



**St. Ambrose Catholic School
Tucson, Arizona**

**Student/Parent Handbook
2015-2016**

Mission Statement:

The St. Ambrose Catholic School community, through the grace, teachings and example of Jesus Christ, provides its students with a spiritual and academic foundation from which to achieve excellence.

Philosophy Statement:

The St. Ambrose Catholic School community professes belief in God the Father, the Son, and the Holy Spirit as the foundation of lives. As a community, we provide an environment in which children seek their full spiritual and academic potential. At St. Ambrose Catholic School, scholars receive a Christ-centered, challenging, and loving education in order to excel and reach our ultimate goals of evangelization, college and heaven.

Root Beliefs:

As Parents, Faculty, and Students, we believe that we are called to:

1. God is first in everything
2. All students will learn in a loving, safe and challenging environment
3. Accommodating every child as an individual learner is the responsibility and commitment of every member of the school community
4. Student success depends on the partnership between the school and family
5. Every word, every action, every minute matters
6. Educating children is our ministry

School Motto:

Live your faith, hope fiercely, love greatly

Goals:

Evangelization, College and Heaven

Student Learning Expectations (SLEs):

C- Community Builders who
A- Achieve Academic Excellence and
T- Take Initiative and are
S- Spiritually Active Christians

In all that we do at St. Ambrose Catholic School, we strive to live out our School Mission, as expressed in our Philosophy, Root Beliefs, Motto, Goals and SLEs, so that as students leave St. Ambrose, they are able to live out our Core Values throughout their lives.

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ENROLLMENT POLICIES

Application Information (*see Diocese of Tucson Policy 2110*):

St. Ambrose Catholic School adheres to Federal Policies 306.1 and 601.1 in admission, educational programs and activities. St. Ambrose Catholic School does not discriminate against an applicant or student because of sex, race, color or ethnic origin.

Admission:

Admission to St. Ambrose Catholic School is based on space availability and when applicable, the results of placement exams. Applications for admissions must be made in the spring for the fall term.

- A student entering preschool must be at least 4 years old by August 31st.
- A student entering Kindergarten in the fall must be 5 years old by August 31st.
- A student entering 1st Grade must be 6 years old by August 31st.

Order of Acceptance:

1. Existing school families
2. Parishioners of St. Ambrose Parish (Verification required from Pastor)
3. Students of Alumni St. Ambrose Catholic School
4. Parishioners from other Catholic parishes (Verification required from Pastor)
5. Non-active Catholics
6. Non-Catholics

Special Needs Students (*see Diocese of Tucson Policy 4610*):

Diversity is part of the St. Ambrose Catholic School philosophy. Every effort will be made to provide special accommodations for student with specific needs. A meeting between families and the Principal will aid in determining whether St. Ambrose Catholic School is able to meet specific student needs.

Registration Process:

Registration for the upcoming school year takes place in the spring. Spaces are filled on a first come first-served basis with continuing school families being allowed to register earlier.

Registration Fee:

A non-refundable registration fee must be paid at the time of registration. No student will be registered without payment of the registration fee. The cost to register will be detailed in the registration materials.

Continuing Student Registration (*see Diocese of Tucson Policy 5300*):

- All fees due to St. Ambrose Catholic School must be paid in full prior to registration.
- The registration packet must be completed online via RenWeb by the specified deadline. Failure to complete by specific date will jeopardize your student's enrollment for the upcoming school year.
- A current physical exam must be on file for students involved in sports.

New Student Admissions:

- The admission application and enrollment must be completed online via RenWeb by the specified deadline.
- Academic assessment (placement testing) may be given to any students entering Kindergarten through 8th grade to ensure proper placement.
- Transcripts (if applicable) must be forwarded to the school upon request by St. Ambrose Catholic School.
- Student must have a Diocesan required physical exam on file during their first year of registration.

Wait List Policy:

If enrollment is closed, a student may be placed on the wait list. Students on a wait list will be contacted as space becomes available and once the following conditions have been met:

1. Wait list form and parish verification are completed and returned to the school.
2. Space becomes available in the student's grade.
3. Academic assessments for students entering Kindergarten through 8th Grade have been completed.
4. Online registration has been completed.

Testing:

Each year, grades K-8 will have three or more benchmark tests to include but are not limited to: reading running record assessments, STAR Reading, and STAR Math tests.

ITBS assessments are administered to students in 1st – 8th Grades in September, and grades K-8 in the spring. Test results are sent home and placed in the student's permanent record.

Students in 5th and 8th grades are given the **Assessment of Catholic Religious Education (ACRE)** to assess their knowledge of the Catholic faith.

Probationary Acceptance (*see Diocese of Tucson Policy 2220*):

All students entering St. Ambrose Catholic School mid-year will be accepted on a probationary basis. The length of probation will be determined by the Principal. Continued enrollment will be contingent upon:

- Satisfactory academic progress
- Student conduct
- Parental/guardian cooperation with school policies

Mid-Year Withdrawal (see Withdrawal Policy):

- Families who terminate enrollment during an academic year must formally do so by informing the school of the date and reason of the withdrawal.
- Families are responsible for all payments through the time of withdrawal.
- Transcripts to other schools will not be released until withdrawal paperwork is complete and student accounts have a balance of \$0.

Mid-Year Registration:

- St. Ambrose Catholic School accepts transfers on a space availability basis.
- The Principal will examine each transfer on a case by case basis.

Withdrawal Policy (*see Diocese of Tucson Policy 2190*):

If a student must withdraw from St. Ambrose Catholic School before the end of the school year, it is mandatory that the parent/legal guardian provide the necessary information to the school in order to process the withdrawal.

- Student account balance must be \$0, (all outstanding fees must be paid in full).
- Written documentation that the withdrawal is taking place must be signed and dated by the parent.
- Families must work with St. Ambrose Catholic School in order to cancel payments through FACTS, a tuition management company.
- An exit interview with the Principal, student, and parent/legal guardian must take place.
- Transcripts will be forwarded to other schools once the aforementioned has been completed.

Refund Policy:

- Registration fees (payable at time of registration) are non-refundable.
- Tuition is non-refundable.
- Extended Day Aftercare payments are non-refundable.
- All other refund requests must be made in writing to the Principal.
- Approved refunds are subject to a 10-day waiting period.
- Billing disputes must be made within 30 days of the charge occurring on a student account.

Readmission Policy:

- Students who have withdrawn and wish to be readmitted will be allowed to do so upon approval by the Pastor and the Principal.
- Academic standing, conduct, and effort will be seriously considered for readmission.
- Full payment of outstanding fees is required prior to readmission.
- Readmission for the following academic year may be considered under probationary terms.
- Readmission may be accompanied by a written set of expectations.

Financial Obligations:

Specific information about fees and dates will be provided with registration materials. Parents are expected to fulfill all financial obligations to the school within the academic school year. The school operations are based upon parents/guardians honoring their financial commitments. Failure to do so impacts not only their own students but all students in the school community.

