledge the truth.”

2 Timothy 3:1-7

2013-2014 Academic Calendar

Fall Semester

1st Quarter

August 19 - First day for 7th-12th graders

August 22 - K - 6th Back to School Picnic

August 26 - First day for K-6th graders

September 2 - Labor Day (no school)

September 4-6 - Upper School Retreat

September 12 - Back to School Night

September 9-13 - Picture Week

September 24 - College Night (9th-12th graders and their parents)

September 27 - Teacher Appreciation Chili Fest

October 8 - Ambrose Base Camp

October 11 - End of 1st Quarter (39 days)

2nd Quarter

October 16 - PSAT (10th-11th graders) 8:00 am - noon

October 21 - Parent Teacher Conferences (no school)

October 28 - November 1 - Fall Break (no school) - School office closed

October 29 - November 6 – Senior Trip (tentative can move within 3 days)

November 22 and 23 - High School Drama Production

November 26 - Grandparents Day – release at 12:00

November 27-29 - Thanksgiving Break (no school)

December 3 - Ambrose Base Camp

December 18 - Christmas Program Rehearsal

December 19 - Christmas Program

December 19 - End of 2nd Quarter (41 days) End of 1st Semester

December 20 - Teacher Workday - no school

December 20-January 3 - Christmas Break (no school)

2013-2014 Academic Calendar

Spring Semester 3rd Quarter

January 6 - Classes Resume
January 20 - Human Rights Day (no school)

February 17 - President's Day (no school)
February 25 – Ambrose Base Camp

March 8, 15, 22 - Mock Trial Regional Competition – tentative dates
March 7 - End of 3rd Quarter (43 days)

4th Quarter

March 10-12 - National Latin Exams (6th grade and up)
March 11 - Senior Graduation Information Meeting
March 14 - 5th Grade Play
March 15 - Auction
March 17 - Parent Teacher Conferences (no school)
March 18-21 - WrAP Tests (3rd-12th grades)
March 19-21 - Mock Trial State Competition – tentative dates
March 24-28 - Spring Break (no school)
March 31-April 4 - ERB's (2nd-10th grades) all tests except Algebra

April 8 - 11th-12th Grade Ambrose Students Chrysostom Oratory Contest
April 15 – Ambrose Base Camp
April 18 - Good Friday (no school)
April 25-26 - Junior High school drama production

May 1 - Fall Preview (6th-11th graders and their parents)
May 2 - Theatre 101 Showcase
May 6 - ERB math test (Algebra) (to be taken during regular math period)
May 7 - Spring Music and Art Festival
May 9 - Chick-fil-A Leadercast
May 12-14 - Junior and Senior thesis presentations
May 15-21- Final Test Week
May 17 - Protocol
May 21 – Field Day
May 21 - Senior Baccalaureate
May 22 - Epilogos
May 22 – End-of-Year Picnic
May 23 – Graduation

Security

The front entry is available for entrance along with the east door which is used only for students departing to and returning from recess. Students are not to prop open exterior doors without permission. All other doors are to remain closed and locked at all times. Students in 7th and 8th grades are monitored on the field, gym and play area at all times by at least one adult/teacher.

K-9th students are allowed to leave the campus only in the presence of an adult and through the proper procedure—either a parent signs you out in the office or you leave at the regularly appointed time. 10th – 12th students may leave campus during lunch assuming the individual is not restricted to campus. At any other time during school hours, 10th – 12th students must sign out at the office if they leave campus, and sign in upon their return. Please drive to your destination. Students who leave campus outside these requirements may face suspension or other disciplinary action. Older siblings who are of driving age and who attend the school may take their younger siblings off campus if they sign out or are leaving at the appointed time.

Weapons

No weapons may be brought into the school at any time by students or parents without the prior consent of the head of school. Weapons include knives, martial arts weapons, swords, battleaxes, self-defense items like Tasers or mace, and, of course, firearms. Items are to be brought into the office by an adult in a case or completely enclosed in some way as soon as they arrive to obtain consent. Consent will be granted rarely, for educational purposes. Items brought must be unloaded and made as safe as possible.

Visitors

Parents and visitors must sign in at the office if they are visiting the school at any time. Visitors must have an escort. School-aged visitors (prospective students excepted) must visit only during the lunch hour, with the permission of an administrator. Graduates are permitted to visit occasionally during the lunch hour or after hours only, or to sit in on classes in a non-disruptive way. They must sign in and obtain the permission of the administration. Prospective new students may visit unescorted, based on terms agreed to by the admissions manager.

Before and After School

Students will not be allowed anywhere in the school building before or after regular hours except as stated below. Regular hours are from the unlocking of the front door at 7:15 a.m. until 5:00 p.m.

Students in the Building Outside of School Hours

1. Ambrose students (9th – 12th) may be in the building until 5:00 p.m. unsupervised. However, you are expected to behave as mature adults. If you are behaving in an unbecoming manner - in a way an adult would not

behave (horseplay, loud talking, etc.) - you will lose after-school privileges.

2. All 7th and 8th grade students must be under the authority of an adult who is present on campus.
3. Students may remain under the care of their teacher for after-school work with that teacher's prior permission.
4. All students must remain in uniform while at the school. The only exceptions are 1) House and Archer sport uniforms and practice apparel which may be worn by athletes after 3:00 for practice or games; 2) on game days, students may change into Ambrose logowear to cheer on the team after the school day (3:00 pm); 3) students under direct supervision of parents may change in the school restrooms for immediate departures with the parent (skiing, etc.). 4) Students briefly returning to school from home after hours or those with teacher permission for a play, etc. may be out of uniform. Aside from these exceptions, students may not change out of their uniforms at the school. We must be able to identify our students from non-Ambrose students and do not wish to manage dress standards during this time.
5. During all times at the school or at school events, students must conform to the rules outlined in "Dress" section when they are wearing non-uniform dress.
6. Students of teachers, staff, or volunteers working in the school after hours must be under the control of an adult. These students may not wander the halls or act in a disorderly manner. Volunteers, teachers, and staff must know where their children are and what they are doing at all times.
7. During after-hours activities, students are not permitted upstairs without permission.

