



Student and Parent Handbook

NOW THEN WE ARE
AMBASSADORS
FOR CHRIST...

2 CORINTHIANS 5:20

Revision: August 2025

Table of Contents

Our Purpose	3
Mission Statement	
Spiritual Enrichment	
Student Life	3
Spiritual Enrichment Opportunities	
Independence	
Direction	
Travel	
Music	
Sports	
Clubs	
Admissions Policy	6
Who is Considered for Enrollment?	
What Makes an Ambassador Student Special?	
How Do I Enroll My Student?	
Financial Information	9
Regular Tuition and Fees	
Policies	
Academy Operations	12
Typical Daily Schedule	
Clubs	
Chapel	
ACE Privilege System	
Definitions within Privilege	
Requirements	15
Basis for Conduct Expectations	
Parental Necessities	
Allegiances	
Dress Code	
Supplies	
Attendance	
Transportation	
Academic Achievement	
Mandatory Testing	
Academy Rules	25
Demerits	
Disciplinary Conferences	

Forbidden Items	
Respect Toward Staff	
Respect Toward Peers	
Respect for Buildings and Grounds	
Dating Relationships Between Students	
Guidelines for Electronics	
Detentions	
Grace	
Expulsion and Suspension	29
Grounds for Suspension	
Remedies	
Grounds for Expulsion	
Readmittance After Discipline	
Crucial Details	31
Emergency Closures	
Medical	
Fire	
Security	
Misc. Policies	34
Affiliation Between Other Churches and Schools	
Consent to Media Utilization	

Attention: A signature is required on **page 34** to indicate acceptance of all guidelines before being accepted for enrollment.

Our Purpose

Mission Statement

Ambassador academy's primary goal is to preserve a spiritual remnant of individuals (a.) who will represent (b.) the cause of Christ boldly (c., d.) in every aspect of life (e.) from childhood to final days (f.) Moreover, we will teach that this spiritual manner of living naturally gathers components that create a healthy and successful time both on earth and in eternity. Biblicality (g.,) learning (h.,) and positive character (i.) are among some of the components we believe to be central. We will equip them with the knowledge, skills, and confidence to be true Ambassadors for the Kingdom. By the time our students have graduated, we hope to see them charge into life with everything they need to properly and proficiently represent our one true King — Jesus Christ (j.)

(a.) Romans 11:5, (b.) 2 Corinthians 5:20, (c.) Hebrews 13:6, (d.) Mark 8:38, (e.) 1 Peter 2:12, (f.) Galatians 5:1, (g.) Psalm 119, (h.) Daniel 1:19-20, (i.) 2 Peter 1:5-8, (j.) Revelation 15:1-4

Spiritual Enrichment

True to our mission statement, we provide Spiritual Enrichment opportunities for students to grow in their faith, develop a closer walk with God, and gain a firm and mature grasp of the scriptures. The spiritual aspect of life is what Ambassador strives to cultivate best and most for the students enrolled. Education would appear to be our primary function but it is in fact under the heading of spirituality. A list of opportunities we facilitate for spiritual enrichment can be found in the Student Life section of this guidebook.

Student Life

Spiritual Enrichment Opportunities

Daily Devotions

Each academic group will share a time in which they are able to discuss scripture they have read and learn from the staff of both the church and school. Ideally, the students will begin to develop a disposition of Christian fellowship that extends beyond the cares of this world. (Philippians 4:8-9, Acts 2:42)

Weekly Chapel Services

Thursday is our dedicated chapel day. There will be sharing of the scripture and real biblical application to current world living. Sometimes a guest speaker will be present to share details of their ministry and preach. A time of music is also reserved to prepare for what will be heard.

Spiritual Outings

There are a few days in the year that will be granted for spiritual outings. We have frequently attended revivals and camp meetings as a school if they are held during the academic week. The 7th-12th graders may participate in youth conferences.

Staff Resource

Students will also have staff members available for prayer, biblical counseling, and spiritual mentorship. We encourage questions to be asked.

Independence

Students will quickly find that they are engaged in a system that rewards independence. Jesus was truly wise when He taught in Luke 6:44 “For every tree is known by his own fruit...” Young people need confidence in the decisions they make. Our environment directly exercises the ability to make choices beyond supervision. Students teach themselves. Students keep track of progress. Students possess a personal space. Yet, our educators are only a step away when needed. Imagine the benefit of breezing through a first job interview or learning a new skill without the concern of needing direction. Step into Ambassador’s world of independence.

Direction

We are on the move. The Lord had planted this school in Rural Retreat as nothing more than a seed in Pastor Jason McNeese’s heart. In the space of 10 years, we had gained more staff, a massive dedicated building, sports programs, better equipment, and much more. Some students who were with us from the beginning found themselves able to watch all the miracles unfold and still have half of their education remaining! The pace has not slowed down. Who’s to say what God will bestow next? Psalm 126:3 “The Lord hath done great things for us; whereof we are glad.” This Scriptural record is clear in saying that Christians experience joy from being a part of something that God puts His hand on. By signing on to this academy, you can be sure that you will witness great leaps and bounds of growth.

Travel

There are plenty of opportunities to build experiences with peers abroad. Here is a list of some of our favorites:

ACE Regional competitions

Hosted at the high class “Wilds” campgrounds in Brevard, NC, regionals offers chances to compete in nearly every interest. Hundreds of others meet with the same intentions. No one ever finds themselves bored on this multi-day event because all camp facilities are fully accessible during free time.

Field trips

Every year, the schedule shuffles in different day trips. Caverns, museums, other schools, and even the occasional stop at the jump park have been a part of our calendar in the past.

Educational tours

2022 introduced a new activity that is sure to thrill all students. Educational tours are major trips to places like Washington D.C. or the Ark Encounter in Kentucky. These will take place once in each school year. Parents are encouraged to take part in these if they are able to find time off of work.

Music

Ambassador is uniquely equipped to aid Christians in the journey of learning musical abilities. Where anyone else would have to forge the time and effort to be successful, a student in our school will find it part of their structured routine. The on site instructors are skilled in many different instruments and operate their lessons during the academic schedule. Once a month, the Church enjoys hearing the academy choir. Chapels are full of heartfelt and sometimes hilarious singing. It is our aim to ensure that our sphere is conducive to musical proclivity.

Sports

We are affiliated with the ODACS (Old Dominion Association of Christian Schools) athletics program. Their organization permits us to schedule games and seasons with schools of like faith. Although we are not currently involved in every sport available, we are actively increasing our participation every year. Take a look at the following sports we offer and evaluate if your student would like to participate in any of them!

Archery

Our largest and most proficient area of competition is archery. The students travel regularly to local tournaments. Practices held by the school allow use of equipment and property that may be hard to come by otherwise.

Basketball

The Ambassador basketball gym was completed for use in 2021. It is fully equipped with regulation backboards and durable, poured urethane flooring. There are two forms of competition in this area — seasonal team play against other schools in ODACS and an annual three on three tournament.

Volleyball

The basketball gym is double equipped to handle regulation volleyball games. This is a female only area of competition.