Registration:

- Fee due upon registration
- Registration fees apply to every student and are non-refundable

Tuition and Fees:

All tuition and fees must be paid through FACTS, a tuition management company. Monthly tuition payments are due by the 20th of every month August through May. Parent may also select Quarterly, Semi-Annual or Annual payment plans.

Extended Day Aftercare:

Early Care and Pre-K Aftercare will be billed to student accounts monthly. Accounts are billed for time used. Extended Day fees must be paid through FACTS. Kindergarten through 8th grade Aftercare is provided by KIDCO. You must register your child for KIDCO in order to participate in the KIDCO Aftercare Program.

- Extended care is pro-rated by the ½ hour.
- **Late pick up charge**-Student accounts will be charged \$1 per minute for each minute after 6:00 p.m. that a student is not picked up.

Sports Fees:

- Each student athlete will be responsible for paying a sports fee per sport and purchasing a sports jersey for the year.
- Sports Fees must be paid through FACTS.
- Students will not be permitted to participate in a sport, (including practice), before the sports fee and physical exam documentation have been submitted to the Health Office.

Family Service Commitment:

- Each school family is required to contribute a minimum of 45 hours a year and 12 hours during FIESTA for a total of 57 hours:
 - 15 hours first trimester
 - 12 hours at FIESTA
 - 15 hours second trimester
 - 15 hours final trimester

A variety of activities are available to help families complete their commitment. Anyone choosing to work where students are present must comply with Diocesan compliance requirements for volunteers (See general policies under volunteers for further information).

- Time Commitment “Buy-Out” is available, but not encouraged.
- A per hour charge will be billed via FACTS at the end of each term for families who are unable to fulfill commitment time.

FIESTA Commitment:

- Each family is required to contribute a minimum of 12 hours (4 hours each day) during the annual FIESTA.
- Time Commitment “Buy-Out” for FIESTA will be available up until 2 weeks prior to the FIESTA.

- If a family is unable to fulfill their FIESTA commitment, a per-hour charge will be billed at the end of FIESTA.

Payment Responsibility:

For difficulty paying any outstanding bill, please contact the School Office immediately. Accounts 60 days overdue will be considered delinquent.

Payment Penalties:

- A \$25 late monthly fee will apply for payments not paid by the 20th of every month.
- Any account delinquent 60 days can result in:
 - Immediate student withdrawal
 - Referral to collection agency
- See the FACTS information regarding policies governing EFT and credit card transactions.
- Any fees assessed by FACTS are in addition to St. Ambrose fees, (including NSF fees).
- A \$35.00 fee will be assessed for insufficient funds from checks or debit paid directly to the school.
- Progress reports, report cards, registration, release of transcripts, and other privileges may be held until student account balances are at \$0.

Cancellation of Payments:

- All tuition and fees are to be paid in full until the end of the tuition contract or until withdrawal paperwork has been submitted to the School Office.
- FACTS payment cancellation must be arranged with St. Ambrose Catholic School.

Tuition Assistance:

Students at St. Ambrose Catholic School can receive funding for limited tuition assistance from the Arizona School Choice Trust, Catholic Tuition Support Organization (CTSO), Adopt-a-Student, Institute for Better Education (IBE), and other scholarship opportunities. Tuition assistance is determined at the discretion of the Pastor and the Principal based on financial need.

To be considered for financial assistance, a family must:

- Be current with student account, (balance of \$0).
- Submit FAIR application, (provided at registration), directly to the processor.

A FAIR application must be submitted for a financial assistance request.

- Financial need is determined in part, based on the information collected on the FAIR form.
- CTSO funds will be dispersed based on financial needs.
- Decisions regarding CTSO awards will be made by July 31st.

Title One: (see Diocese of Tucson Policy 4630):

Title One services are offered on campus for students who qualify. These services include, but are not limited to: tutoring in core subject areas; evaluations for Learning Disabilities. St. Ambrose receives allocations from Tucson, Sunnyside, and Amphitheater School Districts. Participation in Title One programs is based on qualification.

Dress Code (*see Diocese of Tucson Policy 2230*):

It is the parent's responsibility to see that their child/children is/are properly dressed for school. Faculty, staff, and administration may determine when a student is dressed inappropriately. In such case, the student will be asked to call home to arrange for the delivery of appropriate attire. A student who is spoken to repeatedly regarding inappropriate dress will be considered "Defiant" under school discipline policy.

Dress Code Consequences:

1st violation- A verbal warning will be given and documented by the teacher.

2nd violation- Parent notification, points are taken away, (grades 5-8), and documented.

3rd violation- Parents notification, points taken away, documented, and a referral to the Wellness Coordinator. Students who continuously break School Dress Policy will be subject to appropriate progressive disciplinary measures.

Special Non-Uniform Days:

During "Special Non-Uniform Days," students may wear something other than their school uniform. However, the following are examples of what is inappropriate: exposed stomachs, tank tops, spaghetti straps, saggy pants, shorts that are deemed extremely short, cargo pants, sandals, slip-on shoes (i.e. flip flops), ballet slippers, high heels, and open-toe shoes. This list is not all-inclusive.

If a Special Non-Uniform Day falls on a Physical Education (P.E.) day, students must change into their P.E. uniform for class or may wear an outfit appropriate for P.E. activities.

It is the student's responsibility to ask school staff for clarification on uniform dress code when necessary.

Attendance (*see Diocese of Tucson Policy 2130; Arizona Revised Statute 15-802 & 15-803*):

Attendance is imperative. Each classroom day builds on previous knowledge. Additionally, applying concepts and having an opportunity to practice what students have learned are critical components in education. In accordance with State law and Diocesan policy, students who are excessively absent and/or tardy may suffer academic consequences.

Arizona Revised Statute (ARS) 15-802 places responsibility for insuring a student's regular attendance directly upon the person having custody of the student and further stipulates that parents and guardians who fail to keep their studentren in school regularly may be charged with a class-three misdemeanor, which could result in up to 30 days in jail and/or a fine of up to \$500.00.

A student who is truant (unexcused absences) for 5 days within a school year is defined as "habitually truant" (ARS 15-803 C and Diocese of Tucson Policy 2130).

Arrival and Dismissal of Students (*see Diocese of Tucson Policy 2150*):

St. Ambrose Catholic School provides student supervision on school days beginning at 7:30 a.m. through 3:45 p.m. Supervision before and after those time frames is provided for a fee through the Extended Day Program.

Absences:

Absences must be reported to the school office by 9:00 a.m. the day of the absence. This is also required if any homework will be picked up. If you are requesting homework you must e-mail your child's teacher no later than 9:00 a.m. to ensure it is ready for pick up at the end of the day. If the office is not notified, parents will be contacted. A student who is absent for 20 days or more of the school year may be in jeopardy of:

- Receiving a reduction in academic grades.
- Being retained in the same grade level the following year.
- Having credit withheld (transcripts not released).
- Scholarships will be in jeopardy if a student accumulates excessive absences and/or tardies.

Excused Absences:

Medical health and personal urgent related absences are considered excused absences.

Unexcused Absences:

Non-personal/urgent or non-medical health related absences are considered unexcused and are strongly discouraged.

