


**PRAYER OF SAINT AMBROSE
TO SEEK AND FIND GOD**

Lord, Teach me to seek You,

and reveal Yourself to me when I seek You.

**For I cannot seek You unless You first teach me,
nor find You unless You first reveal Yourself to me.**

Let me seek You in longing,

and long for You in seeking.

Let me find You in love,

and love You in finding.

— *Saint Ambrose*



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PHILOSOPHY

The fundamental reason for the existence of Saint Ambrose Catholic School is Jesus Christ, Our Lord. Our school shares with the Church community and with society the responsibility of forming all in the likeness of Christ. Through our educational mission we proclaim, witness, and spread the Word of God.

We accomplish our educational mission while providing our students with the opportunity to grow in the faith to which they were initiated in Baptism. Through knowledge of God, our students may come to an understanding of their relationship to the whole People of God and to their individual parish communities. Through examination of the meaning and implications of Christian commitment and example, our students may come to understand their responsibility to the Church and to society.

While the study of religion is central to the curriculum, we are also committed to providing quality education in other academic areas from pre-kindergarten to eighth grade. We are further committed to creating a learning environment that endeavors to meet the individual needs of our students while challenging them to achieve their highest potential. We recognize the essential role of parents and guardians in the religious, academic, and social formation of the students. We welcome the involvement of parents and guardians, parish and local communities, and agencies of the Archdiocese of Washington.

Our values are mirrored in the goals of our programs and in their implementation. We continually endeavor to re-evaluate and renew our commitment to our values and to sustain quality education. We accept the challenge to reflect the mandate given to us by the Church to teach and live the Word of God.

MISSION

Our mission is to create life-long learners who value and embrace their faith who begin to take educational and personal risks, set and accomplish goals based on their academic abilities and understand that they can accomplish anything.

Saint Ambrose teachers are certified, talented, and experienced educators, dedicated to planning and providing actively engaging lessons that are hands-on, challenging and fun.

SPIRITUAL LIFE

The goal of our educational ministry is to provide a Catholic environment where moral and intellectual attitudes are developed in the light of faith.

An appreciation of the liturgy is developed by the children's participation throughout the Church year. Parents are encouraged to join in celebrating the Opening School Mass, individual class liturgies, and daily worship. All students participate in school liturgy and prayer; however, only Catholic students may receive the sacraments of Penance, Eucharist, and Confirmation.

The parents are the primary educators. In this regard, parents are urged to model and practice their faith by regular Sunday Mass attendance and by fostering the practice of the Sacrament of Reconciliation. The faculty shares this responsibility by modeling prayer, reflection, and charity in the classroom. The cooperative efforts between parents and faculty offer enrichment and development of the students in forming positive attitudes toward God, others, and themselves.

The guidelines established for the religious education of the children by the Archdiocese of Washington mandate that students be given the Catechesis of Penance and First Eucharist in grade 2 and Confirmation grade 8.

PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Saint Ambrose Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Saint Ambrose Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Saint Ambrose Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Ambrose Catholic School.

ACADEMIC LIFE

The curriculum and standards for evaluation at Saint Ambrose Catholic School are in accordance with the regulations and guidelines of the Archdiocese of Washington. The grading system is as follows:

Pre-K through 2:

(EE) Exceeds grade level expectations (ME) Meets grade level expectations (AE) Approaching grade level expectations (NE) not approaching expectations (X) Not assessed at this time.

Grades 3

E – Excellent
G – Good
S – Satisfactory
I – Improvement Needed
U - Unsatisfactory

Grades 4 through 8

A 93-100	Outstanding
B 85-92	Above Average
C 77-84	Average
D 70-76	Below Average
F BELOW 70	Failing

HOMEWORK

In grades Kindergarten through grade 8, homework is assigned to aid in the reinforcement of skills taught in the classroom as well as to acquaint parents/guardians with the skills being learned at school. Projects are assigned to help the student apply knowledge. **Parents and guardians are expected to review homework assignments as well as the assignment pad nightly to ensure completion and accuracy.** Credit is given for completed homework. Missed assignments negatively affect grades. Students who are found to have copied another's homework (cheating) will receive a zero for that assignment and a one day suspension. A homework policy will be distributed to each child during the first week of school and discussed at Back-to-School Night. **Grade-level homework policies are strictly enforced.**

PROGRESS REPORTS

The reporting system for the Archdiocese of Washington is divided into four quarters. Progress reports for students in grades 1-8 are sent to parents during each marking period. Commendations and recommendations are noted on the form. These progress reports are sent home in the Thursday envelope. Please see the school calendar for dates of distribution.