Clubs

Each month students will be able to participate in up to two clubs of their choice. There will be plenty of opportunity for hands on indulging of like interests with fellow classmates. The clubs will be hosted by staff and occasional guests who possess expertise in the fields. These clubs will occur intermittently over the course of a chosen week to ensure availability and a balanced schedule. Media, sciences, engineering, crafts, and arts are all possible choices.

Admissions Policy

Who is considered for enrollment?

Students considered for enrollment express a personal desire to live for Jesus Christ. They are happy to develop as disciples, learning Biblical values that align them as true believers. Any student 9th grade and above expressing they do not want to attend Ambassador will not be received into enrollment. Both parents and student(s) must be in harmony with the decision to enroll.

Non-discrimination policy

No person shall be rejected from employment or enrollment in Ambassador academy on the basis of race, gender, color, ethnicity, or national origin. We affirm that all people were created equal in God's eyes and none are in any way inferior because of these distinctions. This academy will not discriminate any individuals based on race, gender, color, ethnicity, or national origin to affect financial pricing, activity attendance, athletic involvement, classroom placement, personal treatment, academic expectations, staff employment, or any other aspect of our operations. Inflammatory speech or conduct regarding race, gender, color, ethnicity, or national origin on the premises of Ambassador or Rural Retreat Baptist Church will not be tolerated. Consequences of disregarding this policy can result in academic expulsion and being banned from the property. In extreme cases such as threats, the proper authorities will be notified.

Limited Acceptance Policy

Ambassador Academy and RRBC do not support the transgender/homosexuality agenda and are committed to defining marriage biblically as the union of one man and one woman. We have charted a course to help all of our students honor God through their biological gender and complementary roles (Gen. 1:26-31; Mark 10:6.) We affirm that male or female gender, sexuality, and sexual orientation are irreversibly designated at conception by God (Gen. 1:26-31; Matt. 19:4.) Students will use bathrooms, locker rooms, and other personal areas based off their God given gender.

Ambassador is a religious organization and reserves the right to reject applicants for both employment and enrollment based on unscriptural values and conflicting interests. The Bible, our basis for every facet of life, is clear that moral standards and boundaries are to be kept. Therefore, we will not give credence to any lifestyle choices that present themselves as opposed to the Holy Word of God. We believe that an honest individual of like faith is bound to the biblical principles. All participants of Ambassador will remain in subjection to the standards and restrictions of this church's interpretations of the Bible as long as they wish to remain a part of our school. Some of the unacceptable lifestyles are mentioned on the next page for clarity.

- Substance Abuse
 - "Wine is a mocker, strong drink is raging: And whosoever is deceived thereby is not wise." Proverbs 20:1
 - "But the fearful, and unbelieving, and the abominable, and murderers, and whoremongers, and sorcerers, and idolaters, and all liars, shall have their part in the lake

which burneth with fire and brimstone; which is the second death.” Revelation 21:8
(Greek word for sorcerer is *pharmakia*, the source of our word pharmacy.)

- “And be not drunk with wine, wherein is excess; but be filled with the Spirit;” Ephesians 5:18
- Any form of sexuality outside of God’s divine design (One man and one woman)
 - “For this cause God gave them up unto vile affections: for even their women did change the natural use into that which is against nature: And likewise also the men, leaving the natural use of the woman, burned in their lust one toward another; men with men working that which is unseemly, and receiving in themselves that recompence of their error which was meet.” Romans 1:26-27
 - “Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh.” Genesis 2:24
- Lack of commitment in either academics or faith practices
 - “Even so faith, if it hath not works, is dead, being alone.” James 2:17
- Divisive tendencies
 - “Now I beseech you, brethren, mark them which cause divisions and offences contrary to the doctrine which ye have learned; and avoid them” Romans 16:17

Please reference the rest of this handbook for what we will determine as acceptable or not. All code of conduct details within are direct interpretations of the Scriptures and have passages listed beside. If any information in this book is questionable, or you believe the reasoning is not substantial, inquiries may be made to the administration for further support. We are glad to explain our logic and interpretations. However, disbelief or rejection does not constitute proof of error on the administration’s part. Ambassador still reserves the right to completely determine our codes without external influence.

Reforming Students

We do not operate as a reform school, nor is it within our design to provide an environment of behavior modification. We will not accept students recently expelled from other institutions of learning. It is not our purpose to bring a student to our way of thinking or modify their current behavior. There are schools of learning that make reform their purpose. Students in need of this type of influence would be better served in an environment designed to meet that need.

Special needs and disabilities

Ambassador Academy cannot currently accommodate any form of special needs or disabilities. Students with these types of difficulties would find more adequate attention in an institution with dedicated special needs or disabilities facilities.

What makes an Ambassador student special?

Biblicality

The most important thing we teach at our academy is the value of Scripture. All other character and behavior expectations derive from the Word of God. Therefore, students will learn to illustrate a personal priority of biblical living. We wish for every graduate to receive their diplomas as Christians that are “Rooted and built up in him, and stablished in the faith...” (Col. 2:7)

Respect

Ambassador has set a course for itself to remedy the recent digression of communication in America by teaching our students to speak properly with their teachers, parents, and peers. Terms like “ma’am” and “sir” will be instilled into regular practice. “Be kindly affectioned one to another with brotherly love; in honour preferring one another” (Romans 12:10)

Integrity

The best case scenario for students is that they hold firm to moral principles because it is the right thing to do, not because they were told or required to. “The integrity of the upright shall guide them: but the perverseness of transgressors shall destroy them.” (Proverbs 11:3)

Consistency

Stable schedules and healthy habits are the foundation upon which a child’s education are successfully built. This transfers to the career world for which we are preparing them. An employer will find value in a punctual, consistent worker. “And let ours also learn to maintain good works for necessary uses, that they be not unfruitful.” (Titus 3:14)

Obedience

As a part of the scheduled work day, students are assigned different maintenance duties to take ownership of. This teaches the biblical principles of a willing spirit, responsibility, service, and submission “one to another.” (Ephesians 5:21) “Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble.” (1 Peter 5:5)

Excellence

Students shall offer their very best effort in all that they do as opposed to mediocrity. Our target is to land every single student on the honor roll. However, this is not given without an illustration of excellence. “Whatsoever thy hand findeth to do, do it with thy might” (Ecclesiastes 9:10)

How do I enroll my student?

The procedures of enrolling in this school are listed here. Each step must be completed entirely and in order before the administration confirms enrollment.

1. Review published information to see if Ambassador is right for your family

Please visit our church website for almost any information you need at www.ruralretreatbaptist.com. A portion is dedicated to the school with information like FAQ, financial details, staff bios, application PDFs, and more. If you do not have access to this resource, a representative can send printable materials via mail or email. The church phone number is 276-686-4394. Email us at ambassador@ruralretreatbaptist.com.

2. Schedule a meeting with staff

The staff meeting is designed to determine if the school will be a good fit for the family. The conversation will revolve around previous education, our environment, and the like. Both students and parents should show an interest in the program. If the administration determines that there is no genuine interest, we reserve the right to deny applicants.

