



High School Handbook

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Guiding Principles

Mission Statement of Ambleside School of Fredericksburg

Ambleside School seeks to bring students, parents, and teachers to the truths of Christ as they exist in the created world, in a highly relational atmosphere, through a rich and vigorous curriculum, where students are free to learn and inspired to grow. To fulfill this mission, Ambleside will apply the educational principles and philosophy of Charlotte Mason.

Our Mission

It is the mission of the Ambleside administration and faculty to provide a “living education,” where each child is guided and empowered to author a full and free life, a life rich in relationship to God, self, others, ideas, and all of creation. Thus, our primary concern is the kind of student each child is becoming, not the mastery of particular data or techniques. We are confident that the student who masters the art of learning will attain his full potential and also master particular data and techniques. Students who master the art of relating well to God, self, others, ideas, and creation will attain the fullness of life for which they were created.

The High School is an extension of the Elementary School and continues its commitment to the Charlotte Mason Philosophy of Education and the ideas stated above. This Handbook details some areas specific to the High School but remains under the authority and guiding principles set forth in the Community Handbook for Ambleside School of Fredericksburg.

Vision for Students

Develop Personal and Relational Maturity

- A developing understanding of self, or 'I am,' in relationship to God and others.
- A capacity for deep friendship with others, based upon a shared appreciation of and service to the good, the true, and the beautiful, rather than distractions and harmful diversions to self and others.
- A developing ability to manage self well and increasing diligence in fulfilling responsibilities to God, family, school, work, and community; a kind, gracious and reflective spirit, even in the face of great adversity.
- A heart that reflects the compassion of Jesus Christ for the struggling, weak, young, elderly, and poor. A life that reflects an active service to others rather than self-protection and self-indulgence.

Promote and Cultivate the Habits of a Lifelong Student/Learner

- **Attentiveness:** Students will be able to perceive and retain knowledge and ideas from a wide variety of books, things, persons, and natural settings.
- **Respect:** Students will respect ideas for their power, and purpose. Students will respect all persons around them as image bearers of God. Students will demonstrate respect for property and place accordingly, ie. friends' property, school property, chapel space, etc.
- **Receptivity:** Students will know how to engage varying ideas with an appreciation for their influence upon people and the world. Students will recognize and pursue ideas oriented towards beauty, goodness, and truth.
- **Thoughtfulness:** Students will be able to ponder questions, distinguish between opinion and ideas, develop sound reasoning guided by conscience, and produce thoughtful responses orally and in various written forms.
- **Responsibility:** The young men and women of Ambleside High School will take seriously the duty of self-education both in and out of the classroom as well as their personal influence on others, regardless of age.
- **Citizenship:** An appreciation of different cultures, and consistent engagement with one foreign language. A sense of pride in one's heritage and citizenship, viewing oneself as a person who contributes to the lives of others and who fulfills the duties of a citizen.

Parental Participation

Ambleside teachers and administrators will consciously seek to protect an atmosphere and healthy culture in which all Ambleside students can thrive. Parent participation and support are essential in this endeavor. Parents are invited to attend campus meetings, retreats, field studies, parent-teacher conferences, extra-curricular activities, and lunches. It is understood that parents are invited to these activities in order to nurture relationships with all students, not just their student and friends. It is the hope of Ambleside that meaningful growth will take place as adults engage with students in real conversation, real work, and real enjoyment. Parents are not to be mere bystanders or chaperones but are to actively engage and challenge students and consistently act in accordance with the highest principles. Ambleside recognizes this is no easy task and desires to partner with parents in this work.

In order for a partnership to exist, it is essential that parents support the ASF Community Handbook and the High School Handbook in the lives of their students.

Communication

Communication is a key element of the Partnership between Parents and Teachers. While students certainly grow in their level of personal responsibility during the high school years, it remains the Parent's responsibility to notify the school in regards to absences, permission slips, sports commitments, and other assorted items regarding liability, financial obligations, or extracurricular participation.

For all relational or academic concerns or questions, a Parent should always contact the Student's Lead Teacher first, preferably by email. From that contact, the Lead Teacher will gather information and respond in a timely manner or forward the message accordingly. Administrative or organizational questions should be directed, by email, to the High School Administrator. Sports questions should be directed, by email to the Athletic Director. For any immediate need, Parents should call the School Office phone number: 830-990-9059.

Recognizing that Parents may receive only one side of a situation, Teachers welcome Parent inquiry into the events of the school day and the life of students. Often a Teacher can offer details to complete a picture or provide a larger perspective about the day and the Student's part in it.

Spiritual Life at Ambleside

Ambleside is not affiliated with any particular religious denomination. It is committed to giving living expression to the principles of Jesus Christ. The Nicene Creed and Ambleside School Charter guide its Board members, administration, and faculty in the expression of these principles. Please refer to the ASF Community Handbook.

However, it is not required that all Ambleside students fully share this commitment. They need only agree to respect the institutional commitment to the person and teachings of Jesus. They should expect that they will be taught, encouraged, and called to a life in accordance with these beliefs and teachings. Further, Ambleside does not seek to suppress or hide theological differences. Rather, the organization seeks to cultivate an atmosphere that encourages mutual understanding and agreeable disagreement. It respectfully recognizes that the primary responsibility for the spiritual education of students lies with the parents.

In the Classroom

Each day begins with the student body, faculty, and administration assembling to acknowledge God through a hymn and a prayer and declaring allegiance to our country by reciting the Pledge of Allegiance.

Ambleside believes in the unity of knowledge: All that is good, true, and beautiful originates from God.

We continue to approach opportunities for spiritual growth in the High School through the following:

- Devotions/Bible Class: Each morning begins with a reflection on a passage of Scripture with an opportunity for questions and reflection both verbal and written.
- Prayers to begin the lunch meal and dismiss at the end of the day.
- Opportunities for students to request prayer for help or praise in personal situations.
- Acknowledging God as Creator and Sustainer through all ideas. His order and creation in Science, His ordained order and balance in Mathematics, and the variety of man's responses to Him and his truth through time in both Literature and History.
- Incorporating spiritual music into the Music class and school concerts.