Gym Usage

1. Students in grades K-8 are not allowed in the gym without adult supervision. An Ambrose student does not qualify as an adult for supervising younger students.
2. Adult supervisors must check in with the office before allowing children to enter the gym. Adult supervisors assume responsibility for all children playing in the gym.
3. Upper School Ambrose students are permitted to be in the gym without adult supervision. However, students must exercise discretion. Horseplay will not be tolerated. If activities get loud or become distracting, the students will be asked to leave.
4. Seventh and eighth graders may be in the gym with Ambrose students if they are practicing for House. This is the only circumstance in which seventh or eighth graders may be in the gym without adult supervision. Under these circumstances, the upper classmen have a duty to model order and maturity. House leadership is responsible to maintain order during House gym time.

5. When the gym is configured for a performance, students are not to play with balls in the gym.

Study Halls

All 7th and 8th grade students must use the main level of the library during study halls, unless directed elsewhere by the librarian. During study hall times, students in grades 9-12 may use the library balcony. Talking is not permitted in this area. All computers are to be used for school work ONLY. Students are encouraged to use the time for studying.

Musical instruments may not be played or taken out of their cases during school hours. The obvious exception is rehearsal or practice for the school orchestra.

Lunch

The lunch hour is segmented into a 20 minute eating period followed by a 40 minute “e-hour.”

7th-8th grade: Students are to remain with their teacher for the eating period, and then, at the beginning of e-hour, must proceed either to their designated elective, to the library for study, or to the designated activity area (outside or in the gym).

9th-12th grade: Ambrose students may choose to remain inside a classroom during the lunch and e-hour (if available) or they may go to the play field. Students may not wander back and forth between the two. Eating in the hallways is not permitted. If students remain inside the classroom, they must have the door open and must retain a high standard of decorum. The teacher to whom the classroom is assigned is responsible for the students in his or her room. Ambrose students may use the playfield without supervision and do not need to line up before returning indoors. However, proper decorum (walk, quietly talk) is expected between the field and class.

With parent permission, Ambrose high school students (10th – 12th) may leave campus at lunch in their cars. During lunch, Ambrose students are not considered in the custody of the school if they choose to leave the facility. Parents are expected to communicate their own expectations to their students regarding this privilege (whom they can ride with, whether they are allowed to leave, etc.) We discourage two students of the opposite gender travelling together. Students are expected to use this responsibility wisely. Excessive tardiness or unexcused absences during a semester will be cause to revoke this privilege.

10th – 12th students leaving campus during school at any time, other than lunch, MUST sign out.

Driving

Students who drive to school are expected to do so responsibly. Special attention should be paid to grammar students in the parking lot before and after school. The

speed limit in the parking lot is 5 mph. No loud music or juvenile behavior in or around the cars is permitted. Driving to school is a privilege which may be revoked.

Student drivers must park in the northeast parking lot, but not in the spots adjacent to the playground. When students leave the school they are strongly encouraged to leave and travel north on Locust Grove rather than trying to turn left and travel south.

Driving to School-Sanctioned Events

This policy governs traveling to or from a sanctioned school activity where the student remains in the custody of the school (sports event, field trip, etc.). Trips that depart from the school directly to an event are governed by this policy. If a student leaves from his home or any other site where he is in the custody of his parents or their designee, this policy does not apply because the student becomes our responsibility when he reaches our event.

Trips that return from an event to the school when the student remains in the custody of the school, are also governed by this policy. However, a student may be transferred to the custody of another person with advanced written permission of the student's parent. The parent may send a note to the coach or responsible staff member indicating exactly who will pick them up and at what time (after the game, etc.).

For those students who remain in the custody of the school

No one under the age of 23 may drive another student unless they are members of the same family. Students may drive themselves to school-sanctioned events, but they may not drive other students unless they are family members. We will assume that students who drive to school and then choose to drive themselves to a school-sanctioned event have their parent's permission.

When leaving a sanctioned school event, students must either: 1) be in the custody of their parent or a designee (see above); 2) return to the school with an approved school driver over the age of 23; or 3) the student may drive home alone or with siblings.

Students may not change their plans at the event without the direct permission of their parents, expressed to the school representative by the parent.

Permission slips from parents to ride to and from games with another student cannot be accepted if the students remain in the custody of the school.

These policies are in place for insurance reasons.

The Ambrose School Uniforms

6-8 Uniforms for The Ambrose School

Boys Uniforms	Girls Uniforms
<p>6-8 Required (formal day)</p> <ul style="list-style-type: none"> White short sleeved pique knit polo shirt with logo Pleated khaki pants The Ambrose School navy blue sweater vest with logo or V-neck, white piped pullover w/ crest* Khaki/black socks Black belt <p>Optional (non-formal days only)</p> <ul style="list-style-type: none"> White button-down, long or short sleeved oxford shirt Students may omit vest if they wear a logo polo shirt. The Ambrose School navy blue cardigan sweater with logo Pleated khaki shorts (April through September) Black belt Khaki/black socks 	<p>6-8 Required (formal day)</p> <ul style="list-style-type: none"> Black watch plaid skirt (length must cover knees) White short sleeved pique knit polo shirt with logo The Ambrose School navy blue sweater vest with logo or V-neck, white piped pullover w/ crest* White tights Dark cotton biking shorts under skirt when tights are not worn White socks, ankle or knee-high <p>Optional (non-formal days only)</p> <ul style="list-style-type: none"> White button-down, long or short sleeved oxford shirt Students may omit vest if they wear a logo polo shirt. The Ambrose School navy blue cardigan sweater with logo
Boys Shoes	Girls Shoes
<p>6-8</p> <p>Solid black dress shoes Shine-able (smooth, not rough like suede) Lace-up style Closed toe; heel not to exceed 1 inch Below the ankle with a black rubber sole</p>	<p>6-8</p> <p>Solid black dress shoes If lace up, black laces only Closed toe; heel not to exceed 1 inch Below the ankle</p>
<p>6-8 Optional Black penny loafer style shoes</p>	<p>6-8 Optional Burgundy or black penny loafer style shoes</p>

*Sweaters may be removed anytime except during formal-day exordium. See “The Ambrose School” uniform code for 7-8 outerwear requirements.