3. Fill out application packet

Applications for the school are freely available to any who request it. An application is not a guarantee of enrollment. All details must be filled out to the extent of the parent or legal guardian's knowledge. Ambassador Academy, Rural Retreat Baptist Church, and staff cannot be held responsible for any missing information.

4. Agree and affirm the guidebook

The parents or guardians must sign a form claiming they have read and agree to the terms in this guidebook. To retain the testimony of this school, we also require that the guidelines be upheld outside the school.

5. Finalize Payment Plan

Some families will find that one payment plan is favorable to another. Parents will want to discuss the schedule and method of covering the costs.

6. Attend Orientation

This is a mandatory meeting for parents only. The goal of the orientation is to make all parties completely aware of the expectations and operations of the school year.

Financial Information

Tuition and Fees

Ambassador is part of a non-profit corporation operating on a faith principle. The tuition is kept low to make Christian education available to those who could not normally afford private schooling but desire a Christ-centered education for their children. The following tuition schedule does not meet the bottom-line needs of operating a Christian school. Therefore, it is our

prayer that, in order to keep our tuition rates low, many of God's people who believe in what we are doing will feel impressed to donate to this ministry. All gifts are tax-deductible; tuition and other fees are not.

Annual enrollment fees

These fees are due at enrollment of your student(s) and are separate from Tuition. The total cost for the year can be combined and monthly payments may be made.

Registration Fee - \$75
 Diagnostic testing Fee - \$35
 Annual ODACs Insurance Fee - \$35
 Nationalized Testing Enrollment - \$65
 ACE Curriculum - \$400.00

Tuition

For the purpose of school tuition, an ACTIVE, TITHING member of Rural Retreat Baptist Church is a member in good standing who attends church faithfully and is a financial contributor to the vision and ministry of RRBC. As a ministry to active tithing members, a special rate is offered. If, however, at any time a member ceases to be "active" and/or "tithing," the regular Non-Member rate will apply for a minimum of a 2 month probation period. In making the determination that an active member has ceased to be an "active" and/or "tithing" member, a review of a minimum of one month will be accomplished. We reserve the right to monitor the attendance and giving record of participants who desire to take advantage of this opportunity. If someone joins the church in order to qualify for placing their child in this Academy, the Non-Member Rate will apply for a 2 month probation period.

ACTIVE, TITHING MEMBER TUITION

(10 month plan)
 Only Child \$210/month

FAMILY PACKAGE:

First child \$190/month
 Second child \$165/month
 Third child \$130/month
 Fourth child \$50/month

NON-MEMBER TUITION

(10 month plan)
 Only Child \$300/month

FAMILY PACKAGE:

First child \$250/month
 Second child \$200/month
 Third child \$175/month
 Fourth child \$150/month
 Fifth child or more \$125/month

For your convenience and planning, here are the yearly estimates for both the discounted and regular rates.

ACTIVE, TITHING MEMBER TUITION

One child \$2,100/year
 Two children \$3,550/year
 Three children \$4,850/year
 Four children \$5,350/year

NON-MEMBER TUITION

One child \$3,000/year
 Two children \$5,500/year
 Three children \$7,500/year
 Four children \$9,000/year
 Five children \$10,250/year

Activities

Many of the activities we host will be free. However, some travel destinations, such as the jump park, will require a ticket to be purchased. Information regarding these costs is sent home in the daily parent folders along with homework. Please check your folders daily so no updates are missed.

Sports

Currently, we are at a very early stage in developing our sports program, leaving us with unpredictable costs. Many things will change in the future as we strive to build competitively. We will do our very best to communicate directly with the families regarding the sports they decide to participate in.

Policies

Late payments

Payments that are not made on time may result in ejection from enrollment. Grace will be offered for a period of 30 days after missing a due date. After that, a compromise must be made between the administration and family to either redistribute the cost among remaining months or withdraw from the school. There may only be two redistributions. If payments fall behind a third time, the administration will be regretfully required to remove the family from the academy.

Acceptable forms of payment

We accept both cash and check arrangements. Cards are not currently supported with our present system. You may stop by the church office to make payments or send check by mail.

Schedules and due dates

The 10 month plan breaks down the payment over the entire year. The first payment is due on the day of Parent Orientation and the rest of the payments are due on the 15th of each month from September through May. Other plans may be more applicable to a family and can be determined in a meeting with the administrator.

Academy Operations

Typical Daily Schedule

7:45 – 8:30	Drop off/scoring	12:40 – 1:00	Jobs
8:30 – 8:45	Opening assembly	1:00 – 1:55	Class time
8:45 – 9:00	Scoring and goals	1:55 – 2:10	3 rd Break
9:00 – 9:45	Academic time	2:10 – 3:00	Class time/tutoring
9:45 - 10:00	First break	3:00 – 3:10	Final Break
10:00 - 10:45	Academic time	3:10 – 3:50	Class Time
10:45 - 11:00	Second break	3:50 – 4:00	Clean up
11:00 - 12:00	Academic time	4:00	Pickups
12:00 - 12:40	Lunch break		

Clubs

Clubs take place once a month on a spread schedule that allows for attendance of any student interested.

Arts club

Arts club will cover nearly any area that pertains to creativity. Music, stage, writing, paints, are just a few to name. This particular engagement is useful in developing bold servants for the church. Ample occasions to get involved with the church platform, music ministry, or media development will be extended. Arts club will take place weekly in the fourth quarter.

Media

The Lord has blessed Rural Retreat Baptist Church with abundant technology. The media club presents the chance for students to try their hand at photography, graphic design, film, and computers. Our present day is ever demanding in this realm as new forms of electronics appear at an unprecedented pace. The media club meets monthly for the entirety of the school year.

Metal Working

Metal working will be hosted by Mark Boyer weekly in the second and third quarter. Students often enjoy competing in this area during Regional Student Convention. They will get hands on experience with a high demand skill. Partaking can likely lead to a student finding an enjoyable career choice.

Home Economics

Led by Mrs. Vanover, the students will learn how to budget, cook, meal plan, shop, and prepare for other common home demands. This club will meet weekly in the first quarter.

Chapel

Chapel takes place on Thursdays at 10AM in most cases. Before diving into the spiritual, Pastor Vanover often gets engaged in entertaining games or merit exchanges. Next, the group will participate in uplifting music that prepares the heart for a message. Guest speakers are often invited to share from Scripture and teach on their particular areas of ministry. The goal of this short period of the academic week is to find refreshment for the soul in a way that only God can issue.

ACE Privilege System

When a person assumes greater responsibilities in life, he earns greater privileges. This principle is taught through the A.C.E. incentive system, designated by the letters “A,” “C,” and “E.” Each letter represents a privilege level that may be earned by meeting responsibilities outlined below. Displayable letters are presented to students during Monday opening assembly. Students attach the privilege letters in a visible place in their offices during the week. The letters not only inform the supervisor and monitors which students have privileges but also provide tangible rewards and public recognition for a job well done. We encourage students to earn more and more privileges by assuming more and more responsibility. Privileges are incentives designed to promote learning achievement. Rewards are great motivators! The following information provides the requirements and perks of each level of privilege.