REPORT CARDS

Written evaluations are issued four times per school year for students in grades 1 – 8. Pre-Kindergarten and Kindergarten receive progress reports in January and June.

CONFERENCES

Conferences with teachers may be requested **in writing by parents or guardians.** It is most important in the interest of the child's progress that conference appointments be kept. Concerns about a child's progress should only be addressed at a formal conference. **Please bring all of your concerns directly to the attention of your child's teacher first.** Financial accounts must be current to arrange conferences.

ACADEMIC HONOR ROLL

Each quarter honors will be given to students in grades 4-8 for academic accomplishments.

*Principal's List of Academic Honors...All A's
Academic Honors...A's and B's*

ACADEMIC PROBATION

Students who are experiencing academic difficulties will be placed on Academic Probation. **Students who earn a grade of “D” in an academic subject area** (religion, mathematics, science, social studies, and language arts) will be placed on Academic Probation. The principal, members of the Administrative Team, teachers, and parents will monitor performance. Students who are on academic probation may not be permitted to participate in extracurricular activities, including: Patrols, Student Council, Yearbook, CYO, or any other special school program.

RETENTION AND REQUIRED SUMMER SCHOOL

Parents will be notified by the end of the first semester if there is any possibility of retention, failure, or dismissal of a student for academic reasons. Saint Ambrose Catholic School follows Archdiocesan guidelines in terms of failure and retention.

Retention in primary grades is dependent upon developmental maturity as well as mathematics and language arts skills. Retention in grades 4 through 8 is normally dependent on achievement in academic subject areas. Failure in two of the academic areas (religion, mathematics, science, social studies and language arts) is basis for retention. Frequent absence and/or tardiness are not considered solely as a basis for retention but may be a contributing factor.

A student in grades 4 through 8 who has received a D in an academic subject **may be required to attend a certified summer program**. If summer school is mandated by the principal, written proof of attendance and a passing grade are required before promotion to the next grade at Saint Ambrose Catholic School.

GRADUATION

Saint Ambrose graduation is held in June. At the ceremony diplomas and special academic awards are presented. Diplomas **are not awarded to students who fail an academic subject** (religion, mathematics, science, social studies and language arts). A graduation fee is assessed to cover the costs of all graduation expenses.

HIGH SCHOOL ENTRANCE

The High School Placement Test (HSPT) will be administered to all 8th grade students in December. Effective 2016, students may only apply to three high schools in the Archdiocese of Washington. Their

results will be sent to their *two* schools of choice along with:

- a) Results of 7th and 8th grade standardized testing scores
- b) Final 7th and first quarter 8th grade transcripts
- c) Evaluations by the Junior High School Teachers
- d) Attendance records
- e) Principal’s evaluation
- f) Final transcript

Families will be charged an additional fee of **\$25.00** per school if they choose to apply to non-Archdiocesan schools.

Beyond the test, parents and students are responsible for the individual applications to the schools, financial aid and scholarship applications. Further details will be covered as part of the 8th Grade Parent Night.

STANDARDIZED TESTING

Scantron

Students in grades 2 through 8 will take the Archdiocesan mandated *Scantron* biannually. In addition, the High School Placement Test will be administered to 8th graders during the first semester. The 7th and 8th grade tests are particularly critical, as they are included in the records submitted for admission to high school. Parents receive copies of their children's test results. These tests offer additional information regarding the child's academic progress and can be reviewed in conjunction with regular teacher evaluations. It is important that students avoid absence and tardiness during the testing times. Make-up testing must be administered by a teacher without distraction; therefore, students will be allowed to make up missed tests only if time permits.