Early Pick-Up:

Parents are encouraged to schedule medical health or non-school related appointments during off school hours. If a student needs to be picked-up during school hours, the following procedures apply:

- The office would prefer to be notified in writing of the date, time, and reason for early pick-up.
- Non-medical/personal non-urgent related pick-ups before 12:30 pm will be documented as unexcused absences.

Parent/legal guardian must report to the school office to sign out students. Only those listed on the student contact list will be allowed to pick-up a student. If students return to school before the end of the school day, an office "admit slip" must be completed before readmission to class.

Tardy Policy:

School gates are opened at 7:30 am and closed at 7:45 am. Students are expected to be at morning assembly at 7:45 a.m. Students who arrive after such time must report to the school office where they will receive a tardy slip. Students will be dismissed to their class once assembly is finished. Timely arrival is imperative. Late arrival is disruptive to the class and not conducive to learning. Thus, continual late arrival is unacceptable.

Morning assembly begins at 7:45 a.m. All students are expected to be in their classroom and in their seats by 8:00 a.m., immediately following morning assembly.

1. All students, with the exception of those who are participating in the Extended Day Care Program, should be within school gates by 7:45 a.m. Students that arrive to class after 8:00 a.m. will be marked tardy. Parent/guardian will be notified via e-mail.

2. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to an uninterrupted learning experience, consequences shall be imposed for excessive tardies. Late arrivals due to medical appointments must be accompanied by a Physician's note.

The following consequences for excessive tardies will be imposed for students in grades K-8.

On the 5th tardy, a \$25.00 fee will be charged and automatically billed and deducted via FACTS on the 20th of the following month. A new cycle will continuously commence after every 5th tardy throughout the academic school year.

Five tardies are equal to one absence. A new cycle will continuously commence after every 5th tardy throughout the academic school year.

Scholarships may be in jeopardy due to excessive tardiness and or absences. The school reports attendance records of scholarship recipients to the providing scholarship tuition organization on a regular basis.

Note: If the determined resolution is not followed, a parent/guardian meeting with the Student Wellness Coordinator and/or Principal will take place. Excessive tardiness is a reason for expulsion from St. Ambrose Catholic School.

Grading (*see Diocese of Tucson Policy 4400*):

Report cards keep parents and students informed of academic achievement. In order for a report card to be released, student accounts must have a balance of \$0.

Progress Reports:

Three mid-term progress reports are distributed during the school year. However, you can view your child's progress on RenWeb at anytime during the week.

Report Cards:

Report cards are provided at the end of each trimester.

Cheating & Plagiarism:

A student who engages in such behavior will receive a grade of zero on the assignment(s) on which the action occurred followed by the possibility of further disciplinary consequences.

Parent-Teacher Conferences:

Formal Parent-Teacher Conferences are held twice a year. Parents, faculty, and administration may request additional conferences as necessary.

First Trimester (fall):

- All parents are expected to participate in the conference at the end of the first trimester.
- Report cards will be distributed at this meeting.

Second Trimester (winter):

- Any student who earns a grade of “D” or lower on the second trimester report card will have a mandatory parent/teacher conference. Faculty may request additional conferences for students earning grades of “D” or lower.
- Report cards will either be given out during conferences or sent home.

Third Trimester (spring):

- Any necessary conferences will be scheduled in May.
- Report cards will be provided at the end of the school year.

Homework:

Students will follow teachers’ homework assignment procedures and guidelines. This includes teachers of Specials classes, such as Art, P.E., Spanish, etc.

Academic Probation Policy:

A student may be placed on academic probation status by the principal when:

- academic performance falls below “C” average
- conduct requires multiple disciplinary interventions
- policies and procedures outlined in the Student/Parent Handbook are not followed
- a student withdraws from St. Ambrose Catholic School and is readmitted at a later date
- a new student is admitted during the school year

Academic Probation Period:

Probation may take place for a period of one trimester or longer

- Initial probation period is for 1 trimester.
- Additional probation periods of 1 to 2 trimesters may take place.
- Concluding a probationary period, a conference to determine the continuing course of action will take place.

Academic Probation Consequences:

- A student may be limited from involvement in extra-curricular activities.
- A student may be expelled if she/he remains on academic probation for two years.

DISCIPLINARY PROCESS

In accordance with St. Ambrose Catholic School’s philosophy which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster maturity and responsibility. The Principal and or Wellness Coordinator reserve the right to apply consequences accordingly.

DISCIPLINE WITH PURPOSE

Discipline with Purpose (DWP) is based on the belief that self-discipline can be taught and learned. In Kindergarten through 8th grade the Discipline with Purpose Program will be used as a disciplinary model. This program is designed to teach students skills to help ensure success in self-discipline. More information will be communicated to students and parents during the first week of school.

Rules:

As God's students, each individual is expected to:

1. Respect self, others, and property.
2. Contribute to the safety of the environment.
3. Follow school and classroom procedures.

Principal/Wellness Coordinator Review:

Anytime department/classroom discipline plans have been exhausted, discipline issues will be referred to the Principal and or Wellness Coordinator. More stringent consequences may be assigned at this point. The hope is that students will solve misbehavior issues with the teacher and not need to be referred to the office. Once referred to the Wellness Coordinator and depending on the offense and factors involved, consequences will be applied accordingly, (consequences may range from lunch detention up to expulsion). Parents will be kept informed throughout the process.

Parent conferences due to disciplinary issues may follow as deemed necessary by School Administration and or parents. Dates and times for parent conferences will be determined by the Principal and or Wellness Coordinator.

Note: Students in primary grades are not usually given suspension as a consequence. They may be given think time and time with parents to review their behavior. Students may be asked to do Student Reflection and/or School Community Service with the intention of aiding them in reflecting on their actions. This will be determined by the Homeroom Teacher. When necessary, they will be removed from the classroom and sent home, but their age is considered in the application of consequences.

Offenses that are subject to the Principal or Wellness Coordinator review include, but are not limited to:

- Inappropriate language
- Defiance (including repeated infractions of rules involving gum, dress code, make-up, etc.)
- Fighting
- Cheating
- Bullying
- Assault or any threat of use of violence and or physical force directed against self or others (law enforcement may be called)
- Disrespect, verbal or non-verbal
- Stealing
- Vandalism
- Possession and/or inappropriate use of prohibited electronic items
- Leaving school grounds during school hours and extra-curricular activities
- Repeated misconduct

- Violation of any policy or procedure in the Student Handbook or Diocesan Guidelines
- Failure to serve detentions
- Drugs and alcohol and or drug paraphernalia
- Weapons

Detention (Lunch & After School):

Students who fail to report to either lunch or after school detention on their assigned day will have to make up their missed session plus one more for failing to appear (a total of 2). If detention is missed due to an absence, it must be completed on the following scheduled detention session upon returning to school. Parents must arrange for transportation for after school detention. After school detention is held on Thursdays from 3:35pm - 4:15pm. Students will be notified of the room location where detention will be held as it may change weekly. The after school detention program will be led by the school Wellness Coordinator.

Suspension:

Suspension is the temporary removal of a student from the classroom and/or school. The Principal and the Wellness Coordinator have the authority to place a student on in-school or out-of-school suspension from one to three days for serious or repeated offenses. Suspension may be followed by expulsion from school. Suspensions may become part of a students' permanent record.