Requirements for each level

A privilege

- Weekly verses accurately quoted
- Church is attended
- Academic balance is maintained
- Privilege slip properly filled out and turned in

C privilege

- All A privilege requirements met
- *Good neighbor deed completed and signed

E privilege

- All A and C privilege requirements met
- Being detention free the previous week
- *Christian service deed completed
- *Proverbs journey completed

Perks for each level

A privilege

- Choose own work schedule
- Able to go to field trips
- Have 5 personal items in desk

C privilege

- All A privilege perks
- Able to score first attempt without flag
- *Break schedule not affected by goal count

E privilege

- All E privilege perks
- Pencil sharpening, trash disposal, and library access do not require flag
- *Learning center headphones allowed
- PACE work may be done in the privilege room after lunch
- Dress down on Friday

Definitions within privilege

Good neighbor

A good neighbor deed is a kind service done for someone outside of the household. (Example: Actual neighbor, grandparent, church member, stranger with parent's guidance.) Students may assist someone in the school as a good neighbor but should not request that a teacher give an assignment. Good neighbor deeds are to be developed within the mind of the student. An adult must sign off as a witness.

Christian service

A Christian service deed fulfills a role in the local church. Students are encouraged to remain faithful to the ministry of their choice. There is no restriction to how many ministries a student can be involved in as long as one does not conflict with another responsibility or class. Some ministries such as the choir may only admit high school students.

Proverbs journey

A Proverbs journey assignment is when a student uses his/her best handwriting to copy down a selected chapter of Proverbs. This project is to be submitted with Privilege Application on Monday morning before opening assembly.

Goal count

A student is typically engaged in seven PACEs at a time. Every day, they will set a goal for how many pages should be finished in each subject by the end of the day. Anything not completed on the goal card will be sent home as homework unless a supervisor deems it unnecessary. If a student has not achieved any level of privilege and has not reached a certain threshold of goals completed (thresholds listed at the bottom of paragraph) by break time, he/she will remain in the classroom to continue PACE work for five extra minutes. The final ten minutes of break will not be restricted in any case aside from detentions. Lunch break will never be restricted for any reason aside from detentions. The required goal counts are as follows: 9:45 break - no goals required, 10:45 break - two goals completed, 1:30 break - four goals completed. In most cases, core subjects (Math, English, Word Building, Science, Social Studies) should be completed first. A supervisor has the power to choose a different order of completion if the core subjects are in academic balance.

Requirements

Basis for Conduct Expectations

Ambassador Academy does not desire to dictate how children should conduct themselves arbitrarily. These guidelines are Scripturally based and reflect the philosophy and convictions of Rural Retreat Baptist Church, of which Ambassador Academy is a ministry. Institutional rules help us apply the biblical commands and principles to our institution, thereby making the institution run more effectively.

Occasionally, we will observe an area that can be improved by adjusting an institutional rule. These changes may be made before, during, or after the school year at the discretion of the administration.

Parental Necessities

“Let all things be done decently and in order.” I Corinthians 14:40

We recognize our role not as a replacement to parents but as an eager ally, aiding them in cultivating the mind and spiritual nature of the students. If you ever need assistance with anything, please let us know! We are willing to come alongside you and find a proper course of action. A team works together best when frequent communication is prevalent. Ambassador also recognizes that some of the standards in this guidebook are unfamiliar to new applicants. It is never our mode to hold parents to a set of standards without being able to explain the scripture and reasoning behind them. Any honest request for explanation will not be ignored or disdained. The Bible has provided a stable foundation for this school, and we have found that it has not changed or become outdated. Feel free to inquire about anything will help you understand our methods of serving your family.

The following expectations are for parents and any associated with Ambassador.

Faithfulness to church

“Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching” Hebrews 10:25

“Let a man so account of us, as of the ministers of Christ, and stewards of the mysteries of God. Moreover it is required in stewards, that a man be found faithful.” 1 Corinthians 4:1-2

At church we:

- Learn the truths of Christ and His Word for daily living.
- Build fellowship with like-minded people who want their families to honor Christ.
- Model for our children the importance of Christ, His Church, and our personal commitment to Him.

Involvement

We want parents to be involved with their students' academic lives. The ACE curriculum and our organizational design rely on the parent staying plugged in. Here are some of the ways you will be connected to the program:

- Follow up and assist with homework if applicable
- Communicate needed absences ahead of time
- Be timely with parent paperwork
- Attend family functions
- Tutor and drill students on testing materials
- Create a family standard for grades and work quality
- Have a reward system in place that celebrates academic achievement
- Prioritize church, school, and family without overlapping external plans (Sports, parties, etc...)

For success, we need every parent to draw alongside the Ambassador team so we can support one another. This is necessary to prepare every student for the life and direction God has designed for them.

Academy Orientation Night

Both parents are encouraged to attend, but one parent must be present at the event. This is an excellent opportunity to meet with the teachers and ask questions. If neither parent attends parent orientation, the student will not be enrolled.

Conferences

Teachers are happy to arrange for conferences with parents. Call the school office or send a note requesting a meeting. Please do not detain the teacher from their duties and responsibilities before, during, or after school. Our staff is instructed not to meet with parents while they are still responsible for students or on their own time. All meetings may be attended by one of the Administrative staff members.

Communication with the staff

To communicate with the academy staff, don't hesitate to get in touch with the school office at 276-686-4394 and request to speak with a staff member, or email ambassador@ruralretreatbaptist.com, and one of our staff members will respond when available. Staff members are instructed not to communicate via personal devices for academy business and will not respond.

Resolving Issues and Conflict

"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, With all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavouring to keep the unity of the Spirit in the bond of peace." Ephesians 4:1-3

The interactive combination of parents, students, teachers, and others may lead to issues that need to be addressed. Rather than letting problems fester, please ask for a meeting with the parties involved. Constructive criticism and suggestions are the basis for positive changes. On the other hand, individuals must realize that people do things differently and doing something differently is not synonymous with wrong. Good communication is almost always the key to

understanding what is happening and why. Gossiping, slander, silent treatments, ostracizing, or any other form of negative communication involving students, families, and staff can negate the positive impact of our school.

Purpose of Conflict Resolution - Reconciliation

“Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted. Bear ye one another’s burdens, and so fulfill the law of Christ.” Galatians 6:1-2

Method of Conflict Resolution - Three escalating attempts at meeting

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.” Matthew 18:15-17

First Meeting

Before things get out of hand, the parties should come together (‘...between thee and him alone...’) and express every concern without holding any details back(...if he shall hear thee...) Anyone that rejects the biblical mandate to communicate toward resolution will be interpreted as expressing that they no longer wish to be enrolled in the school. Honestly presenting a grievance without a distasteful attitude remedies many things before inflammation (...thou hast gained thy brother.) Once the concerns have been expressed and heard respectfully, all parties should discuss if there are any apparent solutions. Finally, prayer should be heavily pursued before and after every meeting. If contempt on any side is still present and all involved have honestly examined the case, move on to the second portion of the passage.