In the Community

In accordance with Ambleside School's philosophy of education, which emphasizes students building relationships with varied persons and behaving responsibly as citizens of a larger community, students are expected to actively engage in a variety of service projects. Different opportunities for service are provided throughout each year related to serving the school day to day as well as uplifting the greater Ambleside community at special events.

Service projects include, but are not limited to, engaging within the Little Buddy/Big Buddy program, tutoring younger students, supporting Lower School classrooms and Teachers, leading Morning Assembly or Chapel music efforts, providing ideas at Chapel, or a full Chapel talk. Students are also expected to serve in School Choir Programs (Veteran's Chapel Service, Christmas Concert, Spring Concert, Graduation Ceremony, as well as other invitations), Campus Meetings, the Shakespeare Festival, and School-wide Fundraisers. Activities such as greeting, set up, tear down, child care, food prep, food service, and clean up should be anticipated and completed as as

High School Policies

At all times, Ambleside students, faculty, and administration will be held to a high standard of personal and professional conduct. Lead Classroom Teachers have primary responsibility for ensuring that students consistently fulfill their duties and treat others with both kindness and respect. Any student misconduct which becomes a consistent pattern, or adversely affects the operation of the classroom becomes the responsibility of the Lead Teacher. Any student misconduct which becomes a consistent pattern, or adversely affects the operation of the High School community becomes the responsibility of the High School Administrator. Any student misconduct which becomes a consistent pattern, or adversely affects the school as a whole, becomes the responsibility of the Principal. Examples of misconduct include misbehavior inside or outside of the classroom, tardiness, and violation of the dress code.

A student will be subject to major disciplinary action according to the Community Handbook for any conduct which is physically or psychologically harmful to him/herself or others, or destructive of the common good.

It should be noted that at Ambleside discipline is not for the purpose of punishment, but rather for instructing and cultivating the habits of submission to appropriate authority, proper treatment of others, and dutiful fulfillment of responsibilities. It is paramount that Parents support Teachers in cultivating these habits.

Students should hold themselves to the highest standard in the way they communicate both in school and out of school. Gossip, defaming comments, negativism, discussion of drug or alcohol use, and sexually explicit communication will not be tolerated in any form --verbal, written, or electronic. If these types of comments become known to the school community, the ASF Policy Handbook Discipline Policies will be engaged.

Response to Student Weakness

For purposes of clarity, Ambleside classifies damaging behavior as follows:

- Level One Lapses in Behavior include talking in class, mischief, impulsive disobedience, eating at inappropriate times, pranks, inattention, sloppy work, impulsive/disruptive body movements, impulsive speech that is hurtful or demeaning to another, noncompliance with the dress code, etc.

- Level Two Lapses in Behavior include a pattern of impulsive disobedience, prevaricating, speech that is profane, speech that is intentionally hurtful or demeaning, less serious acts of aggression such as pushing, tripping, or punching in the arm, etc.
- Level Three Lapses in Behavior include deliberate/defiant disobedience, refusal to do assigned work, deliberate deception, talk which is sexually perverse, graphically violent or sadistic, threatening talk, stealing, leaving campus, destruction of property, more serious acts of aggression such as throwing multiple punches or striking with an object, etc.
- Level Four Lapses in Behavior include any act of violence which has the potential to do permanent harm, vandalism of the school facilities, violation of civil or criminal laws, use of illegal drugs, possession of illegal drugs, sexual immorality, and threatening harm with a firearm or other weapon.

Consequences for Misbehavior

Level One	Level Two	Level Three	Level Four
Handled by classroom teacher*	Handled by classroom teacher*	Immediate referral to the Head of School	Immediate referral to the Head of School
Single lapses elicit teacher correction	Single lapses elicit teacher correction	Probable suspension for the remainder of the day	Immediate suspension and probable expulsion
Repeated lapses elicit parent involvement and a strategy for new habit formation	Repeated lapses elicit parent involvement and a strategy for new habit formation	Parents are contacted and consulted as to response	Parents are contacted for an immediate meeting with the Head of School
		Multiple lapses with lack of repentance will result in expulsion	Multiple lapses will result in expulsion

*In cases of a pattern of lapses, the teacher should seek the Principal’s counsel and involvement.

Policies for Student Dismissal

Students may be dismissed from Ambleside for the following:

- Any Level Four Misbehavior
- Repeated Level Three Misbehaviors or lack of repentance for a Level Three Misbehavior
- A pervasive pattern of Level Two lapses in behavior which seriously undermines the school atmosphere and for which the student is unrepentant
- A pattern of excessive absence from school
- An unwillingness to dutifully engage the academic work
- A determination by Teacher and Principal that Ambleside is unable to meet the academic and/or personal needs of the student

Any student guilty of a Level Four Misbehavior or a Level Three Misbehavior for which he/she is unrepentant is subject to the possibility of immediate expulsion at the recommendation of Ambleside’s Head of School with the concurrence of the Ambleside School Board.

In all other cases, when a student is in danger of dismissal, the Head of School and teacher will schedule a meeting with parents and student. The purpose of the meeting is to:

- Clearly communicate that the student is in danger of dismissal
- Clearly identify the behaviors that must change if the student is to remain at Ambleside
- Develop a strategy for supporting the student in positive change

The student's teacher and the Head of School will diligently seek to support the student in his weakness and will be in regular contact with his/her parents, notifying them of progress or lack of progress. After a minimum of four weeks, if the Head of School deems that there has been insufficient progress towards the needed change and that the student's continued presence at Ambleside is a disservice to the student himself or to the other students at Ambleside, the Head of School will recommend to the Ambleside School Board that the student be dismissed.

Should a majority of the Ambleside Board vote for the student's dismissal, the Head of School and a member of the Ambleside Board will meet with the parents of the student and request that he/she be withdrawn from the school. If the parents are unwilling to voluntarily withdraw their student, then the student will be formally dismissed from Ambleside.

Attendance

Attendance is taken each day and reported on the Report of Growth.