9-12 Uniforms for The Ambrose School

Formal

Boys:

Light blue oxford shirt
 Tie (blue & red #392)
 Khaki pants*
 Black belt
 Navy blazer
 Khaki socks

Girls:

White oxford shirt
 Plaid skirt (#38), polyester, must be no more than 1 inch above the top of knee cap (if in doubt, order the 23" length and hem)
 Red or blue blazer
 Blue knee highs or tights
 Shorts to wear under skirt (biking shorts recommended)

Optional:

White mock turtleneck
 Navy sweater vest under blazer

Informal

Boys:

White or navy polo shirt with logo
 Light blue oxford shirt
 Khaki pants*
 Navy or burgundy V-neck vest w/ crest
 Navy or burgundy long sleeve V-neck pullover w/ crest
 Khaki socks

Girls:

Navy or white polo shirt with logo
 White oxford shirt
 White mock turtleneck
 Plaid skirt (#38)
 Shorts to wear under skirt
 Khaki pants (#15-Flat)*
 Black belt (uniform)
 Navy/burgundy V-neck vest w/crest
 Navy/burgundy long sleeve V-neck pullover w/crest
 White or blue socks , ankle or higher (no "footies")

Shoes

Boys:

Solid black dress shoe
 Shine-able (smooth, not rough like suede)
 Lace-up style, black laces only
 Closed toe; Heel not to exceed 1 inch
 Below the ankle

Optional: Black penny loafer style shoe

Girls:

Solid black dress shoe
 If lace up, black laces only
 Closed toe; Heel not to exceed 1 inch
 Below the ankle

Optional: Burgundy or black penny loafer style.

7-12 Outerwear – Boys and Girls

In the classroom:

Uniform zip fleece – from Nelsons
 Letterman jacket – from Nelsons

In hallways and outside:

Non-uniform coats and jackets OK, no large logos or writing. School logo wear only for sweatshirts and hoodies.

Purchasing Uniforms

Uniform Supplier: For our high-school uniforms only, we obtain uniforms from Flynn and O’Hara Uniform Company in Philadelphia, PA. All visible uniform items must be obtained from Flynn and O’Hara unless otherwise specified. To order uniforms, go to www.flynnohara.com. Order by phone toll free at 1-800-441-4122, Monday-Friday 9:00 AM to 5:00 PM EST. We have a collection of girl’s skirts from F&O in the office for those who wish to check size before ordering.

For grades 7-8, uniforms must be obtained from Nelson School Supply, located on 11th and State Street in Boise (344-1122), has the specific uniform list and has uniforms in stock for grades k-8th. 7-8 can also purchase sweaters from F&O. In the past, pants or shirts have been substituted from other vendors. Unfortunately, this results in variation that becomes progressively less uniform over time. For this reason, if the school staff can tell that an item is not part of our official uniform, it will not be allowed.

*If needed to obtain correct fit, khaki pants may be purchased from Lands’ End uniform catalog (boys may purchase #09249 or #09250; girls may purchase #09260, #09256, or #07221) or girls may purchase pants from Nelson School Supply (flat front mid-rise style). Nelson School Supply may have acceptable substitutes for some sweaters.

Equivalent white tights, biking shorts, and shoes may be substituted.

NOTE: All visible items must be purchased from the supplier specified, or they must be indistinguishable from the standard uniform by the headmaster. You must have at least one complete “required” uniform to wear for exordia and on other school mandated occasions.

Sizing Information

We recommend that you have someone familiar with sizing measure you (tailor, garment sales person, seamstress, anyone who sews well). With these measurements, the internet ordering will be easier—particularly for blazers and skirts. Girl’s skirts should be within 2 inches above the top of the knee cap. Girls must wear shorts under their skirts. Biking shorts may be desired to reduce the bulkiness of material. Again, a collection of St. Ambrose skirts are available in the office for sizing purposes.

Sizing from F&O is abbreviated differently than in some other garment stores.
Y=Youth, A=Adult, S=Slim, H=Husky, /=Half or Plus size, X=Teen Size

The girls’ skirts come in two lengths. The 19” skirt (regular size) can be let out about 1”. The 22” skirt (T-tall) is 3 inches longer and can be taken in. F & O offers alterations for an additional fee. We can also provide suggestions for local tailors.



To ensure the best quality, Flynn & O'Hara offers many different products so sizing may vary. Use these charts as a general guideline to help fit your child for their school uniforms.

HOW TO MEASURE YOUR CHILD PROPERLY:

Chest: Measure around the fullest part of the chest, keeping the tape up under the arms and around the shoulder blades.

Waist: Measure around the waist (not over a garment) at the height where the garment will be worn.

Hips: Stand with heels together, and measure around the fullest part of the hips.