Second Meeting(s)

God has placed a pastor in our church to shepherd the people who attend, especially during times of difficulty. If a conflict is not resolved in an initial meeting, (But if he will not hear thee...) it is best to approach the pastor and administration for help (...take with thee one or two more, that in the mouth of two or three witnesses every word may be established...) Please do not carry an attitude of blame into these meetings, especially toward someone that is looking to volunteer their assistance in resolution. The leadership of the church and academy may decide to reconvene at a later time to allow biblical consideration and deescalation to take place. **It is never right to share details of a conflict with people that are unaffiliated with the situation or attempt to sway parties to your side with testimonies.** Refrain from speaking of it at all with anyone outside of resolution meetings. Enrollment or employment status will be revoked from the school if it is evident that a form of gossip or canvassing was done by students, parents, or staff.

Third Meeting

If an issue has reached this level, it is more of a judicial decision toward damage control than resolution. Our student body is far too valuable to allow personal grievances and vengeance to ravage discord through our innocent children. Executive action is

reserved for administration only. There may be times in which the deacon board will come into advisement. No involved parties beside the school administration shall have any say in the final decision. There will be no further discussion on the matter after the administration declares an end. Irritating things any further will be taken as a desire to withdraw from the school. Authentic Christians will never let things come to a head as extreme as this (...let him be unto thee as an heathen man and a publican.)

Allegiances

All students are required to memorize and recite three pledges daily.

American Flag

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."
(foreign students should stand at courteous attention during the pledge to the American flag)

Christian Flag

"I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe."

The Holy Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide Its words in my heart that I might not sin against God."

Dress Code

"What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's." 1 Corinthians 6:19-20

Uniforms

Students will be required to wear academy-issued uniforms to school and certain off-campus activities. We have designed these with a positive, relevant, and attractive appearance. Occasionally, spare uniforms will be available to purchase directly from the school. Otherwise, families will be given a link to the company so that these uniforms can be purchased. Uniforms must be ordered early enough to allow delivery before the first day of school.

The Scriptural Mandate of Modesty

"In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array; But (which becometh women professing godliness) with good works." 1 Timothy 2:9-10

A mandate for modesty is established in the Bible. This goes beyond the simple purpose of covering the body. The letters of Timothy are very specific in addressing women here, but the mandate is universal in gender. We believe that both men and women should respect their bodies

and Savior by dressing modestly. The text is simply providing an application to societal norms and demographic patterns, not discriminating one gender as inferior to another.

For the reference of our code, modesty is defined as not drawing attention to self. This definition has been deduced from the synonymous language in 1 Timothy 2:9-10 following the word modest (shamefacedness, broided hair, costly array, etc. All of them are designed to draw attention.) Additionally, the Oxford dictionary expresses the meaning of “unassuming or moderate.” Modest clothing will not a) accent, “hug,” or reveal intimate body parts, b) display unbiblical content, or c) draw undue attention with overly eccentric elements.

Representing Excellence

Much of the dress code we define is well above the line we claim to be the moral boundary. It is one of our attempts to represent our most Holy King best. He is of utmost excellence. 1 Peter 2:9 calls Christians “a royal priesthood.” And just like the levitical priesthood from Exodus 28, we want our garments to proclaim “HOLINESS TO THE LORD!” Holiness is nothing short of setting ourselves aside for his purpose and representation alone.

Uniform guidelines

Ladies

Skirts are to be worn to all school functions.

- Skirts must reach the bottom of the knee when sitting down to prevent any part of the thigh from being shown.
- Basketball-type shorts will be allowed for PE class and highly active events as long as they are long enough to reach the bottom of the knee sitting down and loose enough to hide body form.
- School-issued sports jerseys and culottes are the apparel to be worn in competitions.

Men

- If a collared shirt is worn, it must be fully tucked in.
- Belts are to be worn at all times.
- Facial hair will only be allowed if a full beard or mustache can be grown in 14 days. Otherwise, a clean-shaven appearance is necessary; no stubble is permitted.
- Slacks must reach the shoe when sitting down.

Everyone

- Jackets and warm coverings are not to be more casual than the school uniform (i.e. hoodies.)
- No hats should be worn inside buildings.
- Students shall be well groomed and kept in positive hygiene. Bed hair, body odor, dirty teeth, etc. should be taken care of before coming to school.

Supplies

Items	Quantity
Composition notebooks for each subject	At least 7
Blue ball point pen	At least 2
Pencils or mechanical pencils	1 Pack
Colored Pencils	1 Pack
Scissors	1
Glue stick	1
Crayons (K5-1st)	1 Pack
Bulk eraser	At least 2
Spiral bound notebook	1
Letter printing tablet (K5-1st)	1
Small supply container	1
Tissues	1 Box
Lunch box	1
Backpack	1
Ruler with Metric standards included	1
Compass and protractor (High School)	1
Scientific Calculator (High School)	1
Hand sanitizer	1
Sanitizing wipes	1
Meals and snacks	Daily
Attendance	

"And Moses verily was faithful in all his house, as a servant, for a testimony of those things which were to be spoken after;" Hebrews 3:5

Attendance

Regular attendance is required by Virginia law, Chapter 730, Section 20. We also believe it is pivotal to maintain a high standard of educational instruction. Students missing 18 or more days in one school year (Found in the aforementioned legal code) will be deemed incomplete and cannot be promoted. The exceptions and restrictions to this are listed in the sections below. No student will be permitted to remain at Ambassador Academy if their attendance is habitually poor.

Excused absences

In general, excused absences will be for reasons over which the student(s) and parents have no control or a previously approved arrangement has been made with the school. A parent being aware that a student is not in school or has missed school does not constitute an excused absence. The Administration reserves the right to determine the validity of any absences. Examples of excused absences would be:

- Approved purchase of the day off with merits
- Pre-arranged personal days

- Appointments with letter and approval
- Illness
- Death in the immediate family (or family emergencies of similar gravity)

Illness

We take the health condition of our students very seriously. If a single ailment lasts longer than 2 days or any combination of ailments arises more often than four days in a quarter, the student should be seen by a doctor and acquire a letter for us to keep. If the ailments are not addressed accordingly, the student will be recorded as absent without excuse. In cases where child neglect is suspected, the administration will report the suspicion to the Department of Social Services.

Absence Documentation

Upon return from an absence, we ask that a written note be signed by a parent or guardian giving the reason for the absence, the date(s) of the absence(s), and the signature of the parent/guardian. All absences are considered unexcused until this note is received. Notes should be turned in within three days of the student's return to school. (The child returns on Monday; the note should be turned in on Monday but no later than Wednesday).

Unexcused absences

Students absent from school without having made advance arrangements, and/or for reasons unacceptable to the school will be considered unexcused. The school acknowledges the right of parents to control their children's activities and education; however, the parents must acknowledge that an educational institution, of which the student and parents have asked to be a part, must have control over the program. When an absence is unexcused, all work that the teacher deems necessary for academic progress must be made up. Excused absences are fairly convenient to arrange; therefore, penalties on a student's final grade can escalate steeply. Below is our default penalties for unexcused absences. Penalties are factored into the final grade at the end of the year.