Types of Suspension:

1. In-School Suspension: Students who have been assigned in-school suspension will be required to report to school each day and work with a substitute teacher who will be paid \$65.00 a day by the student's parent. Students will work on their assigned class work during this time. Participation in any school sponsored activities during suspension is not allowed.
2. Out-of-School Suspension: Student must remain off school grounds for the entire suspension period. Although students must complete all assigned class work during this time, failing grades will be recorded for this work. Students may not participate in any school sponsored activity during this time.

Offenses that may result in suspension include, but are not limited to:

- Inappropriate language
- Defiance (including repeated infractions of rules involving gum, dress code, make-up, etc., etc.)
- Fighting
- Cheating
- Bullying
- Assault or any threat of violence or use of force directed against self or others (Law enforcement may be contacted)
- Disrespect toward visitors, faculty, staff, and administration-verbal or non-verbal
- Stealing
- Vandalism
- Possession and/or inappropriate use of prohibited electronic items
- Leaving school grounds (To include during extra-curricular activities)

- Possession of drugs, drug paraphernalia, and or alcohol at school or at any school related activity
- Repeated misconduct
- Violation of any policies or procedures listed in the Student Handbook or Diocesan Guidelines
- Gang related offenses

Note: This list is not all-inclusive.

Expulsion:

Expulsion is considered the last resort in the discipline cycle and will be decided by both the Principal and Pastor in accordance with Diocesan regulations. Expulsions will become part of a student's permanent record.

Offenses that may result in expulsion include, but are not limited to:

- Actions detrimental to the physical, psychological, and moral welfare of self or others
- Habitual profanity or vulgarity
- Bullying, assault or any threat of physical force, violence or psychological abuse directed against self or others
- Open and persistent defiance of school authority
- Excessive unexcused absenteeism or tardiness
- Possession of drugs, drug paraphernalia and or alcohol. Police will be contacted and parent(s)/legal guardian(s) will be notified
- Possession of a weapon or dangerous instrument on or near school property. Police will be contacted and parent(s)/legal guardian(s) will be notified
- Use of a weapon or other dangerous instrumentality on or near school property. Police will be contacted and parent(s)/legal guardian(s) will be notified.

Note: This list is not all-inclusive.

Prohibited Items List:

In an effort to protect the health and safety of all, the following prohibited items list has been adopted.

1. Electronic games, iPods, and cameras. (With prior written permission of the Principal or designee, these items may be brought to school on special occasions).
2. Gambling devices – dice, playing cards, etc., etc.
3. Drugs, alcohol, tobacco, and related paraphernalia.
4. Explosives, exploding devices such as: firecrackers, fireballs, cherry bombs, etc., etc.
5. Weapons, guns, knives, box cutters, screwdrivers, and/or dangerous instruments.
6. Toy guns and toy knives.
7. Gang paraphernalia such as - bandanas, permanent markers, aerosol paint containers, etching tools or any other instrument used for the purpose of writing graffiti or tagging.

Note: This list is not all-inclusive.

Playground Rules:

Students shall:

- Follow all directions from adults on the playground.
- Keep hands, feet, and objects to themselves.
- Stay in assigned areas and be visible by a school official at all times.
- Use appropriate language.
- When the bell signals the end of recess or lunch break:
 - Stop playing.
 - Get off playground equipment.
 - Report to assigned teacher.

Bullying: (*see Diocese of Tucson Policy 2210*)

St. Ambrose Catholic School diligently works to provide a safe environment for all. Verbal or written threats made against the physical, mental, or emotional well-being of any individual are taken seriously. Bullying is a cause for suspension, expulsion, and possible contact with police. Examples of bullying include, but are not limited to:

- pushing
- shoving
- hitting
- name-calling
- picking on others
- making fun of others
- excluding someone

Note: This list is not all-inclusive.

Blogs:

Engagement in online blogs such as, but not limited to, MySpace.com®, Twitter®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish. The Diocesan policy regarding bullying is followed.

Cell Phones:

Students are not allowed to have cell phones in their possession during school hours of operation. If a cell phone is found in a student’s possession, it will be confiscated. Cell phones taken away from students will be returned to parents at the discretion of the principal. The school assumes no liability for any damage to or loss of a cell phone that might allegedly occur while in the school’s possession.

Off-Campus Conduct:

The administration of St. Ambrose Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the regular school day. This off-campus behavior includes, but is not limited to, cyber-bullying, sexting or any other improper use of technological devices.

Disciplinary Consequences:

Progressive discipline as appropriate will be applied anytime students fail to follow classroom and or school rules. Such consequences may include: a phone call home, loss of recess, lunch, after school or Saturday detention, adherence to a behavior contract, a referral to the Wellness Coordinator or Principal, suspension, expulsion, this list is not all-inclusive.

All disciplinary infractions will be thoroughly investigated and consequences will be applied accordingly as determined by the Principal and/or Wellness Coordinator. In all cases, the principal and Wellness Coordinator may use discretion in the assignment of consequences on a case by case basis. Furthermore, the principal and or Wellness Coordinator reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. Furthermore, they reserve the right to review any and all disciplinary plans and to make any and all necessary adjustments on an as-needed basis.

Offenses:

Level I Minor = Managed and documented by the teacher

Level II Persistent = Office Referral

Level III Serious = Office Referrals documenting persistent or serious misconduct

Level IV Mandatory Expulsion

Level I Offenses: Minor

A formal office referral is not required for Level 1 offenses. Discipline for Level I offenses are managed by the classroom teacher. The teacher will follow individual classroom hierarchies of behavior management as indicated through Discipline with Purpose. At least 3 documented interventions/strategies, (one must be a parent contact), must be implemented before an office referral may be made. Documentation and data collection for records must follow referral. Minor Level I violations will be elevated to Level II violations if persistent.

Examples of Class I Misbehaviors: (Managed and documented by the teacher)

- Mild disruptions such as talking, laughing, sneering, etc.
- Not following directions
- Horse play with no injuries
- Cheating/copying
- Failure to complete class work
- Inappropriate comments
- Dress code violations
- Running in walkways
- Derogatory comments, gestures, items
- Teasing (Put downs)
- Inappropriate language (could become a Level II)
- Eye rolling
- Interrupting
- Tardiness
- Misuse of materials
- Wandering
- Mocking

Note: This list is not all-inclusive.

Level II Offenses: Persistent Misbehavior

A formal office referral is required for Level II offenses. The following procedures must have taken place before being referred to the Wellness Coordinator.

1. Parents and students must be made aware of teacher classroom policies, procedures, and discipline plan.
2. Teachers must document unacceptable behaviors and interventions.
3. A parent contact must be made before an office referral is made. All Level 2 Violations warrant an office referral to the Wellness Coordinator.

Level II refers to persistent acts of misconduct and/or persistent offenses.