LADIES SKIRT, SKORT, KILT, SHORT AND SLACK SIZE CHART

REGULAR TEEN SIZES								
WAIST MEASUREMENT (IN INCHES)	22	23	24	25	26	28	29	31
RECOMMENDED SIZE	04X	06X	08X	10X	12X	14X	16X	18X
LENGTH OF KILT/SKIRT	19	19	19	19	19	19	19	19
SLACK INSEAM (IN INCHES)	29.5	29.5	30.5	31.5	32.5	32.5	32.5	
TEEN SIZE SKIRTS AND KILTS ARE AVAILABLE IN AN EXTRA LONG LENGTH WHICH ARE 2" LONGER THAN THE LENGTHS ABOVE.								
PLUS TEEN SIZES								
WAIST MEASUREMENT (IN INCHES)	33	35	36	38	40	42		
RECOMMENDED SIZE	10X/	12X/	14X/	16X/	18X/	20X/		
LENGTH OF KILT/SKIRT	22	22	22	22	22	22		
SLACK INSEAM (IN INCHES)	32.5	32.5	32.5	32.5	32.5	32.5		
SIZES LARGER THAN 42" (20X 1/2) IN THE WAIST ARE CUSTOM MADE GARMENTS AND CARRY A \$10.00 EXTRA CHARGE PER GARMENT								

LADIES BLOUSES, POLO SHIRTS, AND SWEATER SIZE CHART

BUST SIZE	32	34-36	38-40	42-44	46-48
OXFORD CLOTH BLOUSE SIZE	AS	AM	AL	AXL	A2X
POLO SHIRT SIZE	AS	AM	AL	AXL	A2X
SWEATER SIZE	AM	AL	AXL	AXL	A2X

TIGHT SIZE CHART

HEIGHT	WEIGHT	SIZE
61-65"	95-130 LBS.	SM
63-67"	125-160 LBS.	ML
67-72"	155-180 LBS.	XL

MEN'S OXFORD SHIRT, POLO SHIRT, AND SWEATER SIZING

Neck and Sleeve Length	14 1/2 X 33	15 1/2 X 34	16 1/2 X 35	17 1/2 X 35	18 1/2 X 36	19 1/2 X 36
Chest Size	34-36	38-40	42-44	46	48	50
Oxford Cloth Shirt Size	AS	AM	AL	AXL	A2X	A3X
Polo Shirt Size	AM	AL	AXL	A2X	A3X	A3X
Sweater Size	AM	AL	AXL	AXL	A3X	A3X

MENS PANT SIZE CHART

INSEAM FIT	AVAILABLE SIZES
BOYS CUT UNHEMMED	25" - 28"
30" INSEAM	27" - 38"
32" INSEAM	27" - 38"
34" INSEAM	27" - 38"
MENS CUT UNHEMMED	27" - 48"

SHOE SIZE SOCK SIZE

4-10	L
10+	XL

MENS WALKING SHORTS

ORDER BY WAIST MEASUREMENT

Notes for ordering:

Uniform Days

Casual Uniforms – Monday, Tuesday, Thursday and Friday

Formal Uniforms (including blazers) – Wednesday

Special occasions like concerts, field trips, or community events will require the formal uniform unless the occasion requires something more casual.

If in doubt, ask first. The best way to retain privileges is to use them wisely. If you are uncertain, ask a teacher. Presumption is an undesirable trait not in keeping with our decorum.

We also suggest that students bring a pair of tennis shoes (or other type of play shoes) to wear during their breaks.

Dress

Students must wear the approved uniform of The Ambrose School while on campus or on school-related trips during school days. Students may return home and change before a school event. Please see the “uniform” section of this document for more information. Uniforms shall be worn as intended and kept neat, clean, and modest in appearance.

During House or other athletic activities, students are encouraged to wear their House uniform. For athletic activities in which students wear their own clothes, the following rules apply:

1. Students must wear loose-fitting T-shirts and loose-fitting shorts longer than the tips of their fingers when their arms are fully extended down their legs.
2. No tight shorts or sleeveless shirts are allowed.
3. Students are expected to obtain the appropriate uniform for their House.
4. Shoes are required.

At School Functions (dances, events, games, picnics, retreats, etc.)

1. The above rules apply.
2. Dresses and skirts must extend to the top of the knee or lower.
3. Shoulder-less or strap gowns must be worn with a sweater, shawl, or other covering.
4. The front and back of tops must be modestly cut. See the House Governor if you have specific questions.
5. Boys (and girls) are asked to dress appropriately for the decorum of the event.
6. Legalistic arguments about these rules will not be well received. Ask yourself why you want to wear something. If your motivation might be “to be noticed”, you’re probably on the wrong track (unless you’re speaking in

a classical aesthetic sense—but be prepared with your defense sources, and inquire prior to the event!)

Accessories, Coats, Backpacks, Etc.

The Ambrose School seeks to provide an environment free from distractions and one that discourages cliques. For this reason, we require that backpacks, non-uniform coats, and other materials not have large, thematic branding (rock stars, large branding, etc.). Sports teams are OK.

Grooming

The Ambrose School upholds guidelines in grooming because it seeks to cultivate an atmosphere of order, unity, beauty, and learning. **We believe that genuine diversity comes from the cultivation of each student's unique mind and character, not from their outward appearance.** On the contrary, outward appearance typically results from emulation rather than self-expression. Disorderly dress and grooming are detrimental to an atmosphere in which students can concentrate on that which makes them unique. With this in mind we implement the following policies for boys and girls:

1. A student should wear or do nothing which draws attention to oneself.
2. Students should express themselves with their mind and character not their grooming, accessories or dress.
3. Both boys and girls are expected to keep their hair well-groomed and clean. All students must keep hair out of their faces.
4. All hair accessories must be removable upon request.

*For boys, the following are **unacceptable** grooming practices:*

1. Shaved heads, ornamental cuts, or shaved designs in their hair.
2. Ponytails, top knots, and bleached or dyed hair.
3. Any hairstyle with excessive height (afro-like, spiked, etc.).
4. Facial hair or sideburns below the lobe of the ear.
5. If a student's ears are covered by hair to the point that $\frac{1}{4}$ of their total ear is covered, it is too long and needs to be cut.
6. If the hair extends low enough to encroach $\frac{1}{4}$ inch beyond the collar on a shirt, it is too long and needs to be cut. These standards may be tightened for certain students.
7. Visible body piercing, including earrings.
8. Visible jewelry (necklaces, bracelets, etc.). Rubber "prayer bracelets" or memorial bracelets will be allowed within reason.
9. Any tattoo or piercing that is visible or shown to other students.

