



St. Ambrose Catholic School  
Tucson, Arizona

Student/Parent Handbook  
2017-2018

**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, students 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:

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):**

**We are C.A.T.S. –**

**C-** Community Builders who serve God.

**A-** Achieve Academic Excellence,

**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 admission must be made in the spring for the fall term.

- A student entering Kindergarten in the fall must be 5 years old by August 31<sup>st</sup>.
- A student entering 1st Grade must be 6 years old by August 31<sup>st</sup>.

### **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-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 application and registration fee must be paid at the time of registration. No student will be registered without payment of the application and 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 St. Ambrose Catholic School upon request.
- 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 for enrollment once the following have occurred:

1. Wait list form is completed.
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 and MAP (Measures of Academic Progress).

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 transfer students entering St. Ambrose Catholic School at the beginning of an academic year or 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.
- 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 regarding 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:**

Kindergarten through 8<sup>th</sup> grade Aftercare is provided by KIDCO. You must register your child for KIDCO in order to participate in the KIDCO Aftercare Program.

**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:
  - 12 hours at FIESTA
  - 15 hours first trimester
  - 15 hours second trimester
  - 15 hours final trimester

A variety of activities are available to help families complete their commitment hours. Anyone choosing to work where students are present must comply with Diocesan compliance requirements for volunteers (See general policies under volunteers for further information). Volunteer opportunities will be posted on the Daily Bulletin as they become available.

- 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 4 hours each day. Additional time must also be included for clean-up or set-up. Total hours will be 8 plus 2-4 hours for clean-up or set-up. (Volunteers must stay until work is completed). 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 20<sup>th</sup> 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), AAA, 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).

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 need.
- Decisions regarding CTSO awards will be made by July 31<sup>st</sup>.

**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 specific qualification criteria.

**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 in RenWeb by the teacher.

2nd violation- Parent notification, points and/or free dress privileges are taken away, (grades 5-8), and documented in RenWeb.

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

**Special Non-Uniform Days:**

During "Special Non-Uniform Days," also called "Free Dress" or "Spirit Dress" days, students may wear something other than their school uniform. However, the following are examples of what is NOT appropriate: 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 in grades 3-8 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. If students are having breakfast, they may arrive and remain in Ambrosian Hall beginning at

7:10 a.m. Supervision after school is provided for a fee through the City of Tucson Parks and Recreation Department – KIDCO Program. If students are not picked up by 3:45 or 1:15 depending on dismissal time, and are not enrolled in KIDCO, they will be taken to the school office and may be charged \$1.00/minute for each minute they are not picked up. The fee will be billed via FACTS. (This does not apply to students who are involved in our after school programs; i.e., sports, Young Rembrandts, etc.)

### **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 to attend Saturday Detention to make up time and pay a \$25 fee.
  - Having credit withheld.
  - Scholarships will be in jeopardy if a student accumulates excessive absences and/or tardies.
- \*Five tardies (see Tardy Policy below) count as one absence.

### **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. A student may be required to attend Saturday Detention if he or she accumulates more than 5 unexcused absences in a single trimester.

### **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 9:45 a.m. 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.

See Tardy Policy for additional early departure information.

### **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 must be within school gates by 7:45 a.m. All gates will be locked at that time, and students must enter through the school office where they will receive a tardy slip. A parent must accompany the child to the office when tardy.
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, and may include after school detention or Saturday Detention. Late arrivals due to medical appointments must be accompanied by a Physician's note.
3. If a student arrives to school on time but leaves before 9:45 a.m., they are considered absent for the day.
4. If a student leaves school before 1:30 p.m., they are considered absent ½ day.

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

On the 20<sup>th</sup> tardy, your child may be required to attend a Saturday Detention and a \$25.00 fee will be charged and automatically billed and deducted via FACTS on the 20<sup>th</sup> of the following month. After the 20<sup>th</sup> tardy, an additional \$25.00 fee will be assessed every 5<sup>th</sup> tardy.