STUDENT CODE OF CONDUCT AND DISCIPLINE

Discipline in a Catholic school is founded on Gospel values. Teachers share with parents the task of guiding students to an awareness of the importance of love of self and others, proper values and attitudes, and self-control. At times, it becomes necessary in the teaching and learning processes to modify behavior that undermines Christian development. In building a mutual relationship and respect between students and the school community, it is important that both student and teacher have an understanding of the expectations, which are placed upon members of the school community. These expectations

are outlined in "Students' Rights and Responsibilities."

THE STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights:

- To be treated in a manner that exemplifies Christ's command to "love one another"
- To be respected by faculty, staff, visitors, and peers
- To learn in a caring and positive atmosphere
- To expect support from faculty and staff
- To expect that the school will provide a sound academic curriculum
- To expect that teachers will come to class prepared for each lesson

Students' Responsibilities:

- To treat others in a manner that exemplifies Christ's command to "love one another"
- To show respect to faculty, staff, visitors, and peers through the use of good manners
- To contribute to a caring and positive learning environment
- To seek support in an honest and appropriate manner from faculty and staff
- To approach each lesson with a willingness to learn
- To come to class prepared for each lesson

Educators and parents recognize that they share in the responsibility to reflect in the school and in the home, the Christian ideals they seek to instill in their students and children. **Courtesy** should be one of the special marks of a child educated in a Catholic school. This includes respect for teachers, school staff, other students, and visitors. Good manners deepen a child's feeling of self-worth and confidence in relationship with others.

STUDENT CODE OF CONDUCT

When a student experiences difficulty in understanding his/her role as a member of a Catholic community, a constructive application of the discipline standards is required for the well-being of the student. In the event of serious behavioral problems, cooperative efforts between the home and school are essential so that the student will achieve the highest possible standards of Christian behavior.

Grades PK-8

1. Each teacher will establish standards of expected student behavior.
2. Each teacher will establish age/grade appropriate guidelines for accountability (time out, no recess, written punishment, after school detention, etc.) and may include policies stated in the Student Code of Conduct.
3. Both parents and students will be informed of these standards and the consequences at the beginning of the school year.

Certain behaviors will result in **immediate disciplinary action** such as: **demerit, exclusion from certain privileges, parent conferences, and/or suspension**. Such infractions include, but **are not limited to**:

1. Disruptive classroom behavior, shouting out, excessive talking, etc.
2. Rudeness or disrespectful behavior toward others
3. Failure to comply with the direction of teachers or other school staff
4. Throwing objects in any area in the school
5. The use of derogatory, improper, or foul language
6. Chewing gum on school property at any time (incl. team practices)
7. Eating outside of the lunchroom without permission from the teacher
8. Being anywhere in or around the school unsupervised or without permission
9. Unsafe behavior during fire or safety drills
10. Sharing locker combinations with other students
11. Tardiness to class
12. Not being prepared or having materials for class
13. Uniform violation (repeated offenses)
14. Bringing prohibited items into school

Articles Prohibited in School

Problems arise each year because students bring articles, which are hazards to the safety of others or interfere with the learning process.

Such items as toys, novelty jewelry and watches, water pistols, electronic games, radios, I-Pods, CD-headsets, trading cards, mechanical pencils etc. may not be brought to school or taken on field trips. Such items will be taken from the student, given to the principal, and returned only to parents/guardians. Electronic devices (excluding cameras) are prohibited on field trips unless authorized.

DEMERIT/DETENTION SYSTEM

There is a uniform and centralized demerit/detention system for discipline. If a teacher deems it necessary to give a student a demerit, a copy of the demerit form will be sent to the Principal's Office. The homeroom teacher will monitor the accumulation of demerits of each student in their homeroom.

There are two categories of demerits with separate tracking systems: **Behavioral** and **Organizational** Demerits.

Behavioral Demerits are given for conduct detrimental to the school or classroom environment.

Behavioral demerits will result in the following penalties:

2 demerits will result in a lunch/recess detention & parent contact

3 demerits will result in a Saturday morning detention

- 8-10am/1st or 3rd Saturday of the month
- Student must come in school uniform and will complete grade appropriate assignments
- Parents are required to pay \$20 (cash) when they arrive.