*For girls, the following are **unacceptable** grooming practices:*

1. Shaved heads, ornamental cuts, or shaved designs in their hair.
2. Bleached or dyed hair (natural highlighting is okay). Some natural colors are OK with pre-approval. No reds or blacks will be allowed.
3. Dramatic make-up or nail polish.

4. Visible body piercing (two pair of traditional pierced earrings may be worn in the lobe only).
5. Any tattoo or piercing that is visible or shown to other students.
6. Jewelry that is distracting or bold. Guidelines include no brightly colored or gaudy jewelry. Jewelry should tastefully compliment the uniform.

While these rules provide guidance, they are not exhaustive. All dress and grooming is subject to the judgment of teachers and the administration.

Electronics

1. Cell phones are allowed, but must be turned OFF from 7:45-3:00 (school hours) when on school grounds and must be stored out of sight (in a locker if provided). If we discover that you forget to turn off your cell phone, it may be kept by the administration for 3 days.
2. When phones are allowed, texting is strongly discouraged, except for between student and parent, at any time while on the school property. Idle chatter via text is generally unhealthy to the school community.
3. Laptop computers and iPad-like devices are allowed at the teacher's discretion. These must only be used for school purposes and must not be wirelessly connected to outside services. Student laptops brought from home are not allowed to be plugged into the school's network. See "Computer use" below for more information.
4. Scientific calculation software and calculators on laptops are permitted at the teacher's discretion.
5. Under no circumstances should students have any type of device, including iPad, laptops, or cell phones communicating with outside servers while at school.
6. All other electronic devices (games, toys, MP3 players, iPods, etc.) are **not allowed on the premises**. If they are seen, they will be confiscated. This includes iPods, iPads, or other devices used for music and games. Exceptions may be rarely approved by the administration.

Any teacher may, at his discretion, forbid the use of any device at any time without giving a reason.

Computer Use

Computers in the classroom are governed by individual teachers. If they are deemed distracting, a teacher may request the computer be put away.

1. Students are restricted to Microsoft Office application use (or competitive equivalents) for notes, etc. No other special programs or games are allowed. Software exceptions will be granted for other academic uses.
2. Rock band, logo art and other commercial imagery are not permitted to be shown on the screens of these computers while at school in accordance with our other policies. No pictures are to be visible on the screen of any computer unless they directly relate to school.

3. Students may use school computers for school purposes only. Students are expected to use their own storage device to store their data. We recommend students bring a USB thumb drive to transfer files to and from their home computer. All disks or thumb drives **MUST** be virus checked at home before bringing them to school. School laptops will be occasionally purged of data as necessary without warning. Therefore, students should not expect that their data will remain on a computer at school.
4. Students may be asked to type their papers or prepare presentations to the class. While using a computer is not absolutely necessary for these tasks, computers are very helpful. Students may use school computers for these purposes, but still must provide their own data storage device (a USB port flash drive).
5. Students are not allowed to use The Ambrose School's administrative computers, printers, faxes, or scanners (except for media class work). If a student needs an emergency printout, they can request one from the office at a cost of \$1 per page. The office may not have time to honor the request.
6. Students are not allowed access to teacher's computers without the teacher present.

We expect families to provide the following at home:

1. We **STRONGLY** discourage unsupervised connected computers, phones, or iPads in the bedroom at any age.
2. A quiet place free of distractions for homework.
3. A chair and desk or table on which to do homework.
4. 6th grade and above are expected to have access to a computer with Microsoft Word and Microsoft PowerPoint software, as well as updated anti-virus software. Finally, the home computer should be capable of using a USB flash memory drive.
5. **Students must also have a printer.** The school will not print student papers. In emergencies, the office may be willing to print student papers at the cost of \$1 per page.

Food

1. Food is only allowed within the facility during lunch period, except for special and rare occasions.
2. No drinks other than water are permitted in the carpeted areas of the building. Teachers, at their discretion, may allow coffee or tea in their rooms.
3. Transporting drinks to classrooms must be done in covered containers, and students are to use special caution, proceeding directly to their destination when they carry drinks.
4. Food is not permitted during study halls or at other times outside of the lunch period. No food or drink is allowed in the library.
5. No food or drink is allowed in the gym during school hours.

6. Purchases will be permitted in the Providence Room. Only juniors and seniors may remain in the Providence Room. Drinks must be consumed in the Providence Room (11th & 12th grade) or the classroom with advanced teacher permission. For younger students, food and drink must be taken outside or directly to their dining area. No food or drink may be consumed in the hall.

Conduct

Students are expected to cooperate with basic Christian standards of behavior and conversation. Additionally, the following rules will be observed:

1. No chewing gum, electrical music devices (including anything with earphones or speakers), guns or knives are allowed on the school grounds or at any school activity.
2. Avoid the off-limits areas of the building or grounds (areas outside the view of general supervision – for example dumpsters or east side of shed).
3. Use only approved entrances and exits. Fire exits are not to be used.
4. No horseplay. Physical roughness can easily get out of control and become a serious hazard. If you break it, own up to it. If you were foolish, you pay for it.

Conduct Outside of School

Because student behavior outside of school can affect the ethos of the school, we reserve the right to take breeches of character into consideration when disciplining students. Parents are primarily responsible for the discipline of students who misbehave inside or outside of school. Inside school, we have a variety of disciplinary actions at our disposal. Our actions are limited to suspension or expulsion for activities based on outside activities. Our reason for this policy is rooted in 1 Cor 15:33, “Do not be misled: ‘Bad company corrupts good character.’”

Standards for Behavior Outside of School

1. Your honor has no boundaries. Honorable students are honorable in all settings, inside and outside of school.
2. A student’s dishonorable actions dishonor the school. Any immoral or illegal action that rises to the school’s attention and which has become known or will likely become known to other members of the student body will be considered for disciplinary action. These actions include anything that is illegal, sexual impurity, acting or speaking crassly, vandalism, violent or threatening actions, or extreme unkindness.
3. **Social Media Websites and Texting**—We strongly advise caution when using services like Facebook. Without personal accountability, innocent communication can degenerate into uncontrolled sin. Since most of these sites create “networks” of friends, only one or two clicks could take a student from their classmate to a classmate’s friend, who happens to use foul language, be disrespectful to authority, and contain tempting photographs. Given the nature of the internet, we encourage all parents to

employ filters that stop inappropriate material. The Ambrose school reserves the right to use monitor social media websites and texting if/when they negatively affect our students or community.