Examples of Level II Misbehaviors:

- Ethnic slurs
- Obscene gestures, items, or comments
- Inappropriate touching
- Property damage
- Disobedience of school rules and policies
- Defiance of authority
- Bullying
- Threats/taunting
- Threatening bodily harm
- Stealing
- Use of profanity
- Truancy
- Harassment towards anyone on school grounds
- Inappropriate language towards anyone on school grounds
- Inappropriate physical contact against anyone on school grounds (non-fight)
- Insubordination
- Use of a dangerous instrument to cause bodily harm
- Forging a signature (notes, school documents etc.)
- Graffiti, tagging or writing on school property
- Leaving class or school grounds without permission

Note: This list is not all-inclusive.

Disciplinary Consequences for Level II Offenses:

- First Referral: One Recess Detention and 1 Day Lunch Detention
- Second Referral: One day After School Detention and 1 day Saturday Detention
- Third Referral: Two day After School Detention and 2 days Saturday Detention
- Fourth Referral: 2 days ISS
- Fifth Referral: Five day OSS or possible expulsion

Level III Offenses:

Serious Misbehaviors, Teacher Removal, and/or Severe Offenses require a mandatory removal of student from class. A formal office referral is required for Level III offenses.

Level III misconduct involves the following: persistent Level II misbehaviors, a student's actions are cause to have her/him removed from the learning environment or after an administrative investigation finds that a student has engaged or is implicated in a severe offense. Referring teacher must document a Level III referral.

Note: This list is not all-inclusive.

Examples of Level III Misbehaviors:

- Fighting
- Pulling fire alarm
- Assault (Aggravated assault may lead up to expulsion)

Disciplinary Consequences for Level III Offenses:

- 1st referral-2 days ISS/Possible 2 day OSS (to be determined by the Principal and or Wellness Coordinator)
- 2nd referral-3 days ISS/Possible 3 OSS (to be determined by the Principal and or Wellness Coordinator)
- 3rd referral- Five day OSS. Additional consequences will be considered for additional referrals (to be determined by the Principal and or Wellness Coordinator)

Gross Disrespect (Profanity or inappropriate gestures towards a teacher and/or student)

- 1st referral-1 day ISS
- 2nd referral-2 days ISS and 1 day Out of School Suspension
- 3rd referral- 3 Days ISS and 2 days Out of school suspension; additional consequences will be considered for additional referrals

Possession of a knife or weapon will result in mandatory expulsion. This includes any type of gun (air, pellet etc.), a legal knife (less than 5.5 inches), weapon, or dangerous instrument, including firearms. Law Enforcement may be contacted.

Theft:

Intentionally taking personal property from a student and/or teacher:

- 1st referral-1 days ISS
- 2nd referral-2 days ISS and 1 day Out of School Suspension
- 3rd referral- 3 Days ISS and 2 days Out of school suspension; additional consequences will be considered for additional referrals

Harassment/Bullying/Intimidation/ Threat (*see Diocese of Tucson Policy 2210*)

If the investigation confirms a case of Bullying, Intimidation or Harassment, a formal referral will follow and merit the following consequences.

- 1st referral-1 days ISS
- 2nd referral-2 days ISS and 1 day Out of School Suspension
- 3rd referral- 3 Days ISS and 2 days Out of school suspension Additional consequences will be considered for additional referrals

Physical Aggression Toward a Student or Adult:

- 1st referral-1 days ISS
- 2nd referral-2 days ISS and 1 day Out of School Suspension
- 3rd referral- 3 Days ISS and 2 days Out of school suspension and possible contact with police. Additional consequences will be considered for additional referrals

Level IV Offenses:

Level IV misconduct will lead to mandatory expulsion and requires immediate mandatory removal from the school.

Offenses that merit mandatory expulsion are misconducts that are persistent Level III misbehaviors or after an administrative investigation of an occurrence finds that the student has engaged in a severe offense.

Completing an Office Referral:

- Office referrals should take place after repeated interventions to correct the Level I misbehaviors have been tried, documented, and found to be unsuccessful.
- If a child causes extreme physical danger (cuts, stabs, fights, pushes etc.), Level 1 offense/consequence will be superseded by either a Level II or III offense/consequence as determined by the investigation of the facts by the principal and or Wellness Coordinator. Any and all administration referrals should be documented by the referring party.
- Office referrals should be completed by the referring party after having spoken with the student(s) involved. The referral should be factual and objective with no personal opinions included.
- A separate referral should be written for each child involved in the incident.

For each referral:

- The classroom teacher will contact parent(s) by the end of the working day on the day of the referral.
- Administrator will discuss offenses with all students involved.
- Administrator will assign consequences.
- Administrator will contact parents and inform them of consequences.

Searches:

The Principal, Assistant Principal, and/or Wellness Coordinator may conduct a search of any and all parts of the school campus including, but not limited to student personal belongings such as desks and lockers.

Students have right of usage when it comes to lockers and desks, but not proprietary right as they are school property. Searches will take place when there is reasonable suspicion to believe that a threat to the health, welfare, or safety of the school and its inhabitants exists. The Principal, Assistant Principal, and or Wellness Coordinator can search student personal property if the search is (1) justified at its inception, i.e., reasonable belief that the student has broken a school rule, and (2) the search is reasonable in scope. The search will be made in the presence of at least one other school administrator.

Due Process:

Students referred to the Principal or Wellness Coordinator for disciplinary action will have an opportunity to discuss/explain “their side of the story” before the imposition of any consequences.

HEALTH & WELLNESS

Food Program:

Students are required to fill out a meal menu and pay for it a month in advance. A peanut free option is available.

Health Screening Week

According to Arizona school law and Diocesan policy, every student must have their vision, hearing, height, and weight checked once every school year. The school holds a yearly Health Screening Week where these exams are performed. Parent volunteers are needed to assist the School Nurse during these exams. This volunteer time counts as commitment hours for parents.

Contagious Diseases:

Students with a communicable disease must be kept at home for the protection of themselves and others. Students who have had chicken pox may return when all pox marks are scabbed over, no fever exists and no sore throat is present. Rashes, Impetigo, Ringworms, and Scabies need to be properly treated before re-admission to school. Students will be re-admitted when there is no visual signs of rashes, lesions or when cleared by a physician, (physician’s documentation is needed). All students having recovered from communicable disease must re-enter school through the Health Office.

Medical Information *(see Diocese of Tucson Policy 5110):*

The Health Office is managed by a Nurse’s Aide. All health related incidents are documented and parents notified.

Medication Policy *(see Diocese of Tucson Policy 5250):*

When it is necessary for a student to take medication during school hours, the following requirements must be met:

- The school must be in possession of a written medication order from a licensed medical practitioner and written permission from parents before any medication can be administered. A separate order and permission form is required for each medication.
- All medications must be delivered to the nurse’s office by a parent or guardian in the original labeled medication container. Parents are welcome to come and administer their child’s medication at school.

- Changes in medication must be reported with a written medication order from the prescribing licensed health professional.
- Students are not to be in possession of Tums, cough drops, or other over-the-counter items. Controlled medication will not be administered at school.
- At the end of the school year, parents will be asked to pick up medication or it will be destroyed. No medication is to be sent home with a student. Medication will be discarded in the presence of two school officials. Both persons will sign the School Year Medication Record form and Student Health Record stating the medication and quantity destroyed.