4 demerits will result in a one day out of school suspension

Organizational Demerits are given for lack of preparation for class or school. Students who do not have necessary supplies, books, folders, covers can be issued an organizational demerit. Organizational demerits can also be given for messy lockers and uniform violations. Repeated, deliberate or flagrant organizational problems will result in a Behavioral Demerit.

Accumulation of Organizational Demerits: Every third Organizational Demerit will result in a lunch/recess detention and counsel with the administration/homeroom teacher.

Cheating and/or plagiarism (including from the internet) is considered to be a serious matter. If a student is caught cheating, the child will receive a zero on that assignment or test and a one day out of school suspension. A parent/teacher conference will be held to discuss the cheating and consequences.

Forging a parent/guardian signature by a student seriously interferes with the school's ability to communicate with a student's parents. Forgery will result in a meeting with the principal, a conference with the parent/guardian and an after school detention.

Continued disregard (more than once) of the above infractions **and/or** the following behaviors will result in an **immediate out-of-school suspension**. Such infractions include, **but are not limited to**:

1. Fighting/Physical Assault
2. Verbally Abusing/Name Calling
3. Harassing (physical, sexual, etc.)
3. Bullying (taunting, teasing, excluding, etc.)
4. Vandalizing - destroying or damaging personal or school property.
5. Cheating or plagiarizing
6. Stealing/Lying
7. Leaving school grounds without permission
- 8. Repeated infractions of the Student Code of Conduct**

Those behaviors that threaten the safety and well being of the school community **and/or** threaten the learning environment of others, i.e. through distracting, disrespectful, and/or defiant behaviors and/or continued disregard (more than once) of the above infractions will result in **expulsion**. Such infractions include, **but are not limited to**:

1. The use and/or possession of alcohol or drugs (tobacco included) on school property
 2. The use and/or possession of a weapon (or items resembling or related to weapons) such as knives and guns, ammunition (or items resembling or related to ammunition), firecrackers, or other explosives.
 3. Arson or use of any type of flammable materials (including matches).
 4. Physical assault and/or sexual harassment
 5. Extortion
 6. Bullying (taunting, teasing, excluding, etc.)
 7. Possession of medication – prescription or over the counter
 8. Sale of any material(s) not approved by the School Administration
 9. Distribution of any material(s) not approved by the School Administration
 - 10. Repeated infractions of the Student Code of Conduct.**
- Expulsion of a student from Saint Ambrose Catholic School may**

be necessary for the safety and/or well-being of the school community in general, and may be done, at the discretion of the principal. By completing the Saint Ambrose Catholic School registration form and signing the handbook acknowledgement form, parents/guardians agree to uphold and enforce the standards and/or policies of Saint Ambrose Catholic School.

DISCIPLINARY PROBATION

Students who are having behavioral difficulties will be placed on disciplinary probation. Students who are on Disciplinary Probation will not be permitted to participate in certain activities, including but not limited to: field trips, service to the Student Council, Patrols, Yearbook, and special school events. **Continued misconduct will result in expulsion from Saint Ambrose Catholic School.**

CONTINUING ENROLLMENT

In Christian fairness to those students who continue to uphold the integrity of the Gospel message, and the standards set forth by Saint Ambrose Catholic School, **students demonstrating a pattern of repeated violations and an unwillingness to change behavior, will be dismissed immediately from the school or not invited to enroll for the following school year.** Lack of involvement and cooperation by the parents or guardians in dealing with academic and behavioral difficulties **will also result in the non-renewal of the student's re-registration.**

The principal is the final recourse in all discipline matters and may waive any disciplinary rule for just cause at his discretion.

PLAYGROUND

Students must respect and follow the directions of the playground supervisors to ensure the safety and well-being of all students. Children are to leave and enter the building quietly. If a child consistently disobeys the rules, the privilege of recess will be removed for a specified period of time.

CARE OF SCHOOL PROPERTY

Saint Ambrose Catholic School prides itself with a well-maintained physical plant. Most students care for school property and are to be commended. Students should not mark school furniture, walls, ceilings, floors, equipment, etc. Anyone who willfully destroys school property through vandalism will make restitution for damages. Suspension or expulsion may result. Fees will be assessed for damaged books and families will be billed. Junior high school students have the opportunity to use a locker for their coats and books. It is their responsibility to keep the contents of the locker in order. Staff may inspect lockers for cleanliness and contents at any time, with the consent of the principal. Only magnets may be used to affix items to the inside of the lockers. **Students are not allowed to share the combination to their locker with other students.** Locks issued by the school are mandatory and must be locked at all times. Open locks may be confiscated and only returned by a staff member. New locks may only be purchased through the school at a cost of \$15.00.