Students are not to be absent except in cases of illness, injury, family emergency, or a rare special family event (i.e. wedding). Family trips should be planned to coincide with school holidays, but not parent-teacher conference days or exams. Vacations taken outside of scheduled school breaks are disruptive to the absent student, the other students in the class, and the teachers. If a student's absence is foreknown, please notify the Lead Teacher in advance. If a student is suddenly ill, please notify the Office and the Lead Teacher within the first hour of the school day, by phone call or email.

Absenteeism

If a student misses more than eight school days, or is tardy in excess of twelve times in a given semester, the parents of the student must submit a letter to the School Board explaining the cause(s). The School Board will then decide if action is required regarding graduation, dismissal, or enrollment eligibility, whichever applies most reasonably to the student in question. Absenteeism, regardless of the reason, will result in some academic hardship and may significantly interrupt the process of the student's learning and engagement with the ideas shared by the class. The negative academic consequences of prolonged or consistent absence should be considered and must be recognized.

Regardless of the type of absence, in the High School, the student is still responsible for submitted work and will be responsible for the material during Exams. Work due during the absence may be completed and submitted prior to the planned departure, if possible, or may be submitted within one week of the student's return. Teacher support outside of school hours may be arranged, but should not be expected and a tutoring arrangement may be appropriate.

A student who leaves school midday for illness or misses more than half a school day for any reason may not participate in or attend any school activities that day or the next, including sports practices, competitions, school performances, etc.

Tardiness

The school day begins with Assembly at 8:20 am. Students are counted as tardy if they are not present with the class at the start of the Assembly. If the student is late for school, the student or a parent is to check in with the office. This allows the office to know whether a student is indeed absent. If a driving student is not present by the close of Assembly, and the student is not already known to be absent, School will contact the Parents by phone to confirm the student's absence.

Appointments

If a student needs to leave school during the school day for an appointment that cannot be scheduled outside of school time, a note or email must be received from a parent with the dismissal time and reason, or the Parent must sign the

student out in the Front Office. Students will not be permitted to leave campus without the expressed written permission of a parent or guardian. Appointments within the school day should be exceptions and not the rule. Please consult the student's class schedule and be thoughtful of scheduling recurring appointments at the same time during the week resulting in the student repeatedly missing the same subject which may significantly interrupt the process of the student's learning or not allow a student to meet the attendance requirements for a pass/fail class.

Illness

If a student becomes ill during the school day, a parent will be contacted and if needed, permission to drive home will be given over the phone in the Front Office. Ill students will not be permitted to leave campus without Parent permission. Non-driving students will wait for a parent at school.

College Visits

Excused Absences for such visits are limited to 2 days each academic year. In order for these days to not be counted as unexcused absences, students should inform the Lead Teacher of the visit with as much notice as possible.

Smart Device Usage

While it is highly discouraged, students arriving at school with smart devices, such as phones and watches, must power them off completely and place them in the caddy provided at the Front Office Desk before continuing to the classroom. Devices will remain in the Front Office for the remainder of the day and will not be accessed by any Student or Staff.

Smartphones are never allowed to be used by a Student during the school day and a student should not expect access to a personal phone during school hours. Smartwatches, defined as any device that tells time and can send or receive real-time data or messages by Bluetooth, are strictly prohibited in any grade level regardless of their settings. Access to personal Smartphones is also restricted during school functions, trips, or athletic events, whether on or off campus, and remains under the supervision and authority of Ambleside Faculty. Exceptions can be made for medical reasons only and require Parents to submit a letter detailing the medical condition and circumstances for need.

Student Drivers

Students are welcome to drive themselves and family members to and from school and school events. However, non-family member students will not be permitted to ride with student drivers during or at dismissal without written permission from the parents of both students. Any student driving in a dangerous or reckless manner, using the stereo in a loud and obnoxious manner on campus or at school-sponsored activities, or en route to these places, is subject to disciplinary action. Such action may include losing driving and parking privileges. Students with a window or bumper sticker, or other symbols that are deemed inappropriate, displayed on their vehicles will be required to remove them. Students are to park towards the gate end of the parking lot. There are no designated parking spots and students should not behave as such.

Dress Code

Ambleside High School students are expected to dress in conformity to the Ambleside Dress Code. The dress code's purpose is to provide guidelines for dressing in a manner respectful of the place, people, ideas, and work they engage in every day. Student appearance is to be neat, and clean, with hair properly combed, and clothes properly worn. Consistent Student adherence and Parent support to the Ambleside Dress Code are expected. Noncompliance to the Ambleside Dress code is considered a Level 1 Lapse in Behavior. Repeated noncompliance is considered deliberate disobedience and considered a Level 2 Lapse in Behavior. Teachers will address the lapse privately with the student and inquire as to how the student would like to correct the error. Depending on the dress item in question, options may be to simply acknowledge the error and remove the item from future school days, call a parent to bring an alternative to school, or choose to wear the Ambleside "Dickies" for the remainder of the day.

Relational Life

Each person is created to be in relationship with the world and with others. Ambleside provides an atmosphere in which students and faculty relate inclusively rather than exclusively and a spirit of trust, goodness, and civility prevails.

Therefore, ways of relating which tend towards exclusive relationships such as cliques, best friends, boyfriends, and girlfriends are not exhibited in school and at school events. It is imperative that students see their time at school as an opportunity to establish friendship and camaraderie with all classmates, not an opportunity to cultivate or engage in exclusive relationships. Demonstration of exclusive relationships in any physical way will be considered disrespectful to the other students and contrary to the atmosphere of Ambleside.

Campus Visitors

We celebrate that students will have friendships that extend beyond Ambleside and that it will be beneficial to all for those students to be invited into our community at times. Students are allowed to invite guests to the lunch table only. Keeping in mind that building relationships within the High School is a priority, visitors must follow certain guidelines.

The Lunch Invitation must be initiated by an Ambleside Student. No surprise guests will be permitted. The ASF student will discuss the invitation with the Lead Teacher and receive permission for a specific date. The Invitation to Lunch will be sent to the invited guest and must be brought to the Front Office upon arrival. The host student will come to meet the guest at the Front Office. The host is then expected to introduce the guest to the Teachers and Students present sitting at the community lunch table. No private table will be permitted. The guest must depart at the close of the scheduled lunch period that day with no exceptions. Student guests will not be invited to any other portion of the school day.