SAFETY & SECURITY

Lock downs are instituted when there is an emergency within the school or the school community. In the event of a lockdown, students will not be allowed to leave the classroom or the school until the safety concern has been resolved by law enforcement. Be advised that during lockdowns, parents will not be allowed on the school premises or in the classrooms until law enforcement dictates.

Crisis Team:

St. Ambrose Catholic School has a Crisis Team composed of school personnel who assist in carrying out the school crisis plan. Team members are approved by the Diocese and receive appropriate training.

Any non-student who happens to be on campus during one of these drills or actual crisis must abide by all rules and regulations during the entire procedure.

Students cannot be removed from school during any and all drills or actual emergency scenarios.

Safety Drills (*see Diocese of Tucson Policy 1600*):

- Fire drills are held monthly per Tucson Fire Department regulation and Diocesan policy.
- Lock-down drills are held a minimum of three (3) times per year as required by Diocesan policy.
- Evacuation drills are scheduled once per academic year per Diocesan policy.

Gang Policy:

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership whose purpose or practices include unlawful or antisocial behavior or action that threatens the welfare and safety of others. Gang activities are prohibited and include:

- Recruitment
- Initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings or accessories which, by virtue of color, arrangement, trademark or other attribute denotes membership in a gang
- Displaying gang markings or slogans on school or personal property or clothing
- Possessing literature that indicates gang membership
- Fighting
- Use of hand signs
- Gang vocabulary and nick-names
- Possession of weapons or explosive materials

- Possession of alcohol, drugs, drug paraphernalia
- Tattoos

Note: This list is not all-inclusive.

Visitors:

St. Ambrose Catholic School is a closed campus.

- The safety and well-being of students is our top priority.
- No one, including parents and students, have open access to the school campus.
- Parents, volunteers, and visitors must be in compliance with the Diocese and sign-in at the school office at which time they will be issued a visitor badge.

Confidentiality:

Student information is confidential. Staff, faculty, administration, parents, and volunteers should not discuss what is observed or heard within school grounds unless it is within legal and professional parameters.

GENERAL POLICIES

Classroom Parties:

Parties must not disrupt the academic environment in the classroom. Party days include:

- The day before Christmas vacation
- Valentine's Day
- Last day of school
- Birthday celebrations are to be coordinated by the parent in collaboration with the teacher

There are NO balloons allowed on campus for any celebrations including, but not limited to: birthdays, graduation, Valentine's Day, Sacraments, etc. Please do not have flowers, stuffed animals or other items delivered to the school. Any items delivered to the school on behalf of your child will be denied and sent away with the company representative making the delivery.

Any additional classroom parties must be scheduled through the Principal.

Field Trips:

Parents must grant permission for their child to participate in field trip events and pay any fees associated with the trip.

Parent volunteers who are interested in serving as drivers and/or chaperones may do so if they have met the **Diocesan compliance guidelines**, completed the Diocesan Driver Information Form, submitted a copy of a valid driver's license, proof of insurance, and have met the requirements to serve as a parent volunteer. The use of seatbelts and/or car seats by all students is mandatory.

Edibles:

- There is to be no eating or drinking in classrooms, unless permitted by the teacher.
- Lunch is eaten in Ambrosian Hall.
- Snacks are eaten in Ambrosian Hall or the courtyard.
- Gum is not allowed.
- Bottled water is allowed in classrooms.
- Students who fail to abide by these policies will be subject to disciplinary consequences.

Toys:

Students are discouraged from bringing toys to campus. Toy weapons of any sort are not allowed.

Vandalism:

Students who vandalize school property will be suspended and subject to monetary restitution.

VOLUNTERES

Volunteers (*see Diocese of Tucson Policy 3800*):

School Volunteers are subject to maintaining the highest level of confidentiality in regard to school matters. Volunteers are not allowed to discuss what is observed or heard on the school campus.

- **Diocesan Compliance Policy Regarding Volunteers**-Volunteers who are interacting with students on campus must be screened and trained to serve in this role. Compliance training classes are offered at the beginning of each school year.

Removal of Volunteers:

Volunteers must behave in a manner consistent with Diocesan policy and maintain the confidentiality of school matters at all times. The Principal and or Pastor reserve the right to remove anyone from a volunteer position at any time for any reason.

ATHLETICS

Sports:

Students in Grades 5 to 8 may participate in Volleyball, Basketball and or Track and Field. Fourth graders may participate in Track and Field. Policies pertaining to sports are found in the Diocesan Sports Handbook. Students and parents are expected to abide by such policies and procedures.

Requirements for sports participation:

- Maintain a grade point average of 2.5 or higher.
- Grades will be checked every two weeks and students will have a form that needs to be filled in by their teacher(s), signed by their parent and returned to Mr. Gonzalez.
- Attendance to all practices, games or team meetings (Unless excused by the coach)
- Excused practices need to be accompanied by a doctor's note if more than one practice will be missed.

- Students who attend classes, but skip practice will not be eligible to play in that week’s sporting event unless preapproved by the coach or Athletic Director.
- A yearly physical must be on file in the Health Office.
- Payment of a non-refundable sport fee must be made.
- Students must wear the designated sports clothing.
- Registration and payments must be completed.
- Adherence to Diocesan sports policies is required.

Parents must pick students up promptly after practices and games. Students not picked-up and are registered for KIDCO will be escorted to KIDCO. Students who are not enrolled in KIDCO and are not picked up on time will be required to register for KIDCO Aftercare. Otherwise the charge is \$1.00 for the first 15 minutes and \$3.00 for every minute after 15 minutes. Parents will attend a mandatory sports meeting at least once per year. Parents who are willing to assist with transportation to and from games must comply with Diocesan requirements for parent volunteers. Volunteer Coaches (including parent volunteers) must comply with Diocesan requirements for parent volunteers (see General Policies section – Volunteers)

The Principal or the Athletic Director may remove a student from any sport activity if grades are not maintained or conduct is unsatisfactory.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities. In order to participate, a grade of “C” or better must be maintained in all academic areas. St. Ambrose Catholic School rules and regulations apply to all students participating in any clubs or activities. Students not picked up and are registered for KIDCO will be escorted to KIDCO. Students who are not enrolled in KIDCO and are not picked up on time will be required to register for KIDCO Aftercare. Otherwise the charge is \$1.00 for the first 15 minutes and \$3.00 for every minute after 15 minutes. The Principal and or advisor may remove a student from any club or activity if grades are not maintained or conduct is unsatisfactory.

Extra-Curricular activities vary yearly. Those that are consistently offered every year include:

Altar Servers:

Students who have made their First Holy Communion are eligible to serve as Altar Servers. Yearly training for new servers will take place at the start of the school year. Altar Servers are encouraged to serve during Thursday school Masses and Sunday Masses at St. Ambrose Church. With parental permission, students may serve during special Masses such as 8th Grade Confirmation, First Holy Communion, and Graduation Masses.