Prevention Programming (ADW Policy #3543)

As a Catholic school, Saint Ambrose believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint Ambrose Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc) that:

1. *Physically harms an individual; damages an individual's*

property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and

2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Technology and Internet Usage (ADW Policy #3212)

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student's use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the

teacher; shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.


Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

SCHOOL UNIFORMS

A child dressed in the proper uniform shows a sense of pride in their school and in them. Flynn & O'Hara provides the students with the **ONLY acceptable uniform.** Departures from standards in trousers, shirt/blouse color, or sweater design/color will not be permitted.

UNIFORM FOR SAINT AMBROSE STUDENTS GRADES PK* THROUGH 5

*Pre K students can wear the PE uniform every day.

 GIRLS	BOYS
<ul style="list-style-type: none"> ● plaid tunic jumper ● khaki pants w/Saint Ambrose polo shirt ● white Peter Pan collar blouse (long or short sleeve) ● belt (navy, brown or black) ● KNEE socks (navy) ● tights (navy) ● white crew socks with khaki shorts or pants ● athletic sweater (Prescott red) 	<ul style="list-style-type: none"> ● navy trousers ● white golf shirt with school logo (long or short sleeve) ● CREW socks (navy/white/black) ● belt (navy, brown or black) ● athletic sweater (Prescott red)

GRADES 6 THROUGH 8

- | | |
|--|---|
| <ul style="list-style-type: none"> ● plaid kilt skirt ● khaki pants ● white oxford shirt (long or short sleeve) ● belt (navy, brown or black) ● cardigan sweater or vest (Prescott red) ● knee socks (navy) ● tights (navy) ● white crew socks with khaki shorts or pants | <ul style="list-style-type: none"> ● navy trousers ● white oxford shirt (long or short sleeve) ● belt (navy, brown or black) ● athletic sweater or vest (Prescott red) ● CREW sock (navy/black/white) ● uniform tie |
|--|---|

Anklet socks/novelty belts are NOT permitted

Only solid white, neutral or black undergarments may be worn under the school uniform. Solid navy blue shorts may be worn under uniform skirts but should not exceed the length of the hem of the skirt. **Uniform skirts must be worn at approximately knee length. Parents and guardians are responsible for monitoring skirt length. Skirts that are too short must be replaced.**

All pieces of the uniform must be labeled with the child's name.

SUMMER UNIFORM

Optional Warm Weather Uniform (September, May and June):

All Students, PK – 8: navy (boys only) & khaki (girls only) walking shorts with belt and white short sleeve golf shirt **with logo**, and navy/black/white crew socks (boys only) & white crew socks (girls only). Boys in grades 6 – 8 may wear uniform trousers with the white golf shirt with logo and navy, black or white socks. Golf shirts and blouses must be neatly tucked in to trousers or skirts. ALL students are required to have a Prescott red uniform sweater since classroom temperatures can fluctuate with air conditioning.

SHOES

The uniform shoe, Option #1 – an all black tennis shoe, **the shoe must be all black (including stitching and/or emblem), with a non marking sole.** Option #2 – an all black lace up shoe, **again, the shoe must be all black with a non marking sole.** Option #3 (for girls only)-the all black Mary Jane. Boots or high tops of any kind may **not** be worn as the uniform shoe. **All shoes must be properly laced and tied. PK students must wear the black tennis shoes on non PE days.**

UNIFORM EXCUSE

A note from the parent or guardian will excuse a student **for that day** from the uniform requirements. The uniform inconsistencies should be corrected immediately. Full compliance with the Uniform Code is expected. Any student not in proper uniform will be issued a uniform violation. **Students will have 5 days from date of uniform violation to resolve the issue; after that a \$5 fine will be issued for each day until resolved.**

PHYSICAL EDUCATION UNIFORM

Appropriate clothing is essential for comfort, performance, and safety during Physical Education class. All students are required to wear a Saint Ambrose Catholic School P.E. uniform and an athletic shoe fully laced and tied (no light up, slip on, or knee high tennis shoes are permitted). **Socks must be white crew socks only (small logo permitted on side). No 'elite' style socks permitted. A clean, laundered** P.E. uniform is to be worn the entire day on the student's physical education day. All students will have PE class twice a week.