This is a privilege and can be denied or revoked at any time for any student if the guidelines are not followed.

Leadership

It is the responsibility of the school to provide opportunities for the student to take active roles in being accountable as an individual and as a part of a group. These opportunities are presented relationally through the classroom in Little Buddy/Big Buddies, Chapel Leadership, and other organic on-campus events and needs.

An additional leadership opportunity exists for High School students only in the Ambleside Leadership Council.

Purpose:

The Purpose of the Ambleside Leadership Council (ALC) is three-fold:

1. To provide an opportunity for leadership among our High School students.
2. To create a formal process by which students can consult with faculty about our High School academic and community habits and policies.
3. To allow students to participate creatively in activities pertaining to the High School, including but not limited to: social events, service opportunities, and fundraising projects.

Composition:

The ALC will be comprised of the following offices:

President - The President is responsible for presiding over meetings of the Council. Along with the Secretary, the President directs the preparation of the agenda for each meeting, represents the Council to the School, and provides direction and support for the work of each subcommittee. Only students having served previously as part of the ALC may run for President.

Vice President - The Vice President assists the President in the execution of their office, and assumes the role of the President in any meeting where the President is absent. Only students having served previously as part of the ALC may run for Vice President.

Secretary - The Secretary, under the guidance of the President, prepares the agenda for each meeting of the ALC and communicates it to all members prior to the meeting. The Secretary keeps a record of all Council meetings and any decisions made by the Council. The Secretary is also responsible for communicating any decisions, plans, and updates generated by the ALC to the student body. This can

include a notice board in some conspicuous place, emails to the student body and faculty, and reminders of upcoming events at the weekly High School gathering.

Treasurer - The Treasurer is responsible to work with the Council to prepare the annual budget, process and record all financial transactions on behalf of the Council, prepare a monthly financial report to present at council meetings, remind Council members to remain within the established budget when planning events, collect and count monies received, and prepare and complete any financial documents required by the Council.

Class Representatives - A Class Representative is responsible to present the needs and concerns of their respective class to the Council, and act as the primary liaison between the Council and that class.

Faculty Facilitator - A member of the faculty will serve as support and guidance to the Council. Once the ALC is established, the Faculty Facilitator may not attend every meeting but will remain the primary point of contact for support for the ALC. The President and Faculty Facilitator will consult regularly about Council business.

Committees supporting the efforts and purpose of the ALC will be established by the above Officers. Students may volunteer for the various committees after they are established.

Eligibility:

Students who wish to participate in the Ambleside Leadership Council must meet the following requirements:

- Be in good academic/behavioral standing at Ambleside School of Fredericksburg
- Maintain satisfactory school attendance and punctuality
- Attend all Council meetings (excepting illness)
- Be in 9th-12th grade (one Council position, Class Representative, is open to a 9th grade)

Elections:

Elections will be held each May for the following school year. This process will include opportunities to highlight evidence of past leadership for consideration by the electorate. Eligibility for Service as President or Vice President requires ALC service in the current academic year.

ALC Meetings:

Meeting frequency, time, and location will be established by the Council and Faculty Facilitator but must primarily take place during the regular school day. Students must be aware that most of the work of the Council will often take place outside of scheduled meetings.

Academic Policies

Academic Honesty

The policy of academic honesty is more than a set of principles or rules. Academic honesty is more about who we are than what we do or do not do. Academic honesty is about honor. Honor is established by living a life befitting the human person -- a life of integrity to oneself, others, and God.

While the world determines its standard of behavior from popular culture or opinion, the Christian community roots its standard in the Gospels. We must do all things with love; love for ourselves, love for others, and love for God.

When any member of the school community chooses to act in a dishonorable way, the person hurts himself and the entire community. Without honor, we lack credibility and poorly represent the name of Christ, no matter how successful any aspect of our school. It is expected that Students encountering an act of dishonesty will respond with personal resolve and love.

Elaborations on Academic Dishonesty

- Cheating: Using unauthorized notes, study aids, or information on an examination; allowing another person to do one's work and submitting that work under one's own name.
- Plagiarism: Submitting material that in part or whole is not entirely one's own work without attributing those same portions to the correct source.
- Fabrication: Falsifying or inventing any information, data or citation; presenting data that was not gathered in accordance with standard guidelines that define appropriate methods for collecting or generating data; and failing to include an accurate account of the method by which the data was gathered or collected.
- Obtaining an Unfair Advantage: Stealing or reproducing or gaining access to materials that were not authorized by the instructor.
- Aiding and Abetting Academic Dishonesty: Providing material, information or assistance to another person with knowledge that such help could be used in violation of the statements above; providing false information in connection with any inquiry regarding academic integrity or failing to provide information.

Any of the above acts of Academic Dishonesty are considered deliberate deception and a Level 3 Level of Misbehavior according to the ASF Community Handbook and will be handled accordingly.

Responsibility for Academic Integrity

All persons enrolled at Ambleside and all persons supervising the learning of any Student, including Parents, are responsible for acting in accordance with the provisions of this policy.

Students are responsible for the following:

- Understanding the types of conduct that are deemed unacceptable and, therefore, prohibited by this policy.
- Refraining from any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
- Alerting teachers or administrators of instances that violate the honor code.
- Reporting every instance in which the student has a suspicion or knowledge of academic conduct which violates this policy or its spirit.

Faculty members are responsible for the following:

- Understanding the procedures of this policy relative to how faculty is to handle suspected instances of academic dishonesty.
- Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
- Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the Community Handbook.

The failure of one party to fulfill his or her responsibilities may not be used by another party to excuse his or her own failures to comply with the responsibilities stated.

Homework

Homework is assigned for the following reasons:

- To build and master skills in a specific area.
- To introduce students to new material and prepare them for class discussions.

- To develop academic disciplines that help students to organize their time and resources to achieve the course goals.