4. Students who create dissension among the student body by encouraging other students to engage in bad behavior outside of school.

Dating and Relationships

As a rule, we believe that dating or romantic relationships among young adults are only wise if the couple intends to get married within two years or so. For most of you, that is not realistic. Why do we believe this? Because everything in God's world has a purpose, and the purpose of dating is to get married. If you're dating to "have fun", you've set yourself up for heartache and trouble because you have misconstrued the purpose of dating. Why 2 years? Because, from experience, that is about how long relationships can be sustained without moving to the next level--marriage.

Within the school, any type of exclusive relationship (call it dating, courting, or "special friends") is likely to end. When it does, it most often results in hurt feelings or just plain weird feelings when you're around the other person. For these reasons, we encourage fellowship among our student body, but in groups. If you do have a non-romantic friendship with a member of the opposite gender, that's fine. Just don't underestimate the ease with which these relationships can evolve into something more.

Relationships like dating are the domain of the home and your parents. However, as a school, we do not want to have the ethos of our school influenced by these types of relationships.

- We do not allow any indication of romantic relationships to be seen at the school or school events.
- Be warned that students who publically announce their dating relationships electronically may find themselves under higher scrutiny while at school.
- Do not invade the personal space of a member of the opposite gender.
- Do not *isolate* yourself in the building, car, grounds, or parking lot with a member of the opposite gender.
- Do not talk to your friends about your actions outside of school in this area.
- **In short, if anyone here can tell you're dating, you've broken the rule.**
- When students are found in violation of our dating policy they will thereafter be held to greater scrutiny.

Serious Misconduct

Examples of serious misconduct could include: acts endangering the lives of other students or faculty members; violence/vandalism to the school facilities; violations of criminal law; or any act in clear contradiction of scriptural commands. When a

student commits a serious act, suspension or expulsion may be imposed immediately. The student will also be subject to school discipline, including expulsion, for serious misconduct that occurs after school hours.

Conduct at School Sponsored Events

Our social events and community activities should reflect the values we hold. This means we expect students to exhibit exceptional maturity and honor when working or playing in the community or at school events. Here are some basic guidelines:

1. Observe the dress-code for activities (see 'Dress').
2. No non-students (friends or past students) are allowed at closed Ambrose events. This includes dances, service projects, retreats, etc. This rule does not apply to public events.
3. Be present at the event, not wandering or hanging around in the hallways during the event. Do not be consumed in electronic communication.

Dropping, Adding and Auditing Classes (for all 7th - 12th grades)

Drop requests will be honored when the student submits the appropriate paperwork to the Registrar by the following dates:

1. Class-drop deadlines: [1] Students have until the tenth (10) day of school for the respective semester to drop a class without any record noted on transcript. [2] A student has until the tenth (10) day of school in the second and fourth quarter to drop a class for the respective semester with a [W] recorded on the transcript. [3] Students who miss either of the above deadlines will receive the grade they have earned in the class at the end of the semester and it will be recorded on the transcript. ***No drops are allowed after the tenth school day of the 2nd and 4th quarter.***
2. Class-add deadline: Classes may be added during the first 4 weeks of the semester. In some classes, the material covered in the first 4 weeks may prevent us from allowing students to add the class after this date. If allowed to add, no grade will be given for the semester, only an audit will appear on their transcript. No high school credit will be given for classes added after the first 4 weeks of the semester. See #3 auditing classes.
3. Auditing classes: Audits are permitted within the following guidelines:
 - a. Audits will be graded and recorded as non-credit status on school documents unless the Audit status is converted to credit status by the class- add deadline (see #2 above).
 - b. Audit-to-Credit conversions will not be permitted in the case of conflicting class schedules.
 - c. Auditing will not be permitted to fulfill prerequisites for other coursework.

A DROP/ADD/AUDIT REQUEST is not complete until all documents are completed and signed by all parties required and returned to the Registrar by the above stated deadlines.

Discipline

7-12 Discipline Procedure

Our upper school treats discipline differently than the grammar school. Through the course of 7th through 12th grade, we expect students to take greater responsibility for their behavior, and in turn, we hold them to a progressively higher standard. We also anticipate allowing greater freedom—assuming that students use it wisely. Student behavior that purposefully and/or consistently tests our boundaries will not be tolerated.

If a student violates the code teachers may send students to the office, or conduct their own correction (detention, etc.). At the teacher’s discretion, a behavioral note may be made in Renweb. Yellow slips and blue slips are not issued in the upper school.

Green slips are issued for uniform violations to remind students of uniform requirements. When a Uniform Infraction Notice is issued, the slip must be signed by student and parent and returned to the issuing teacher. If the teacher perceives that a student is not diligent in wearing the uniform correctly, the teacher will conference with the parent and may take further disciplinary action.

If a student commits a serious violation of the code or repeatedly requires correction by a teacher, an office visit with the administration will result.

Homework

Guidelines for Assigning Daily Homework

The amount of time required to complete a homework assignment varies with the student’s abilities. Evaluations will be made throughout the year to ensure that the level of homework is reasonable. The following guide should be regarded as approximate maximum times for the average and diligent student.

Homework Guide For the Average Student	
7th-12th grades	10 min per grade level
Example for 7 th grade	7 x 10 = 70 minutes total for all classes combined

Not included in the homework time above:

1. Approximately 30 minutes of assigned reading, with no requirement to turn anything in, except routine common-placing requirements.
2. Time spent on Arts classes or extracurricular (music, media, mock trial, theater, etc.). Students are expected to plan their activities accordingly.