The physical education uniform **must fit properly**. It should be clean and without excessive wear. Replacement pieces for the uniform can be ordered throughout the year from Flynn & O'Hara or purchased from the school's uniform exchange. **All parts of the P.E. uniform must be labeled.** Students entering school without the appropriate P.E. uniform will not be allowed to participate and this will affect the student's performance rating on the report card. Winter physical education uniform consists minimally of the uniform sweat suit and uniform tee shirt. The warm weather uniform consists minimally of the uniform shorts & tee shirt. (Remember, the classrooms are air-conditioned). Students will only be excused from participating in PE class if he/she has a note from their parents or a doctor's note (if the excuse is for more than one week).

JEWELRY, HAIR & MAKE-UP

- Make-up (including nail polish & lip gloss), costume jewelry, and/or ornate hair accessories may not be worn. **Girls may wear one small post earring in each lobe. Hoop or dangling earrings may not be worn. Boys are not permitted to wear earrings.**
- Boys and girls may wear a watch (no novelty watches) and/or a necklace (no string) with a crucifix/cross or religious medal (**no chokers**). No other jewelry permitted. Children wearing additional jewelry to school will be asked to remove it and will receive a uniform violation.
- Hair must be kept neat and out of the face. **Hair color is to be the student's natural color.** No dyed, frosted, highlighted, bleached or streaked hair permitted. Girls' hair accessories should be plain, simple, small and discrete. Head bands must be black, navy, maroon or the uniform print and must be no wider than 1 inch. Faddish or trendy hairstyles are not permitted. **For safety purposes and to avoid classroom disruption, no beads or shells are permitted.** Boys' hair must not be over two inches high and/or touch the collar. **No Mohawks, faux hawks or designs, including parts and lines, will be permitted.**

SPECIAL OCCASION DRESS DOWN DAYS

There may be some 'Special Occasion Dress Down' days. This is an out-of-uniform school day. Students should dress appropriately. Jeans (without frays, holes or tears) may be worn as well as athletic shoes, and tee shirts. **No skinny jeans, leggings, or jeggings** permitted. Students wearing shirts bearing inappropriate logos or images, mini-skirts, short-shorts (two inches above the knee), tank tops, mid-drifts, spaghetti strap tops, see through, revealing, tight and/or over-sized clothing, will be asked by the principal to phone a parent or guardian for a change of clothes before returning to class. Pants must be waist-high; no hip-huggers or baggy pants. Flip-flops, sandals, platform or stacked heels (no more than ½ inch high) are unsafe and are inappropriate for school wear, especially a Catholic school. **It is important that students demonstrate through their words, deeds, and appearance a commitment to fostering our Christ-centered environment, thus all students are expected to dress modestly. Students that do not abide by these rules will not be permitted to participate in the future.**

SCHOOL ACTIVITIES

FIELD TRIPS

Field trips are part of the school's academic program. A permission slip will be sent home in advance of a field trip to be signed by the parent or guardian. **The field trips are considered part of the curriculum and participation is mandatory.** Any money for the trip should be sent in an envelope clearly marked with the student's name, class, and field trip destination.

Eligible students (see Code of Conduct) who have not returned a signed permission slip and fees for the trip on or before the noted deadline will not be permitted to attend. Any student ineligible for the activity will sit in the school office or in another classroom while his/her classmates are on the field trip.

The cooperation of parents and guardians is expected when requested to chaperone field trips. Only parents or guardians who have received *security clearance by the Archdiocese of Washington may serve as chaperones. This requirement is in the interest of safety and the general well being of the children. ***The fees for the electronic background check must be paid by the parent or guardian.** Selection of chaperones is at the discretion of the teachers and the administration. Children will wear the school uniform for the field trip unless otherwise indicated. Electronic devices (excluding cameras) are prohibited on field trips unless authorized.