Student Council:

Students are eligible to serve on Student Council if they have:

- a grade of “C” or higher in all academic areas
- good conduct
- good attendance

Responsibilities:

With the approval of the advisor or Principal, Student Council discusses, organizes, and supervises activities which include, but are not limited to:

- Promotion of school spirit
- Provision of services to the school and parish community
- Coordination of fundraising activities

The advisor or Principal may remove a member from Student Council if grades are not maintained or conduct is unsatisfactory.

PRESCHOOL & EXTENDED DAY AFTERCARE INFORMATION (LICENSING REQUIREMENTS)
Arizona Department of Health Services Licensed Programs

Preschool Program:

St. Ambrose Catholic Preschool is regulated by:
Arizona Department of Health Services
Office of Student Care Licensure
400 W. Congress, Suite 100
(520) 628-6540

Inspection reports are available upon request in the Director's Office

Preschool Admission:

Application will be made through the St. Ambrose office. The student must have attained the age of 4 years by August 31 of each year. Before acceptance, each student must have on file a completed medical exam, immunization records, birth certificate, and baptismal certificate.

Children entering preschool must be potty trained. Staff cannot assist with bathroom duties. No baby bottles or pacifiers are allowed.

Morning Arrival:

Early care for Preschool is located in Room 26. Early care begins at 7:00 am. Preschool class starts at 7:45 am. All students are expected to be on time for Preschool. Parents must sign students in with child's full legal name.

Preschool Calendar:

The Preschool will follow the elementary school calendar.

Preschool Communication:

For information regarding communication to parents, please see the General Policies section of the St. Ambrose Catholic School Handbook.

Preschool Departure:

Only designated signors may pick students up unless alternate arrangements between parents, the Preschool director or the Principal have been made. All persons picking up students must present picture identification.

Preschool Disenrollment:

Students may be disenrolled if the policies and procedures outlined in the St. Ambrose Catholic School Handbook are not followed or if tuition and fees are not paid on time.

Preschool Discipline:

For information regarding discipline please see the Disciplinary Process section of the St. Ambrose Catholic School Student/Parent Handbook.

Preschool Field Trips:

No field trips are scheduled for Preschool at this time.

Preschool Instruction:

The St. Ambrose Catholic Preschool program is based on the Diocese Tucson Early Childhood Curriculum. Students will be instructed in religion, reading readiness, math readiness, socialization skills, arts, and crafts. There will be opportunities for small and large motor development through active learning choices and outdoor activities.

Preschool Insurance

The St. Ambrose Catholic Preschool is under the Diocesan Insurance carrier THE ORDINARY MUTUAL. Each student is covered under a blanket policy provided by ANN LOCKWOOD representing MEYER-STEVENSON, INC. Additional insurance may be purchased. Please see the director for further information.

Preschool Lunches

Each student may bring his or her own sack lunch. Parents must provide 100% juice or 2% milk with sack lunches. During the school year, students will have the opportunity to purchase hot lunches from the school cafeteria. A pre-paid monthly menu will be sent home (see Health & Wellness section of the St. Ambrose Catholic School Handbook).

Preschool Naps

Children will nap after lunch recess. If a student is not used to napping, they must stay in the napping room on their mats and rest quietly for approximately 45 minutes. Each student will be provided with a sleeping mat. Please supply your student with a sheet to use during naptime. It is a requirement of the State Licensing Commission for each student to have a sheet. The sheet must be labeled with the student's name or initials and must be washed at home at least once a week.

Preschool Students with Special Needs (*see Diocese of Tucson Policy 4610*):

Diversity is part of the St. Ambrose Catholic School philosophy and every effort will be made to provide an educational environment accessible to all. Parents of students with special needs must see the principal in order to discuss if St. Ambrose Catholic School is able to meet such needs.

Preschool Toy Weapon Policy:

Toy weapons are not permitted. For more information regarding toy weapons, please see the Safety & Security section of the St. Ambrose Catholic School Student/Parent Handbook.

Preschool Transportation:

St. Ambrose Catholic Preschool does not provide transportation.

Tuition

The tuition contract must be signed for a full year.

- For specific information regarding tuition & fee payment policies, please see the Financial Obligations section of the St. Ambrose Catholic School Student/Parent Handbook.

PRE-SCHOOL STUDENTS & FAMILIES ARE TO ABIDE BY ALL POLICIES AND PROCEDURES, RULES AND REGULATIONS OUTLINED IN THE ST. AMBROSE CATHOLIC SCHOOL STUDENT/PARENT HANDBOOK.

Extended Day Afterschool Program:

For more information on licensing requirements for Preschool and Extended Day, the following document is on file in the Principal's Office in its entirety.

Arizona Department of Health Services
Office of Student Care Licensure
Chapter 5
Student Care Facility Rules

St. Ambrose Catholic School Extended Day Program (before and after care) is regulated by:
Arizona Department of Health Services
Office of Student Care Licensure
400 W. Congress, Suite 100
(520) 628-6540

Inspection reports are available upon request in the Principal's Office.

The St. Ambrose Catholic School Extended Day Program serves as a childcare alternative for parents whose children attend St. Ambrose Catholic School. It operates during school days only. Program fees will be published yearly in the registration packet. Students must be signed in and out of the program by a parent or authorized person.

Breakfast is available for purchase during early care. A snack will be provided during after care. Homework, play, and creative time will be part of each day's activities. The school's discipline system will be followed during the Extended Day Program.

All students at St. Ambrose Catholic School are eligible to register in Extended Day Aftercare. Applications are taken for daily, intermittently or on an as needed attendance basis. The Principal reserves the right to refuse admission or service to a student because of behavioral issues or non-payment of fees. There is no refund for paid fees.

EXTENDED DAY STUDENTS & FAMILIES ARE TO ABIDE BY ALL POLICIES AND PROCEDURES, RULES AND REGULATIONS OUTLINED IN THE ST. AMBROSE CATHOLIC SCHOOL STUDENT/PARENT HANDBOOK.

Extended Day Calendar-Extended Day will follow the same yearly calendar as the Elementary School.

Extended Day Departure-Using the state required form for release, students must be picked up by designated signors unless the other arrangements have been made by parents. All persons picking up students must present picture identification.

Extended Day Discipline-Students enrolled in Extended Day Care are expected to abide by all of the policies and procedures, rules and regulations outlined in the St. Ambrose Catholic School Student/Parent Handbook.

Extended Day Disenrollment-Students may be disenrolled if the policies and procedures outlined in the St. Ambrose Catholic School Student/Parent Handbook are not followed or if tuition and fees are not paid on time.

Extended Day Electronic Items Policy-For information regarding electronic items, please see the General Policies section of the St. Ambrose Catholic School Student/Parent Handbook.

Extended Day Emergency Plan-A phone tree will be used if an emergency arises. Each parent must have home, work, and emergency alternative emergency contact phone numbers on file.

Extended Day Fees, Payments, & Refunds-For information regarding payment fees, please see Financial Obligations section of the St. Ambrose Catholic School Student/Parent Handbook. Detailed information about the following is included in this section:

- Hourly Rate: Hourly rate is charged per hour, per student (pro-rated to the 1/2 hour)
- Refunds: There are no refunds for Extended Day

Extended Day Field Trips-No field trips are scheduled for Extended Day at this time.