Homework is considered carefully and given as purposeful work. During the High School years specifically, students must grow in time-management skills, juggling the responsibilities of home, school, and extracurricular activities. In most classes, students will be provided a syllabus laying out the timeline of the classroom activities ahead. It may include reading schedules, writing schedules, homework, independent work dates, exams, or more. The purpose of the syllabus is to inform students as to the flow of the class and allow for positive planning and execution of time management.

Google Classroom and Google Drive may be utilized as tools for communication and homework submission. Students are to engage in those platforms as instructed.

If homework consistently exceeds 2-hours per night (12 hours per week), the student is to make an appointment with his or her supervising teacher to realistically evaluate the student's use of in and out of school time and the assigned work.

Students in all High School grades have 70 minutes of scheduled on-campus Study Hall time per day.

If at any time a student comes to class without being prepared, be it reading or a written assignment, the student may be asked to leave the classroom to complete the work immediately or to remain after school on that day until 4:30, using this time to complete the assignment and work on other homework. If either of these is not enacted, the student will be expected to complete the work by the beginning of that class the next day, regardless of other assignments.

Learning Differences

Some students enter Ambleside having been diagnosed as learning disabled or have experienced learning struggles through the elementary and middle school years. At the Parents' request, teachers, parents, and as appropriate, the student will meet to discuss the school's role in officially accommodating the student's disability through an EAP, Educational Action Plan. This conversation will also necessarily include parent and student goals post Ambleside in order to construct a plan for a supportive and appropriate progression through the High School curriculum. Courses in which the student receives accommodations will be designated by AC on the student transcript.

The accommodations Ambleside can make are limited by the philosophy of education and the ability of the school. Accommodations will be given on an individual basis only after a formal meeting and signed agreement of all parties.

Ambleside does not provide diagnostic testing. While testing results may be helpful in determining the best accommodations made in the classroom, they are not always necessary for accommodations at Ambleside. However, formal diagnoses are required for requesting accommodations on national standardized testing, ie. SAT, ACT.

Tutoring

Occasionally, students will have difficulty comprehending a concept or mastering a skill in a course. The student is responsible to meet with the teacher after school to establish a plan for necessary additional instruction or engage in outside instruction. At times, Teachers and Students may offer after-school help, as needed, for groups and individuals. For more routine tutoring, the Ambleside office provides a list of Ambleside teachers who offer for-hire tutoring after school hours and over the summer for additional fees.

Evaluation of Student Growth

Students' academic growth is assessed daily, weekly, and during two formal examination periods, in November and May. These formal examination evaluations take many forms depending on the subject, the ideas discussed during the term, and the variety of response types offered. We firmly adhere to the idea that if a student cannot write or converse about an idea, the student does not know the idea. Voluntary absenteeism during exam week is not acceptable. The school

year at Ambleside is divided into three terms with reports of growth sent home three times per year, in October, February, and May. Parent-Teacher-Student conferences immediately follow each Report of Growth.

Evaluation of Exams and Coursework

Coursework engaged over the course of the Term and Examinations are graded on the following scale:

- **Strong** - The student demonstrates a high degree of accuracy and completeness (90% or better) in both form and content. The student has used a beautiful style; the work is well organized, exemplifies thoroughness, and is submitted on time.
- **Developing** - The student demonstrates a high degree of accuracy and completeness (between 80-89%) in both form and content, and is submitted on time, though some areas of relationship to the classroom time, the subject itself, or specific areas of understanding are still developing
- **Inconsistent** - The student manifests some degree of accuracy and completeness (between 70 and 79%) in form and content, and/or work is often missing or submitted late. Inconsistent is given to communicate to students and parents that, although the student did respond to the ideas presented during the class time and in written or oral work, some aspects of the response were missing details, facts, accuracy, neatness, spelling, grammar, thought, or correctness. When the student fails to meet the standard, the teacher's comments on independent work or the exam clarify the area of incomplete or substandard response.
- **Growth Needed** - The student demonstrates a high degree of inaccuracy or lack of completeness in form, content, or completed work (less than 70%). The examination and daily engagement in the classroom demonstrate insufficient understanding or relationship to the subject to allow the student to proceed to the next year without formal remediation and subsequent evidence of understanding.

Reports of Growth

Reports of Growth are issued three times a year. Each Report is divided into two major sections. The first section provides a detailed assessment of the quality of the student's relationship to self, others, ideas, and work, noting both the student's strengths and areas where growth is to be encouraged. The second section provides a personal narrative for each subject studied, detailing the student's progress. Parents are asked to bring the Report of Growth with them to the Parent/Teacher Conference for review.

High School Transcripts

Separate from the Reports of Growth, the school maintains a conventional transcript representing the student's coursework for each High School year. This transcript is maintained for the purpose of college application or transfer to another school. It is important to emphasize that Charlotte Mason's educational philosophy and the Ambleside Method both stress the negative consequences of attempting to motivate students through the use of quantitative grades. However, recognizing that universities often request a quantitative transcript evaluation, Ambleside does maintain a more traditional transcript for all its High School students. Unofficial transcripts will be shared at Term 2 and Term 3 Parent-Teacher-Student Conferences and can be made available upon written request, however, Parents should be mindful that any attempt to motivate a student with grades risks driving a student away from the purity of knowing for knowing sake. Consistent application of best effort and goals towards individual growth are to be the primary concern. All requests for transcripts must be made by email to the High School Administrator and must allow one week for completion.

Ambleside School of Fredericksburg holds accreditation with The Association of Christian Teachers and Schools, The National Council for Private School Accreditation, and the Texas Private Schools Association. Ambleside will welcome students at any time in the progression of 9 - 12th grade, however, some challenges may exist for students joining after 8th grade in accommodating coursework needs or desires. Parents and Students should be aware of these potential challenges and be prepared to discuss options with the High School Administrator and Head of School upon enrollment.

Options may include placement in a lower or higher overall grade level, placement in a subject class different from their grade level as allowed by the class schedule, coursework administered by Ambleside School either after school hours or

during the summer or pursuit of the class material separate from Ambleside School and submitted as valid transfer credit on an official transcript. The final two options are not included in the Ambleside annual tuition rate.