Excessive Homework

If you are regularly exceeding the homework guidelines above, or if homework is regularly excessive on certain nights, please talk to your teachers and inform them of the problem. If this is not effective, please see the Upper School Dean.

Assignment Calendar

Upper School teachers enter all weekly assignments into a web-based Student Assignment Calendar. Teachers enter such assignments as tests, papers, outlines, rough drafts, projects, weekly homework, readings, and quizzes in the Assignment Calendar a week in advance. Parents and students are encouraged to check this page often for updates; www.renweb.com.

Weekend/Vacation Homework Policy

Written weekend/vacation homework is limited to the following:

1. Remedial or makeup work.
2. Up to an hour of reading over the entire weekend (no specific writing expectation).
3. Project work: Up to 2 per semester for any given student.
4. Senior and junior thesis may require weekend work.
5. Math assignments that students could have completed, but were not completed in Friday's class.

Grading

Grading Basis

Percent	Letter	Points	Performance
100-98	A+	4.0	
97-93	A	4.0	Excellent
92-90	A-	4.0	
89-88	B+	3.33	
87-83	B	3.0	Good
82-80	B-	2.67	
79-78	C+	2.33	
77-73	C	2.0	Satisfactory
72-70	C-	1.67	
69-60	D	1.0	Needs Improvement
59-0	F	0.0	Failing

Annual Student Awards

Academic honors are awarded to full-time students based on the current un-weighted year four quarter grades for grades 7th-8th and current year un-weighted semester grades for 9th-12th grades.

1. **Annual Honor Roll:** The Ambrose School students who earned an A average (3.90 or higher) both semesters with no grade less than a C, will be honored with a *Headmaster's Encomium*. Those who earned an A/B average (3.8-3.89) with no grade less than a C, will be recognized with a *Headmaster's Commendation*. Those with an above B average (3.7-3.79) with no grade less than a C, will be on the *Headmaster's List*.
2. **Faculty Commendation:** This is an award for diligence or character. This award does not consider GPA or grade measures. To earn a Faculty Commendation, the student's efforts must have been oriented toward achievement that transcended ordinary individual or class expectations in some specific area.
3. **Ambrose of Milan:** This is the highest honor awarded at The Ambrose School. Only two students will receive the honor during a given year: one from the School of Logic, the other from the School of Rhetoric. Several students may be nominated, which is an honor in itself. School of Logic and School of Rhetoric teachers will counsel with each other to select the nominees, in consultation with the administrator. Teachers will then vote on the students who will receive the awards. The Ambrose of Milan award is considered a high honor and must be reserved for the students who lived their lives this year in the spirit of St. Ambrose of Milan; namely, students whose lives mirrored godly character as outlined in such passages as

Philippians 2:5-11. To be considered, students should have consistently made the best use of their gifts. They should have modeled a Christ-like attitude of humility, love, service and respect toward others (1 Corinthians 13), both at school and away. They should have pursued their studies to the glory of God (Colossians 3:17 and 22-24). Finally, they should have consistently evidenced the preceding consistently in all classes and school activities.

Recipients of the award are not considered for future Ambrose of Milan awards in the same school. However, a student who is awarded the Ambrose of Milan in the School of Logic may win the award again when they are in the School of Rhetoric. Students who have been awarded the title Ambrose of Milan are expected to maintain a higher standard of leadership and character to remain a good role model.

Athletic Requirements

Academic Requirements: Grades will be assessed when progress reports are distributed and at each academic quarter. If an athlete's GPA falls under a 2.5 they will go on an athletic watch list where grades will be checked every two weeks to ensure academic stability. If the athlete is below a 2.0 grade average, the athlete will not be eligible to play for the upcoming sport or the sport they are currently participating in. In this case, the student will be given 2 weeks from the date of notification to bring their grades up to a 2.0 standard—if a student is unable to bring their grades up within the allotted time they will be removed from the team unless a PSIP is deemed necessary. It is the responsibility of the athlete to request grades from the registrar to verify eligibility; grades can be requested anytime within that two week period. NOTE: Students are not eligible to practice during this 2 week period. If the student is successful in bringing up their grades then the student is eligible to play. HOWEVER, due to missing practice, it will be left up to the discretion of the coach to determine playing time.

Commitment: A student who participates on an Archer's team should be willing to commit to four days a week after school, excluding Wednesday. Individual coaches will set attendance requirements for the team. An excused absence from practice or a game is an absence from school due to sickness or a family emergency. Athletes must notify the coach before the absence.

Students are to be given the standard number of days for an excused absence to complete their school work following an absence due to an athletic event. They must get their assignments before leaving on the trip.

Attendance Requirements

In grades 7-12, an "Absence" is defined as missing a class period, not a day. In other words, a student who misses first period receives 1 absence for that period.

Missing the whole day would result in a total of up to 7 absences. For this reason, the number of absences shown on the report card may be quite large.

Absences

Number of Absences

Due to the nature of our coursework we request that students not be absent more than 6 times per semester from any one class. If it seems absences are becoming a problem, the student will meet with their teacher, the Upper School Dean and their parents.

Planned and Excused Absences

A **planned absence** is any absence when a student or parent notifies the teacher and makes arrangements to do class work prior to the absence due to a foreseeable circumstance. Examples are absences due to family vacations, school sporting activities, or other absences for which work can be planned and completed ahead of time. Families are strongly discouraged from planning vacations during school as it adds greatly to our workload. Teachers will cooperate with families who take their children from school for such planned events as vacations and educational opportunities, provided they are coordinated in advance with the teacher.

- It is the responsibility of the student to work with the teacher to complete work as close to the due date as possible.
- Students must obtain the Planned Absence Worksheet form F-252 from the office and complete it before their absence.
- Students must complete all work missed due to a scheduled absence.
- Students will have **two days for every day absent** to make up assignments missed.
- Parents should attempt to arrange medical appointments for after school hours whenever possible.
- Absences caused because of a school-sanctioned event will count as planned absences. However, all assignments are to be gathered and completed prior to the event.