LUNCH

All students are to come to school with a healthy lunch (no fast food, french fries, large drinks or candy). For an additional fee, lunch may be purchased on a monthly basis. Glass bottles are not permitted. Parents and guardians can earn volunteer hours by assisting with lunch and playground monitoring. Please call the office if interested.

NOTES AND MONEY

Any notes and money sent to school should be in a sealed envelope clearly labeled with the child's name/teacher and event. Please write notes on an appropriate piece of stationery. All notes are submitted to the office and/or the principal. Students are discouraged from bringing money to school unless it is for a specific purpose. **Do not combine your children's money into one envelope. Separate envelopes should be sent for each child and each event/activity.**

BIRTHDAY CELEBRATIONS

A child's birthday is a very special event for his/her family as well as

his/her teacher and classmates. Parents and guardians may send in an individual treat **and/or juice boxes (cookies OR cupcakes OR donuts OR ice cream)** for their child's birthday. **Please schedule this with your child's homeroom teacher prior to his/her birthday.** Please do not send birthday cakes and/or individual gift bags or invitations for home celebrations (unless you are inviting the entire class). *A Christian reminder: It is important to remember that students who are excluded from parties at a classmate's home are often those students who are excluded by their classmates at school.* Parents must drop off materials at the office, and the teachers will arrange the celebration. Parents are not permitted to attend celebrations. Your cooperation will help Saint Ambrose Catholic School to remain a Christ centered environment both in and out of the classroom.

EXTRACURRICULAR ACTIVITIES

Students who participate in Extracurricular Activities are expected to follow the student code of conduct.

ALTAR SERVERS

The training of altar servers begins in Grade 4 for Saint Ambrose Catholic School students.

BAND

The Archdiocesan Music Program is made available for an additional fee to students in grades 4 through 8. Children enrolled in the Band Program **must attend all of the scheduled band classes and concerts.** Saint Ambrose Catholic School strictly supports the policies set forth by the Archdiocesan Music Program. Information is sent home at the beginning of the school year.

SAFETY PATROLS

This program provides the opportunity for leadership and responsibility to students in grades 7 and 8. Patrols will assist in monitoring the parking lot procedures and safe entrance and departure of our students. Parents and guardians must remember that the safety of our children is foremost. Our patrols endeavor to make our school the safest and securest it can be. **Please give our patrols the respect they deserve.**

STUDENT COUNCIL

This organization offers students the opportunity to plan, design, and

implement a variety of activities and special programs for the student body. Executive Board members and homeroom representatives also participate in discussions regarding school policies and student programs. Students in grade 7 are elected each spring to serve as the Executive Board for the following school year. Homeroom representatives are elected at the start of the school year. Council meetings are held once a month after school. Special committee meetings are held as needed. Two faculty members act as co-moderators of the Student Council.

YEARBOOK COMMITTEE

This program appeals to students with a variety of interests. Students in grades 7 & 8 will work with an advisor and parent volunteers, to design and produce the school yearbook.

SCHOOL POLICIES AND PROCEDURES

CHILD PROTECTION/ELECTRONIC BACKGROUND CHECK

As part of the Archdiocesan policy, all volunteers who wish to participate in field trips and volunteer activities must complete the Child Protection Program and an electronic background check through the Archdiocese of Washington. This policy ensures the safety of all children while under our care. Please contact the school office for more information.

COMMUNICATION

Information is sent home **every Thursday** in an envelope with the oldest or only child in each family. *The Beeline Buzz* is the principal's newsletter and is sent home in the Thursday folder weekly. The School Messenger Program is also used to contact parents through text messages, emails, or by phone.

VISITORS

Due to the administration's concern for student safety, all parents, guardians, family members and visitors must sign-in at the school office. In most cases, children will be called to the office to speak with their parent/guardian. Any adult visitor, approved by the administration, must enter and sign-in at the office and display the official visitor's badge. This includes visits both before and after school. Visitors not wearing a badge will be questioned by the staff.