Five tardies are equal to one absence. A new cycle will continuously commence after every 5<sup>th</sup> 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 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:**

At minimum, 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 once 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., Music, 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
- a new student transfers from another school at any time

### **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 reserves the right to apply consequences accordingly.

**CHAMPS**

CHAMPS is an approach to schoolwide discipline in which all students are treated with dignity and respect. By implementing the CHAMPS model, St. Ambrose Catholic School will be able to:

- Improve classroom behavior (on-task, work completion, cooperation)
- Establish clear classroom behavior expectations with logical and fair responses to misbehavior
- Motivate students to put forth their best efforts (perseverance, pride in work)
- Reduce misbehavior (disruptions, disrespect, non-compliance)
- Increase academic engagement, resulting in improved test scores
- Spend less time disciplining students and more time teaching them
- Teach students to behave respectfully and to value diversity, thereby reducing cultural differences that may manifest as misbehavior
- Feel empowered and happy to be in the classroom
- Develop a common language about behaviors among all staff

**Rules:**

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

1. Respect self, others, and things.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

Additional Rules and "Expectations", also known as "Guidelines for Success", are part of our classroom behavior management plan and will be discussed by the classroom teacher.

**Principal Review:**

Any time department/classroom discipline plans have been exhausted, discipline issues will be referred to the Principal. 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 Principal and depending on the offense and factors involved, consequences will be applied accordingly, (consequences may range from lunch recess detention up to expulsion). Parents will be kept informed throughout the process.

Parent conferences due to disciplinary issues may follow as deemed necessary by the classroom teacher, school administration and or parents. Dates and times for parent conferences will be determined by the parties involved.

Note: Suspension is a last resort consequence for students in primary grades. 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 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

Note: This list is not all-inclusive.

**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 days determined by the supervising staff member from 3:35pm - 4:25pm. Students will be notified of the date, time, and room location where detention will be held as it may change weekly. The after school detention program will be coordinated by the Principal.

Saturday Detention may be assigned for the offenses named above as well as to make up lost learning time, such as for excessive unexcused absences or tardies.

**Suspension:**

Suspension is the temporary removal of a student from the classroom and/or school. The Principal has the authority to place a student on in-school or out-of-school suspension from one to three days, or for up to a week 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 (ISS): Students who have been assigned in-school suspension will be required to report to school each day and work with a teacher in a different grade level or in an isolated area with a staff member of the school. 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 (OSS): 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.

**Social Media:**

Engagement in social media sites such as, but not limited to, Instagram®, Twitter®, Facebook®, Snapchat®, etc. may result in disciplinary actions if the content of the student's account and/or communication includes defamatory comments regarding the school, the faculty, other students or the parish. The Diocesan policy regarding bullying is followed.

**Cell Phones (Communication devices):**

Students are not allowed to have cell phones, iPads, Apple watches, fit-bits or comparable alternatives in their possession during school hours of operation. If a cell phone or other mentioned items is found in a student's possession, it will be confiscated. Cell phones or other mentioned items taken away from students will be returned to parents at the discretion of the principal and will be charged a fee of \$50 in order to receive the cell phone. 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. (If a student chooses to bring one of these devices to school, it must be kept "off" and remain in the backpack).

**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 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. In all cases, the principal may use discretion in the assignment of consequences on a case by case basis. Furthermore, the principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. He or she also reserves 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 Offenses: Minor**

A formal office referral is not required for Level 1 offenses. Discipline for Level I offenses are managed by the classroom teacher or supervising staff member. The teacher or other staff member will follow individual classroom hierarchies of behavior management as indicated through the classroom discipline cycle. Teachers and staff members may document via RenWeb for any level of infraction in order to maintain consistency. 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 or supervising staff member)**

- Mild disruptions such as talking, laughing, sneering, etc.
- Not following directions
- Horse play with no lasting 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 Principal.

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 Principal.

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/or 1 day Saturday Detention
- Third Referral: Two day After School Detention and/or 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)
- 2nd referral - 3 days ISS/Possible 3 OSS (to be determined by the Principal)
- 3rd referral - Five day OSS. Additional consequences will be considered for additional referrals (to be determined by the Principal)

**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:

- 1<sup>st</sup> referral – 1 days ISS
- 2<sup>nd</sup> referral – 2 days ISS and 1 day Out of School Suspension
- 3<sup>rd</sup> 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.