An **excused absence** is any absence resulting from illness, family emergency, or other unplanned event for which the teacher was not given prior notice and the parent has sent a note excusing the absence upon the return of the student to class. Students will be permitted to make up work missed due to excused absences. All work must be completed by the end of the quarter or sooner as required by the following rules:

- Students have **two days for each day absent** to turn in work—not to exceed a maximum of six (6) school days from the absence unless exceptions are made by the teacher and Upper School Dean.
- **Parental notice must be given within 2 school days after the absence to the Registrar in the office (e-mail, handwritten, or phone-in only).**

E-mail may be sent to Registrar@theambroseschool.org. Phone at 639-6431.

- **If a student misses only a portion of the day the student is required to turn in the assignments when originally due (unless they were assigned *and completed during the missed class period*).**
- Notice of excuse by the parent must be reasonably appropriate. Making “an excuse” for irresponsibility by the child is not acceptable.
- In the event that a combination of planned and excused absences becomes an academic problem, the teacher may request a conference with the parent.
- **After 6 absences per semester** per class period, the student will be responsible for learning the material from days missed on their own and the teacher will not be able to provide additional tutoring.
- **After 6 absences per semester**, the student must makeup any test or quiz within 24 hours of the original testing day.

Unexcused Absences

To return to class after an absence, you must bring a note from your parent to the Registrar. If you do not have a note, you must call home and your parents will be responsible for getting a note to the school that day; e-mail is fine. Of course, if you skip a class without approval, it will be awkward explaining the situation to your parents!

Homework due the day of the unexcused absence must be turned in when it was originally due. If not turned in, the usual deduction in points for late work will apply. Homework assigned the day of the absence is due as though the student had not been absent. Assignments missed during the class (quizzes, tests, etc.) cannot be made up and will result in a zero.

Tardies

At The Ambrose School, our goal is to raise honorable, responsible young men and women. As one facet of that, we have developed a policy in which the student is responsible for the virtue of timeliness.

You are responsible for being ready for class at the appointed time. You show honor to God, respect for your classmates, parents, education, and this institution when you are prepared. Students who are tardy miss out on opportunities to learn.

Guidelines for Tardies

1. If you know you are going to be tardy, notify your teacher or have your parent write a note.
2. Extra chatting with friends or dawdling between classes shows disrespect and harms your grades; choose timeliness!
3. Teachers are encouraged and expected to take measures in helping you learn the discipline of punctuality. These will likely affect your grade or

- your freedom. Please consider Proverbs 27:6 (“Faithful are the wounds of a friend”) if you find yourself being disciplined for making poor choices.
4. If any staff member instructs you to go to class you will, of course, obey.

Attendance Instruction Summary:

1. If you know you’re going to miss school, plan ahead.
 - a. Notify your teachers of the days you will be gone and give them at least 3 days to assemble your assignments.
 - b. Bring a note to the Registrar and teacher regarding your planned absence prior to the trip (for school official trips, this step is not necessary).
 - c. Have all your assignments turned in within the required time limit (48 hours for each day you missed). You may need to turn it in sooner if you are nearing the end of quarter or semester if you wish to avoid an incomplete on your report card.
2. If you miss school due to an unforeseen reason (illness):
 - a. On the day you are absent, have your parent e-mail (preferred) Registrar@theambroseschool.org or call the school to notify us.
 - b. Obtain your assignments and arrange for any testing upon your return.
3. If you are late to school because of an appointment:
 - a. Have your parents write a note to your TEACHER explaining the situation and give it to the teacher immediately upon your return (this eliminates the tardy, not the absence).
 - b. If you were absent from other classes during the day, you need to have your parent e-mail Registrar@theambroseschool.org or write a note notifying the school of your absences.
 - c. Obtain your homework upon returning or before you leave. If you have assignments due later that day or earlier that day, you must turn in those assignments before you leave or upon your return.
4. If you are late to class without a parental excuse (you talked too long between classes, etc.):
 - a. You will not get points for any activities you missed.
 - b. You will be subject to whatever form of constructive discipline the teacher deems best.
 - c. If your tardiness seems to be problematic, or indicative of spiritual or social issues, you will visit with the Administrator.
5. After 6 absences per semester per class period, the student will be responsible for learning the material from days missed on their own and the teacher will not be able to provide additional tutoring. Missed tests must be taken within 24 hours.

Fire Drill and Lockdown Instructions

If a fire alarm sounds, follow the instruction of your teacher. In the event that a teacher is not present or you are not in class: 1) Check the map posted near the door of each room for your nearest fire exit. **Proceed to the closest exit, even if it is not normally allowed to be used!** Exit the building and proceed to the east side (in the play field) or the west side on the grass meridian between the parking lot and Locust Grove. Find your homeroom teacher and remain with him or her until the all-clear is sounded.

If a lockdown is called over the intercom system follow the instructions of your teacher. Lockdowns are called when danger may exist in or near the school. The most likely cause is a nearby crime, such as a robbery at a nearby business, which probably will not affect the school. So, do not panic. **If no teachers are available and you are inside the building, proceed quickly to the nearest room (do not try to return to your homeroom).** If the door is closed and locked, knock on the door and announce yourself simultaneously. If no one opens the door within a few seconds, proceed to the closest occupied room and try again. If you are in a room without a teacher, check the outside door handle to see if it is locked (so you can tell the office) and close the door. Immediately call the office (pick up the phone handset and dial 6430). If no one answers, remain in the room and remain quiet.

Procedure for School Cancellation

Our general policy is to call a snow day if the Boise Public Schools do so. The first source of notification will be our web page at www.theambroseschool.org. We will notify the following media outlets by 6:30 a.m., if possible, if we have cancelled school due to snow or icy roads: KTSY-89.5 FM, KBOI-670 AM, KTVB-Channel 7. We will also send e-mails from our Renweb system if possible.