Students enrolling at Ambleside after 8th grade must provide a transcript or school records from previous educational institutions, including homeschool, with their application. Class titles, credit earned, and scores received at another educational institution will be represented on the transcript with the Transfer (T) designation however, grades earned elsewhere will not be included in the overall GPA calculation on the Ambleside official transcript.

A student fulfilling the planned coursework for a four-year Ambleside School of Fredericksburg tenure will meet and exceed the course and credit requirements for graduation in Texas. Ambleside School does not offer Advanced Placement (AP) courses, International Baccalaureate (IB) coursework, or Dual Credit courses.

Transcript Grades

For each area of study and engaged each term, a letter grade is assigned to the transcript. Grades are of one of two types:

- Letter Grade (A, B, C, F)
- Pass (P)/Fail (F)

Bible, History, Literature, Mathematics, Science, Spanish, Junior Novel, and Senior Author are assigned a traditional letter grade on the transcript.

These letter grades are used for calculating GPA on a 4-point scale (A = 4, B = 3, C = 2, F = 0). Classes designated Honors (H) receive an additional 0.5 in the calculation of the GPA. Not all classes are designated Honors and will be determined according to the curriculum provided and/or in association with any accommodations required for an individual student. Classes in which a Student receives accommodations according to an official EAP will be designated as Accommodated (AC).

Because Ambleside chooses to not rank students according to their peers, + or - designations or exact numerical representations of the entire coursework are not necessary and will not be provided. Ambleside is a Non-Ranking High School.

Courses such as art, music, handwork, and sports are taken as pass/fail.

Credit is given for satisfactorily completing the course requirements, which may include attendance; however, a letter grade is not assigned and is not considered when calculating GPA.

Report of Growth - Letter Grade Equivalent

- Strong is equivalent to an A
- Developing is equivalent to a B
- Inconsistent is equivalent to a C
- Growth Needed is equivalent to an F

Failure to Complete a Course

Growth Needed (GN) will be given to a student for not completing coursework, failing an exam, and/or demonstrating lack of proficiency in content or skills in a particular course. If the student fails the first term but completes incomplete work and demonstrates improvement in the second term and passes the third term, consideration will be given to whether or not there will be a failure for the entire course.

If the student fails the third term due to a lack of mastery and knowledge, the student will fail the course. A student that fails due to incomplete work may have an opportunity to provide completed work for an Inconsistent. A failed course will receive no credit. Classwork needs to be repeated for mastery during the summer months with a demonstration of

proficiency prior to earning associated credit and/or grade-level promotion. Options may include coursework administered by Ambleside School either after school hours or during the summer or pursuit of the class material separate from Ambleside School and submitted as valid transfer credit. These efforts are not included in the annual tuition rate.

Standardized Testing

Ambleside intends to offer standardized testing on campus to all enrolled students according to the schedule below. Students are expected to participate in the School Day testing at Ambleside.

Grade	FALL	SPRING
9th		PSAT 8/9
10th		PSAT 10
11th	PSAT/NMSQT	ACT & SAT
12th	ACT & SAT	

Any students seeking accommodated testing formats on the PSAT/NMSQT, SAT or ACT must contact the High School Administrator a minimum of 4 months prior to testing in order to complete permission paperwork and appropriate documentation for submission to the testing agency. Ambleside is currently permitted to offer accommodations to the PSAT 8/9 without College Board approval. All other tests require approval from the testing agency, may require specific changes to the testing day for a student, and may impact reporting on college applications.

Standardized Testing is also offered at other times through national testing centers. Parents and students desiring additional opportunities for testing should pursue those individually.

Technology

Computer and Internet Policy

Our culture is filled with new and growing technologies along with a variety of ways for adults and children alike to interact with them. At Ambleside School, the use of technology as a teaching or learning resource will be an exception, with specific and limited application. Ambleside High School students will use technology primarily in the completion of academic work and secondarily to communicate about school activities with faculty and other students.

Students are issued school owned computers and school email accounts at the start of their 9th grade year. School computer use is limited to specifically assigned, relevant academic work determined by the Teacher. School computers are to be used exclusively for school-related work and communication. Personal computers are not permitted on campus. Students are responsible for actively caring for the computer, ensuring it is ready for use in class when needed. While students are permitted to take computers home, it is only for the express purpose of completing homework.

The use of the internet at school is solely for educational purposes. Transmission of any material in violation of this policy, or of state or federal law is prohibited. This includes receiving or transmitting materials that are copyrighted, trade secrets, obscene, or threatening. Internet use is a privilege. A student who violates this policy will lose the privilege of computer use temporarily, or permanently, which may interfere with the efficiency of completing or submitting school work. Repeated or habitual offenses will be considered a Level 3 Lapse in Behavior and handled accordingly, while transmission of any material in violation of state or federal law is a Level 4 Lapse according to the Community and High School Handbooks.

The Google Suite platform is employed by Ambleside School and High School students are assigned Google accounts including Gmail (email) and GoogleDrive (docs, spreadsheets, slides, GoogleClassroom, file storage). Communication through those applications can include information about activities, sports, plays, special events, newsletters, Ambleside Leadership Council (ALC), etc. Gmail is the only app in the G-suite in which students should communicate with one another and only during designated times that are approved by teachers or after school hours. Students should never

write, read, send, or receive personal e-mail or messages, or conduct any other computer-based activity not directly related to the school curriculum or school responsibilities. Additionally, student work should never be shared with any address outside of the @amblesidefredericksburg.com domain, which includes the personal email addresses of the students who own the file. Students should not expect work done on the school provided computer or within the Ambleside Google Suite to remain private. The school has the authority to freeze or disable an account at any time. Students will be asked to report all passwords to the High School Administrator and are strongly encouraged to share all passwords with parents.

Homework assignments will always be communicated verbally, or through a written syllabus by the Teacher prior to dismissal. Some classrooms and Teachers may engage the GoogleClassroom platform as a supporting tool for communication and submission of work. If teachers use this tool, its use will be clearly defined in the course syllabus and I pads will be located in the classrooms to allow students to capture completed work digitally for submission as needed. This is the only approved use of the classroom Ipad and requires specific Teacher approval.