- 1<sup>st</sup> referral – 1 days ISS
- 2<sup>nd</sup> referral – 2 days ISS and 1 day Out of School Suspension
- 3<sup>rd</sup> 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:**

- 1<sup>st</sup> referral – 1 days ISS
- 2<sup>nd</sup> referral – 2 days ISS and 1 day Out of School Suspension
- 3<sup>rd</sup> 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. 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 or other staff member 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, or other staff member 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 staff member. Staff members may also conduct periodic locker checks for cleanliness of student materials as well as to check for prohibited items. When a locker check is conducted, students will be required to empty the locker, wait for a staff member to view contents, and the staff member will at that time direct the student to return the contents to the locker.

**Due Process:**

Students referred to the Principal 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 can be made available if requested. Fast food is not allowed. Parents are encouraged to provide healthy snacks that are filling, sustaining and add to the quality of the student’s diet. Examples are: fruit, granola bars, trail mix, veggies, yogurt, low-fat cheese, baked chips, etc.

**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.

**Fever**

If a child has a temperature of 100 degrees or above, s/he should be kept home. Likewise, if a child develops a fever of 100 degrees or above while at school, s/he will be sent home. Student must be fever free for 24 hours without medication to return to school.

**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. A general permission form is completed at the time of registration to be kept on file with the student's electronic records. A form specific to planned events will also be sent home to communicate necessary information. Both forms must be signed by the parent or legal guardian. Classroom teachers will often use funds raised by that particular group to pay for field trip expenses.

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 prohibited from bringing toys to campus (unless given specific permission from the teacher). Toy weapons of any sort are not allowed.

### Vandalism:

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

## VOLUNTEERS

**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, with NO Fs.
- 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 the Athletic Director.
- 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.
- If a student is absent from school or goes home sick, he/she is not allowed to participate in sporting events that day, including practice.

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 \$5.00 for the first 15 minutes and \$1.00 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 \$5.00 for the first 15 minutes and \$1.00 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 Catholic 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.

## 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><b>1200</b> Handbooks of Policies and Regulations  <b>1240</b> Parent/Student and Faculty/Staff Handbooks  <b>1260</b> Insurance Advisory Guidelines  <b>1600</b> Safety and Emergency Plans  <b>2110</b> Admission  <b>2120</b> Official Student Records  <b>2130</b> Attendance  <b>2150</b> Contact with Students During School Hours  <b>2160</b> Promotion and Retention  <b>2180</b> Due Process/Parent's Appeal  <b>2190</b> Withdrawal From School  <b>2210</b> Harassment/Bullying  <b>2220</b> Discipline  <b>2225</b> Arizona Statutes  <b>2230</b> Dress Code  <b>2240</b> Tobacco, Alcohol and Drugs  <b>2250</b> Weapons  <b>2270</b> Searches  <b>3530</b> Student Abuse and/or Neglect  <b>3800</b> Volunteers  <b>4320</b> Co-Curricular/Enrichment Activities</p>	<p><b>4400</b> Reporting Student Progress  <b>4610</b> Studentren with Special Learning Needs  <b>4620</b> Co-Curricular/Enrichment Activities  <b>4630</b> Community Relations  <b>5100</b> Health and Safety  <b>5110</b> Accidents and Illness at School  <b>5130</b> Student Abuse  <b>5140</b> Communicable Disease Reporting  <b>5150</b> Daily Log  <b>5160</b> Emergency Information  <b>5190</b> Hazard Communication Standards  <b>5200</b> Hearing Screening  <b>5210</b> Immunizations  <b>5240</b> Medical Appointments  <b>5250</b> Medications Given at School  <b>5280</b> Pediculosis Management  <b>5290</b> Pesticide Management  <b>5300</b> Physical Examinations  <b>5310</b> Records  <b>5330</b> 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](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  
K-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**  
**2017-2018 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.