1 day unexcused	2 days unexcused	3 days unexcused	4 days unexcused	5 days unexcused
2% Final score reduction	4% Final score reduction	8% Final score reduction	15% Final score reduction	30% Final score reduction

Truancy

Students absent without the knowledge or permission of their parents and for reasons which are unacceptable to the school will be considered truant and will be subject to disciplinary action. If the behavior continues, the student will be reported to the State Truancy Officer.

Transportation

Car pools

Ambassador does not provide transportation. Families are encouraged to car pool but these car pools are not under the supervision or control of the school and we, therefore, assume no responsibility for them; all details and problems are to be independently worked out by the parents involved.

Student drivers

All student driven vehicles must be parked in the designated student parking area. No student may transport any other student to or from school (except immediate family) without approval of a parent or guardian. Upon arrival at school, the student is to immediately enter the building. Before a student may transport another student (other than immediate family), the academy must have written permission by all parties involved. Students are not to return to their vehicles without permission until the close of the school day.

Academic Achievement

ACE Curriculum

Ambassador utilizes the ACE curriculum. The operation of ACE is different from the traditional school setting. Rather than being taught collectively by a single teacher, students all work independently at their own private desks while receiving assistance from multiple tutors when requested. The material they work through is divided into booklets called “PACEs.” Each subject has 12 PACEs per year. For example, 1st grade Social Studies PACEs are labeled 1001-1012. 2nd grade Social Studies is labeled 1013-1024. They are issued one PACE per subject at a time. When a PACE is completed, there is a test. A completed test will result in the next PACE being issued. Demonstrations of this system are happily given to any curious parents.

End of Year Promotion Policy

K-8th:

- To advance grades for all subjects, students must have an 80% final score averaged from all subjects.

9th-12th:

- To advance grades per subject, students must score 69 or higher.

Homework Slips

A homework slip will be sent home each day a student has homework. Please verify that the work is complete before signing the homework slip and sending it back to school. We will communicate through two types of homework slips:

White: Normal communication of that day’s homework

Orange: Immediate attention is needed, and follow-up communication is requested.

Please note that the orange homework slip will communicate failed tests and other academic concerns.

Penalties for Late Work

Two forms of work will commonly be sent home — homework and projects. Homework is any PACE work that was not completed during the academic schedule. Science and social studies PACEs often issue projects for home experiments and such.

Projects

- 6th - 8th grades — Each day that the project assignment is late will result in a 5-point penalty
- 9th - 12th grades — Each day that the project assignment is late will result in a 10-point penalty

Homework

- 6th-12th grades — Late homework will earn demerits the first day it is late; after the first day, the homework may be given a zero but will still require completion unless special consideration for illness or injury has been granted.

“Seest thou a man diligent in his business? he shall stand before kings; he shall not stand before mean men.” Proverbs 22:29

“Not slothful in business; fervent in spirit; serving the Lord;” Romans 12:11

“And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you; That ye may walk honestly toward them that are without, and that ye may have lack of nothing.” I Thessalonians 4:11-12

Acceptable Scores to Advance PACEs in K5-8th

The lowest score to be considered a passing number is 80 in K5-8th. This is set higher than most schools for two reasons. First, there is an incremental nature to the ACE curriculum. Tests only cover material learned within that particular PACE. Therefore, a better grasp of the information is expected. Certain principles are reviewed in several PACEs during the year to ensure retention. The second reason is our aspiration for excellence. Ambassador does not wish to create a culture of mediocrity.

Final scores for the lower grades are completely determined by accumulated PACE tests. Scores 69 and under will warrant an immediate reissue of the PACE. Scores 70-79 may be allowed a second chance at the questions they missed on the next school day. Previously correct answers will remain correct. They will then receive a final score averaged between the first and second test. If the averaged score is still lower than 80, the PACE will be reissued. There will be no third tests allowed. Students will not be allowed to review information in a PACE after a failed test. The only information a student may review for a retake is notes they had prepared before the first attempt at a test. Students will be well aware of which notes to take because there are checkups to gauge knowledge throughout the PACE. There is also a self test the day before the final test that is almost identical to the final test. The self test is not consequential to the final score, but the PACE test is.

Acceptable Scores in 9th-12th

Contrary to the lower grades, High school scores are determined by an average of a year's worth of PACE material, not just the accumulated final tests. The average consists of PACE checkups, self tests, and tests. Students will advance to the next PACE regardless of a passing test score or not. If all 12 PACEs of a subject average 69 or higher at the end of the academic year, the student will pass the subject. If all 12 PACEs average 68 or lower, the student will fail the subject and will be required to restart the entire subject in the next school year.

The lowest score to be considered a passing number is 69 in 9th-12th. Certain principles are reviewed in several PACEs during the year to ensure retention. Ideally, a student will remain above the score of 80. We have an aspiration for excellence. Ambassador does not wish to create a culture of mediocrity.

Mandatory Testing

Annual Nationalized Standard Testing

All students must participate in the annual achievement testing. We host this testing as a weeklong abnormality in our academic schedule. There is no prior preparation required.

ACT Testing

Eleventh graders are encouraged to take the SAT (Scholastic Aptitude Test) or ACT (American College Test.) We recommend the ACT. It will help to increase their score the next year and all colleges accept/require the ACT results. Twelfth graders must take the ACT. The cost of this test is to be paid by the student, and a copy of the results is to be sent to the school office.

Academy Rules

Demerits

Disrespect	2 demerits
Dishonesty	4 demerits
6 inch rule	1 demerit
Scoring violation	Discerned by teacher based on severity
Homework violation	2 per incomplete subject
Goal card accuracy	1 demerit
Goal card violation	3 demerits
Chair left out	1 demerit
Messy desk	1 demerit
Unnecessary noise	1 demerit
Passing objects	1 demerit
Excessive play in desk	1 demerit
Improper use of flags	1 demerit
Turning around in desk	1 demerit
Intruding on another student's desk	3 demerits
False use of hall passes	2 demerits
Out of uniform	4 demerits
Tardiness	2 demerits
Unexcused absence	4 demerits
Talking without permission	2 demerits
Leaving desk without permission	2 demerits
Accessing exterior doors	4 demerits
Food/drink in office without permission	1 demerit
Disobedience	2 demerits
Overt disobedience	4 demerits
Fighting	4 demerits
Vandalism	4 demerits
Inappropriate conversation	4 demerits
Poor attitude/body language	3 demerits
Teasing	2 demerits
Doodling during academic time	1 demerit
Excuses	1 demerit
Score keys not returned to slot	1 demerit
Possession or singing of worldly music	3 demerits

Students will be discreetly and clearly notified of their demerits.

Disciplinary Conferences

Any insubordinate behavior beyond the typical reception of demerits will provoke a disciplinary conference between the student, parent(s), and administration. We would avoid all

misunderstandings by sharing details privately and entirely. Meetings like these are meant to unify all parties as a team in producing the best outcome possible for the students.