Extended Day Fire Drills-For information regarding fire drills, please see the Safety & Security section of the St. Ambrose Catholic School Student/Parent Handbook.

Extended Day Insurance-The St. Ambrose Catholic Extended Day program is under the Diocesan Insurance carrier THE ORDINARY MUTUAL. Each student is covered under a blanket policy provided by ANN LOCKWOOD representing MEYER-STEVENSON, INC. Additional insurance may be purchased. Please see the director for further information.

Extended Day Lockdown Drills-For information regarding lockdown drills, please see Safety & Security section of the St. Ambrose Catholic School Student/Parent Handbook.

Extended Day Medical Policies-For information regarding medical policies, please see the Health & Wellness section of the St. Ambrose Catholic School Student/Parent Handbook.

Diocese of Tucson Policies

Diocese of Tucson Policies

Please refer to the following Diocese of Tucson Policies that support the material found in the Enrollment Policies section of the St. Ambrose Catholic School Handbook.

<p>1200 Handbooks of Policies and Regulations 1240 Parent/Student and Faculty/Staff Handbooks 1260 Insurance Advisory Guidelines 1600 Safety and Emergency Plans 2110 Admission 2120 Official Student Records 2130 Attendance 2150 Contact with Students During School Hours 2160 Promotion and Retention 2180 Due Process/Parent's Appeal 2190 Withdrawal From School 2210 Harassment/Bullying 2220 Discipline 2225 Arizona Statutes 2230 Dress Code 2240 Tobacco, Alcohol and Drugs 2250 Weapons 2270 Searches 3530 Student Abuse and/or Neglect 3800 Volunteers 4320 Co-Curricular/Enrichment Activities</p>	<p>4400 Reporting Student Progress 4610 Studentren with Special Learning Needs 4620 Co-Curricular/Enrichment Activities 4630 Community Relations 5100 Health and Safety 5110 Accidents and Illness at School 5130 Student Abuse 5140 Communicable Disease Reporting 5150 Daily Log 5160 Emergency Information 5190 Hazard Communication Standards 5200 Hearing Screening 5210 Immunizations 5240 Medical Appointments 5250 Medications Given at School 5280 Pediculosis Management 5290 Pesticide Management 5300 Physical Examinations 5310 Records 5330 Vision Screening</p>
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The Diocese of Tucson, Department of Catholic Schools *Handbook of School Policies and Procedures* is on file in the Principal's Office or online at the Diocese of Tucson website in its entirety. The above sections are cited in the St. Ambrose Catholic School Handbook.

Arizona Revised Statutes (ARS)

Arizona Revised Statutes (ARS)

Please refer to the following Arizona Revised Statutes (ARS) that support the material found in the St. Ambrose Catholic School Handbook.

ARS 13-1204 Aggravated assault; classification; definition

ARS 13-2911 Interference with or disruption of an educational institution; violation; classification; definitions

ARS 13-3620 Duty to report abuse, physical injury, neglect and denial or deprivation of medical or surgical care or nourishment of minors; medical records; exception, violation; classification; definitions

ARS 15-152 Pest management at schools; notice

ARS 15-341 General powers and duties; immunity; delegation

ARS 15-507 Abuse of teacher or school employee in school; classification

ARS 15-802 School instruction; exceptions; violations; classification; definitions

ARS 15-803 School attendance; exemptions; definitions

ARS 15-874 Records; reporting requirements

ARS 36-672 Immunizations; department rules
Arizona Statutes and Code can be found, in its entirety, on the internet at:

<http://www.azleg.gov/ArizonaRevisedStatutes>
Title 15 is devoted to Educational Law.

The above sections have been cited in the St. Ambrose Catholic School Handbook.

ACC R9-6-701 Article 7. Vaccine-Preventable Diseases can be found in its entirety at:

http://www.azsos.gov/public%5FServices/Title_09/9-06.htm

Appendix A

GANG POLICY

GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED.

1. A "Gang" is defined as a group of persons who associate for the principal purpose of committing unlawful acts.
2. "Gang activity" refers to unlawful acts committed by or with a gang.
3. The following are examples of gang activity that violate school policy when they occur on school property or at any school-sponsored function. This list is not intended to be all-inclusive.
 - ❖ Wearing clothing, head coverings, jewelry, or other accessories of a type or color commonly understood to be related to a particular documented gang.
 - ❖ Possessing weapons, drugs, alcoholic beverages, or drug paraphernalia.
 - ❖ Displaying markings, writings, photographs, tattoos, and hand signals commonly understood to be related to a particular and documented gang.
 - ❖ Engaging in action directly resulting from membership in a documented gang. This includes, but is not limited to organizing, recruiting, inducing, or intimidating others to engage in gang activity. Further, threatening, intimidating, or fighting to further the purposes of a particular documented gang constitutes gang activity.

Appendix B

**St. Ambrose Catholic School Student Self-Management Plan
3rd-5th Grade**

STUDENT NAME: _____ GRADE: _____

Behavior issue Date: _____

I was supposed to... _____

Instead, my choice was to... _____

I understand that the consequence for this behavior will be... _____

Teacher Notes: _____

Student/Teacher Conference Date: _____

Teacher Signature: _____

Parent/Legal Guardian Signature (optional): _____

Date: _____

Appendix C

**St. Ambrose Catholic School Student Self-Management Plan
PK-2nd Grade**

STUDENT NAME: _____ GRADE: _____

I understand that I am responsible for the way that I treat myself and others. In order to follow the school-wide expectations, I will ask myself:

Of the things I said or did:

- Is it the TRUTH? _____
- Was it fair? _____
- Was it beneficial to everyone involved? _____

I also understand that inappropriate choices have consequences and that if my misbehavior continues, further disciplinary consequences leading up to an administrative referral may apply.

I understand that the consequence for this behavior will be: _____

Notes (Teacher):

Student/Teacher Conference Date: _____

Teacher Signature: _____

Parent/Legal Guardian Signature (optional): _____

Date: _____

Appendix D

**PARENT AND STUDENT HANDBOOK
CONTRACTUAL AGREEMENT
2015-2016 SCHOOL YEAR**

NOTE: The principal retains the right to amend this handbook. Parents will be given prompt notification if changes are made. A student will be admitted to the school only when a signed agreement has been submitted.

We (Student and Parent) have received the handbook and agree to read it and abide by its policies and procedures.

We (Student and Parent) understand that this handbook is part of our contractual agreement and commitment with St. Ambrose Catholic School.

We (Student and Parent) understand the absence and tardy policy. We recognize the impact of absences and tardies on grades and scholarships. We are aware of the consequences for excessive absences and tardiness as part of our contractual agreement and commitment with St. Ambrose Catholic School.

Student Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

The contents of this handbook will remain in effect during the entire student enrollment.

Parents and students are expected to abide by the policies stated and are responsible for understanding the contents of the St. Ambrose Catholic School Parent & Student Handbook. St. Ambrose Catholic School reserves the right to revise as needed, any and all of the content mentioned herein.