With this technology comes an expectation of responsibility from teachers, students, and parents. Teachers will instruct students in the best habits around using the Google Suite to efficiently and effectively engage homework while also teaching and supporting good typing skills, file management, and basic computer skills. Teachers will also encourage students to develop self mastery around the use of computers by viewing the computer as a tool only and not a source of entertainment or diversion.

School Provided Student Computers at Home

Parents are expected to govern the school computer when it comes home. A school computer has no exemption from the rules of the family home. Where, when, and how the computer can be used must follow school policy even when computers are not being used on school property, as the computer is itself school property. We support computer use for school purposes in supervised common spaces like the kitchen table or shared office space. Understanding the school's intentions for the computer and the student's current academic assignments will be helpful in successfully governing the usage of the school computer at home. These computers are not equipped with filters or internet blocking software, so parents should be aware of their student's activity. The assigned computer, although managed and utilized primarily by the student, remains the property of Ambleside School and students do not have the right to privacy on a school issued computer.

No software should be added or removed from the school computer without direct permission from the High School Administrator. No hardware changes should be made to the computer.

Students are responsible for the general care of the School-issued laptop.

- No food or drink is allowed next to the laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Never carry the laptop while the screen is open.
- Laptops must remain free of any writing, drawing, stickers, or labels.
- Laptops must never be left in a car or any unsupervised area.
- Care should be taken when packing and unpacking a laptop from a backpack.
- Though not provided, a protective case or sleeve in a backpack can minimize possible damage.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen regularly with a soft, dry cloth or anti-static cloth.
- Avoid placing heavy objects on top of the case.

It is the sole responsibility of each student to ensure adherence to necessary and reasonable security precautions to ensure the computer is safe and secure at all times. Students must report damage or the loss of their computer to the High School Administrator immediately. In these cases, the School will determine the liability. In cases where negligence has contributed to the damage, Students may be financially responsible for the repair or replacement. In the event the

computer is accidentally damaged or stolen, Ambleside School may share or cover the cost of repairs and replacement. Computers = \$200, Charging Cords = \$30

Curricular Opportunities

Class Trips

An overnight experience off campus at the beginning of the school year is also intended with the purpose of providing group social activities and the opportunity to be outdoors together. Transportation is provided by Ambleside Van and parent vehicle as needed. Parent Chaperones are welcome, but numbers may be limited and according to the needs of the group. Students, Chaperones, and Teachers are expected to follow all guidelines for the trip appropriate to the location.

It is the intention of Ambleside High School to offer an opportunity for students to experience travel at least twice in grades 9 - 12. Student participation is expected. Attendance at school and alternate curricular work will be assigned if a student does not participate regardless of reason.

Intended locations include Washington, D.C. and the Grand Canyon. Alternative travel locations will be considered as possible or needed and dates may change year to year. Transportation is either by air or Ambleside Van and parent cars as required. Parent Chaperones are welcome with the requirement they also participate completely in the school-prepared itinerary. Chaperone numbers may be limited. Students, Chaperones, and Teachers are expected to follow all guidelines for the trip as appropriate to the location.

In the planning, every effort will be made to maintain affordability and engage as many curricular ideas as possible in the itinerary, while enjoying the beauty or uniqueness of the place.

Field Studies

Field Studies may be planned throughout the school year based on curricular ideas and local opportunities. Transportation is provided by Ambleside Van/Bus and parent vehicles as needed. Parent Chaperones may be requested, but numbers may be limited and according to the needs of the group. Students, Chaperones, and Teachers are expected to follow all guidelines for the trip as appropriate to the location and the [ASF Operations Manual](#).

Personal Pursuits

Students in grades 11 - 12 are permitted to leave campus at 3:00 pm on Wednesdays in order to pursue skills and activities related to extracurricular pursuits. In order to participate, students must complete the [Application for Personal Pursuit](#) detailing the activity that will be engaged and have personal transportation to the pursuit.

This is a privilege and can be denied or revoked at any time for any student if the guidelines are not followed. If revoked, students will be expected to remain on campus until 3:30 each Wednesday under Teacher Supervision.

Extracurricular Opportunities

Off-Campus Lunch

Students in grades 11 - 12 are permitted to take off-campus lunch on scheduled Fridays. High School Teachers and/or School Administrators may cancel an off-campus lunch without advanced notice due to weather or other student safety concerns.

If a student chooses to partake in off-campus lunch, he or she must abide by the state laws concerning provisional drivers and the following statutes in order to maintain the privilege.

- A student's parents or guardians must give written consent by filling out the official school Off-Campus Lunch Permission Form and the student must sign and acknowledge these statutes.
- No student may ride in another student's car without specific permission from both students' parents.
- A student must be in good academic and behavioral standing.

- A student must maintain behavior consistent with the expectations of Ambleside School while enjoying this privilege.
- A student must return to campus and report to class on time.

If any of the above conditions are not met, the privilege will be revoked for a minimum of the next off-campus lunch.

High School Play

Ambleside aims to provide an opportunity for all High School students to participate in a theatrical play during each school year. Plays will be chosen based on literary or historical value and in coordination with the curriculum. Interested Students will be expected to complete an audition and attend all practices and performances if selected. Opportunities for off stage support will be provided as appropriate and may have a different schedule.

The leading Faculty member or Volunteer Director will make all final decisions on casting.

Skylark Sports

Purpose

The Ambleside High School sports program is to provide an opportunity for students to continue to grow in the pursuit of habits around physical health, specific sport technical challenges, and the many relationships present in physical competition. Our philosophy of education supports our philosophy of athletics; just as education should be a lifelong pursuit with a mindset oriented toward growth, our ideas around physical exercise and competition follow.

Continuing the grades 6 - 8 Conditioning program, the High School sports program will continue to offer lifetime sports: Cross Country, Swimming, Golf, Tennis, and Track with opportunities for UIL and TAPPS competition.

Intention

All students are welcome to participate in any sport at either a Lifetime Level or Competition Level. Regardless of the level selected, students are expected to give full attention to all Coach instructions, attend and participate in all practice sessions, pay all appropriate fees, be prepared with the proper equipment and clothing, and desire to grow in the specifics of the sport. Students and Parents are asked to consider carefully the time commitment and financial commitment to a sport(s) prior to enrollment.