Unacceptable Items

Electronic devices (not used for textbooks or language translation,) toys, potentially dangerous weapons such as knives (more than 3-inches long with the blade closed,) guns, darts, etc., are forbidden. Prank or horse-play items are also forbidden. Any item that the Administration or staff feels is distracting or potentially harmful may be confiscated and the student's parents or guardian may be asked to reclaim the item. Any item again returning to the school will be confiscated and disposed of. The student returning with such items will face disciplinary action up to and including expulsion.

Respect Toward Staff

Students are expected to show proper respect for all staff and volunteers. This includes things like raising their flag and waiting until called upon in the classroom, responding with "Ma'am" or "Sir," and responding appropriately to those in leadership positions. Disrespect toward a staff member, including social media, will result in disciplinary action.

Respect Toward Peers

Students are expected to respect their peers and fellow students at all times (Matt. 7:12). Teasing, picking, bullying, discord, asserting dominance, and harassment will not be tolerated.

"Seeing then that all these things shall be dissolved, what manner of persons ought ye to be in all holy conversation and godliness, Looking for and hasting unto the coming of the day of God, wherein the heavens being on fire shall be dissolved, and the elements shall melt with fervent heat? Nevertheless, we, according to his promise, look for new heavens and a new earth, wherein dwelleth righteousness." II Peter 3:11-13

Respect for Buildings and Grounds

Students are to treat school property carefully and are expected to pay for school property in which they have individually or collectively lost or damaged. Chewing gum is not allowed on school grounds. Food is to be eaten only during the designated break times and in the cafeteria during the scheduled lunch period. Students are not permitted at the teacher's desk, and the area around any teacher's desk is off limits without permission. Another person's desk, locker, and personal possessions are off limits without permission. Students must stay in their assigned area of the building and should not wander through the building or hang out in areas where they cannot be readily seen by a staff member.

Dating Relationships Between Students

Although we leave the decisions for relationships up to the parents, we do uphold the biblical boundary from 1 Corinthians 7:1, "...It is good for a man not to touch a woman." No physical contact, other than incidental instances, should occur between students, regardless of relationship status. For this reason, we expect that no two individuals should be alone in unsupervised areas. Our camera system assists us in monitoring the facilities. Students should present an appearance that is above reproach at all times. This includes questionable postures and other real or perceived indiscretions.

Guidelines for Electronics

Cellular Phones

Students are permitted to have a cell phone on campus but it shall be left in their locker until school is dismissed. Express permission must be given to the student from the administration to possess it on their person during school hours. At no time should a student be using personal listening devices (earbuds, headphones, etc.) while they are under the school's responsibility. The administration reserves the right to confiscate cell phones or forbid them from the property. Any student found using their phone during school will be mandated to leave the phone home for a period of time determined by the school.

Detentions

Detentions are a moderate discipline that helps a student learn to display better Christian character. During detention, a student will either be "detained" at the school for a period of time after hours or lose normal privileges during designated breaks. Grounds for detentions are as follows:

Lacking workday readiness

If a student leaves essential materials at home (PACEs, composition books, projects, etc...) or doesn't bring essential materials home for any reason at all, including forgetfulness, he/she is considered not workday ready. One who comes in to class and is clearly unprepared for a test is also considered not workday ready. Lacking workday readiness will provoke a detention if done more than once in one week's time.

Excessive demerits

If a student collects 4 demerits or more in one day, an automatic detention is issued. Collecting more than 10 demerits in one week will also be cause for a detention.

Repeat offenses

If students repeatedly break any rules, a detention will be issued regardless of whether the offenses produced enough demerits to provoke detention.

Grace

All children and teenagers are bound to test the extent of rules at some point in their lives. We strive to curb that natural digression with strong limitations. Grace will be offered in minor instances where the staff believes no malicious intent is involved. Please do not perceive our

decisions to discipline as a form of irreparable condemnation. Discipline redirects a student from the “broad way that leads to destruction” back to the “narrow way that leads to life.” (Matthew 7:13-14) So, in reality, our goal for discipline is not condemnation but true liberation in Christ-likeness from the “yoke of sinful bondage.” (Galatians 5:1)

Expulsion and Suspension

Grounds for suspension

Suspension in most cases lasts for one week. Greater levels of non-compliance will lead to a longer suspension period. A conference will first be called as soon as possible between parents, student, and relevant staff to relay information. Students will then stay home for the remainder of the determined time period. PACE work will not cease and parents are required to monitor and urge progress. Privileges like field trips and sports equipment use may be revoked for a period following suspension. Falling behind in academic progress or behavioral development will result in further disciplinary action. Grounds for suspension are as follows:

- Accumulated detentions
 - Four detentions in a quarter results in a three day suspension.
- Academic neglect

Remedies

It is never the intention of Ambassador Academy to dispense discipline to a student without also offering remedial opportunities. It is the nature of the school to see reconciliation. For this purpose, students undergoing disciplinary measures will be presented with weekly administrator meetings. Additionally, there will be a follow-up meeting scheduled every month between parents, students, and administration to examine the development of behavior.

Grounds for expulsion

Expulsion is the most extreme form of disciplinary action the Ambassador Academy can take. It consists of removing a student from the school entirely. The ability to decide for this level of consequence is solemnly retained by the school for cases where an individual explicitly and severely violates the Christian principles found in the Bible.

Grounds for expulsion are as follows:

- **Immoral communications** – Profanity, explicit language, sexually suggestive gestures and advances, violent speech, bullying, or any other form of words that directly contradict Scripture
- **Sexual actions** – Engaging in pornography, sexting, premarital intimacy, and homosexual/transsexual/bisexual acts or conversations
- **Substance abuse** – Improper use of medication, drugs, and remedies. Consumption of alcohol in any capacity is considered substance abuse.
- **Theft** - There is no discrimination between minor and major theft. Stealing from another party will be treated with the same consequence regardless of value or victim.

- **Possession of weapons on school grounds** – including knives over 3 inches, firearms, explosives, makeshift armaments, and anything that is expressly created for battery and/or damage.
- **Severe disrespect** – Deliberate disregard for authorities will not be tolerated.
 - Elevated levels of disrespect will be first reported to parents. We understand and expect that every student at some point will begin to test restrictions. We allow only enough grace for parents and staff to begin addressing the attitude. Parents are expected to communicate clearly and without bias. Any undue dispute will be received as an expression that the family in question wishes to remove their student from Ambassador.
- **Violence** – Physical altercations will result in the students involved being sent home immediately. A review will be made afterward to determine the cause and degree of intensity. There is never a case in which violence will not have consequence.
- **Prolonged academic neglect** - Suspensions are the first line of discipline for academic neglect. If the situation continues without end in sight, expulsion will be considered.
- **Anti-biblical behaviors** - The Bible is our ultimate authority in determining our philosophies.
- **Undisclosed lifestyles that contradict Ambassador's code from before admission**
- **Undisclosed vital information** - Sometimes other parents or students may be aware of information that Ambassador is unaware of and would deem vital for safety, biblical continuity, or other reasons. All parties are obligated to bring this information to the administration and sometimes to local law enforcement depending on the nature. A partial list of information Ambassador needs to know is below.
 - Speech or behavior of someone associated with the academy that may indicate the intention to cause harm
 - Details you are privy to that would clearly lead to the expulsion of another student. (Slander will not be tolerated.)
 - Serious and pending poison, fire, security, etc. dangers.
- **Receiving four suspensions** - Severity of suspensions does not come into consideration with this type of expulsion.

Readmittance after expulsion

Heavy offenses will bar students from enrolling in the next year. This means that the remainder of the current school year must come to a close and the next will completely pass before submitting an application for the re-enrollment process.

Only one re-enrollment opportunity will be afforded to any student who has been formally expelled. This offer is not automatically presented; it is only granted at the administration's discretion.

Crucial Details

Emergency Closures

Closures can be announced as soon as a few hours before. Please be vigilant to observe any notifications that we send out regarding these circumstances:

- Snow days
- Power outages
- National distress (such as was seen with the early stages of the COVID-19 pandemic)
- Unforeseen staff shortages

Medical

Concerns and Incidents on School Property

Parents should have a working relationship with a medical professional for concerns and incidents. Any time medical care is needed, staff will contact the parents and request that they immediately tend to the student or bring him/her to the family's professional.

Emergencies

The Rural Retreat Emergency team is directly across the street from the academy. In the event of major injury, severe illness, or life threatening condition, Ambassador will call the emergency team first and reach out to the parents immediately after. Parents and guardians shall assume all responsibility and fees related to major health incidents.

Medications

Students will not be permitted to take any medication without either written permission from home or contact by the parent or guardian. Students shall not share medications or homeopathic remedies without written permission from each parent. An instructional form must be filled out for medications that are part of a regular dosage schedule. Teachers will review these forms and be assigned ownership for administering meds. Medication will remain locked in the school office.

Sickness

Children that become ill at school must be picked up as soon as the school notifies the home. The child will be sent home if he/she has a temperature of 100 degrees or above, is vomiting, or has other symptoms. Children should not return to school until they have been without a fever and/or symptoms (ex. vomiting) for 24 hours without the help of medication. Please keep your child home if he/she has any symptoms of a communicable disease. The administration reserves the right to send home any child it feels is jeopardizing the health of other students.

Fire

Evacuation drills will take place at random. We will use the opportunity to evaluate and teach what went well and what could be improved each time. Printed layouts of the facility with clearly outlined escape routes will be posted beside each door. Smoke detectors stand as a first response alert system. The Rural Retreat Volunteer Fire Department is conveniently located across the street from our property. There are three exits dispersed at even intervals throughout the facility. During an evacuation, regardless of whether it is a drill or not, all occupants are to assemble on the corner of Catron St. and Railroad Ave. on the opposite side of the street from the Ambassador facility. We do this to ensure everyone is accounted for and safe.

Security

Active shooter response

This is information taken directly from the US Department of Homeland Security.

“An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.”

Students will be taught the Run, Hide, Fight protocol annually. Some research organizations have recently decided to reinvent this plan due to the vulnerability of simply hiding. However, we will take the same route as the FBI and amend our instruction to promote critical action. Run, Hide, Fight is still the easiest plan to retain in memory as well as being the most common.

Run

- Immediate escape in the direction away from a shooter should first be attempted.
- Never head for an exit that is in the same direction as a shooter.
- Urgently alert others to the danger.
- Encourage others to follow, but do not tarry if they decide to not run.
- Leave all possessions behind.
- Keep your hands visible.
- Do your best to remember details such as location, attacker’s appearance, etc...
- Call 911 as soon as possible. Never assume an incident has already been reported.
- Obey all commands from police.

Hide

- If an escape is not possible, find a place you can lock and/or barricade.
- Stay out of view from windows and doors.
- Find the most substantial cover you can. (Heavy furniture, brick walls, etc.)
- Try not to trap or restrict your own movement.
- Silence phones and other devices.
- Stay calm and quiet.
- Line the wall of the door for quick reaction. Do not stand directly in front of the door.
- Dial 911 as soon as possible.

Fight

- Be aggressive.
- Use objects nearby as weapons.
- Do not fight fair. Target vulnerable areas such as eyes, groin, etc...
- Commit to your actions; do not hold back or hesitate.
- Overwhelm the attacker with others at the same time if possible.
- Be mentally prepared to deal lethal damage.
- Throw items if they are within reach.
- Do not stop until the attacker is completely incapacitated.

Perimeter measures

Both the Rural Retreat Baptist Church and the Ambassador Academy campuses are equipped with high definition cameras for surveillance. Footage is stored in a local drive where it can be recalled in event of questionable activities. All access points, main areas, and critical locations are monitored. Though not every room is covered by the system, there are no rooms that can be accessed without an observed entry. Exterior doors and windows remain locked both during school hours and after.

WiFi access

Internet access on school premises will only be provisioned to the staff and facility devices. Currently, students do not have access to the internet through the facility devices. Our curriculum may evolve into a web based platform that the students will use in the near future. At that point, we will take measures to restrict use of these devices to only curriculum based materials.

Miscellaneous Policies

Affiliation Between other Churches and Schools

Ambassador will only affiliate with churches and schools of like faith. It is apparent to us that not all doctrines, standards, and philosophies are equally correct. Some do not reflect the ideology of the Bible. This academy maintains that students need a consistent environment of ideals without the confusion of mixed, conflicting convictions. (1 Corinthians 14:33, Philippians 1:27) It is in the best interest of all parties that there be “one accord.” (Acts 1:14, 2:1, 2:46, 4:24)

To preserve the integrity of our ideological environment, students will be required to uphold the affiliation policy regarding sports and programs outside of the Ambassador umbrella. This does not prohibit anyone from engaging in programs we don't have. We require that any of these programs that overlap with our program be approved by the leadership before committing.

Consent to Media Utilization

Students, staff, and parents will be subject to inclusion and exclusion in photographs, videos, and other forms of media while associated with Ambassador. By signing your agreement to this guidebook, you understand and give all permissions to both Ambassador Academy and the Rural Retreat Baptist Church to use media as they see fit. Some content may be posted on social media, church and school websites, physical materials, public advertisements, etc.... You also agree that you abandon the right to sue the Rural Retreat Baptist Church, Ambassador Academy, and all persons associated with these in regards to media utilization.

“I hereby pledge to pay my financial obligations to the school on the date due and understand that it may be necessary to withdraw my student if proper arrangements are not made on a past due account.”

“I give permission for my student to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my student because of any injury to my student at school or during any school activity.”

“I agree to uphold and support the high academic standard of the school by providing a place at home for my student to study and giving my student encouragement in the completion of any homework or assignments.”

“I appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. I hereby agree to support all regulations of the school in the applicant’s behalf and authorize this school to employ discipline as it deems wise and expedient for the training of my student.”

“I understand that the school reserves the right to dismiss any student who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.”

“I have read the Student Handbook, agreed to complete Parent Orientation PACEs, and understand the terms stated on this Application and agree thereto.”

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____