All students participating in Ambleside's Sports program regardless of participation level will also be required to complete the TAPPS - RankOne Participation forms at the beginning of each school year, or before the first sport practice, whichever comes first. The Athletic Director will provide information and instructions.

Lifetime Level - Students choosing the Lifetime Level will receive instruction from the coach and access to the sport facilities, however, as the season enters into competition, coaching of advanced skills may be directed toward students engaging at the Competition Level. They will not participate in any competitions, UIL or TAPPS, during the season and will not be issued uniforms.

Competition Level - Students choosing Competition Level will receive instruction from the coach(es) and access to the sport facilities as well as consideration and preparation for competition from the coach. Students will be issued school uniforms. Players should be prepared to compete at both local UIL opportunities as well as TAPPS competitions according to Coach discretion. Coaches will make decisions based on entry numbers and availability at UIL and TAPPS competitions as well as student play level. Fees specific to the individual UIL and TAPPS competitions will be assessed at the conclusion of each season per Student.

Academics and Athletics

Students and Parents choosing to participate in Skylark Sports must acknowledge that no changes to classwork, homework, independent work, or other classroom schedules should be expected or anticipated due to a sport event. Students should make every effort to meet the expectations of the class as established on a syllabus or in verbal communication with the Teacher. Books and Homework should be taken with the student during the competition if needed. Athletics should not be used as an excuse for incomplete or late work. If a student recognizes a major conflict, it should be brought to the Teacher's attention as early as possible, but without the expectation of an adjustment as any adjustments are at the discretion of the classroom Teacher.

Students not in good academic standing, ie. missing work, incomplete work, current Growth Needed in one or more subject areas, will not be permitted to participate in competitions until advancements are made.

While we do not want to limit any student's participation, if a student is demonstrating a weakness in balancing the requirements of the classroom and a sport, a Teacher Parent Student meeting will be held to discuss strategies to support and discuss what is best.

Practices and Competitions

Practices will be scheduled before or after school hours. Competitions will be scheduled within the season with every effort to minimize school absences. Saturdays and after-school competitions will be given priority when possible. Students and Parents should not expect the amount of competition or practices offered to be commensurate with a public school sports program, but should expect between 4 - 6 opportunities for competition in the year.

Local UIL competitions are entered with the permission of the hosting Coach and will be scheduled in neighboring cities when possible.

Ambleside School is a member of the Texas Association of Private and Parochial Schools (TAPPS, www.tapps.biz) and currently commits with TAPPS to compete in Cross Country, Swimming, Tennis, Golf, and Track for both women and men. Based on our High School Student enrollment we are classified in TAPPS Division 1A. Parents are encouraged to become familiar with the TAPPS website and specific sport bylaws.

Parents are always welcome to attend competitions and support all Ambleside students present. Parents must follow all spectator rules set for the competition and consult with Coaches or the Athletic Director before engaging with a student during the competition. A high level of personal conduct and speech is expected of all parents at all times at all event. Parents who are not able to meet that level of personal conduct as deemed by the Coach, Athletic Director, or other Ambleside Staff member present will be asked to leave the event..

Students are expected to present themselves with a high level of professionalism and sportsmanship at all times. Students who have lapses in language or behavior will be subject to any disciplinary action according to the competition rules, UIL or TAPPS rules, as well as the Response to Student Weakness in the Ambleside High School Handbook.

Coaches

Coaches are members of our local and School Community who are willing and able to give of their time and expertise. Coaches are required to complete the Coach Application, a background check and provide proof of vehicle insurance. Coaches are also expected to treat Ambleside students, staff, and parents as created in the image and likeness of God, worthy of dignity and respect. Likewise, Coaches can expect to be treated by students, staff, and parents in the same manner. Coaches are contract employees with Ambleside School of Fredericksburg.

Honors and Awards

Ambleside desires to honor the hard work and dedication of Student-Athletes while discouraging a student from creating an identity around sports or creating division in peer relationships in or out of the classroom. This is a tenuous balance and quite counter to our local and global culture, but worth the effort in protecting an atmosphere of learning and relational truth. Students are announced at Morning Assemblies when engaging in an off-campus event and acknowledged at Morning Assembly upon their return. At the conclusion of the year, the Ambleside Sports Ball is an opportunity for Students, Parents, and Coaches to review the year, recognize the efforts of our students, and thank Coaches for their support and expertise.

Letterman Jackets

All Ambleside High School Students, regardless of participation in sports, are eligible to purchase an Ambleside Letterman Jacket. This jacket will include the Ambleside "A" Letter, as well as a Skylark sleeve patch, and the student name. Jacket orders are placed each spring. The cost of a jacket will vary according to personal size and preferences but will typically start at \$200.

Students who participate in a TAPPS competition at any level (Regionals, District, State) will also receive a patch(es) indicating the sport and appropriate patches for any personal honors received, ie. 1st Place State, 3rd Place Boys Team, District Champ, etc.

Sports Fees

Ambleside School commits to membership in TAPPS and individual sports in September of the school year which comes with the associated financial obligation. Sport Participation is included in Ambleside High School Tuition. Individual Student fees for UIL and TAPPS Competitions and any associated travel costs will be recorded and invoiced at the close of the season through FACTS.

Summer Trips

It is the intention of Ambleside School to provide opportunities for students in grades 9-12 in wilderness backpacking and Christian Mission work. Backpacking is primarily in Colorado in conjunction with Sky Ranch Ute Trail and the Mission work opportunities may be with a variety of Christian organizations. All students rising to grades 9 - 12 are welcome to participate, though spots may be limited. Information will be shared as early as possible. These trips are not included in Tuition so additionally payments will be required as well as applications or forms.

Appendix A:

High School Handbook Acknowledgment Form

Signing below is an acknowledgment that both Students and Parents understand the policies described in the Ambleside High School Handbook and agree to comply with and support the vision and policies of Ambleside High School.

Each Parent and enrolled High School student, please sign this page, detach, and return to the School Office.

Date: _____

Printed Student Name(s): _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent Signature: _____

Parent Signature: _____