EMERGENCY INFORMATION CARDS

An emergency card is sent home with the oldest child. Cards should be completed and returned **immediately**. Emergency cards completed in the past are discarded, so it is imperative that a new card is completed each year. Please note any medical difficulties or allergies. Information will be kept confidential. All adults responsible for pickup/drop off should be listed on the card.

CHANGE OF ADDRESS

Parents and guardians must inform the office, in writing, of any changes of address, home, work, or cell numbers, and/or emergency contacts and numbers. It is imperative that parents also update TADS and FACTS with any changes.

TELEPHONES

School staff relies on the phone for daily business. Please limit phone calls to the office for emergencies. Note writing/Email is encouraged for day-to-day communications. In case of illness, the office staff or teacher will make the proper calls. We ask that students not make it a habit of calling home for forgotten items. **Students using the phone without permission will receive disciplinary action from the principal.**

Cell phones (or any other portable electronic device) usage by students will be strictly prohibited at Saint Ambrose Catholic School. Students are no longer permitted to bring cell phones to school.

If an exception needs to be made due to a specific situation, parents/guardians must seek permission in writing from the principal. In this case, the cell phone must be turned in to the office upon arrival and retrieved at dismissal. If cell phones are seen or heard, they will be confiscated and held until a parent or guardian arrives to pick up the phone. **The first offense will result in a Saturday detention. If there is a second offense, the student will serve a day of in school suspension. The school is not responsible for misplaced or stolen cell phones. Students are not allowed to use cell phones on school property without permission from a staff member.**

Texting- Students should at no time be involved in texting during the course of the school day, this includes desktop and laptop computers.

Students involved in texting at school face Saturday Detention, suspension and/or expulsion.

FIRE AND EMERGENCY DRILLS

Regular fire and emergency drills are held throughout the year. Any person in the school during the drill must participate along with students and teachers. Students are instructed to maintain proper conduct during the drills, which is silence, single-file lines and any other instructions given by the teacher. Inappropriate behavior will result in **disciplinary action** (see *Student Code of Conduct*). All regulations during the drill are in accordance with policies and procedures set forth by the Prince George's County Fire and Police Departments and the Archdiocese of Washington.

THREATS

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Ambrose Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

PARKING LOT

Cars are permitted to enter the parking lot (church side) and exit through the school side of the parking lot. Jason Street is a one way street from 7:45am-8:00am and from 3:00pm-3:15pm.

Student safety patrols will be on duty to assist students. In the morning, children are to be dropped off at the curb adjacent to the school exiting from **the passenger side of the car ONLY. In the morning, car parking or standing is not permitted on Jason Street. Those removing book bags from car trunks should park in the school parking lot, not on Jason Street.** Students may also be dropped off in the parking lot. Families are expected to follow the direction of the Student Safety Patrols. Failure to comply with parking lot procedures (Jason Street included) and/or disrespect or disregard for student patrols will result in families having to retrieve their Child(ren) from the school office.

HEALTH

HEALTH RECORDS AND DISPENSATION OF MEDICATION

Saint Ambrose Catholic School does not have a school nurse. The office staff tends to the medical needs of the students. The office staff maintains all necessary health records for the students. Please cooperate by returning records promptly when they are requested. State law requires immunization records to be complete before a student begins the school year. **Students will not be permitted to attend classes if all records are not on file in the school office.**

When possible, please schedule doses of antibiotics and over the counter medications so they can be administered at home. There will be no prescription medication administered to students without written permission of a physician. All prescription medications will be kept in a secure location in the office and administered by the staff as directed. **Students are not permitted to carry medication of any kind into the classroom or around the school. Students found with medication on their person, in their locker, and/or in their lunchbox, etc. will face disciplinary action (see *Student Code of Conduct*). All medication must be brought to the school office by a parent.** Over the counter cold medicines will be administered with a written note from the parents and must be brought to the office in a **factory sealed container**. This container will be housed in the office in the secure location.

ACCIDENTS

Parents will be called by telephone if a child becomes ill or injured, therefore, it is **imperative** to have the emergency card current. If the person designated on the emergency card cannot be contacted and the injury is considered serious, the student will be taken to the nearest hospital.

VISION AND HEARING SCREENING

A vision and hearing technician is contracted by the school to examine the child's vision and hearing. This program is optional, but recommended, and a nominal fee is charged.

ABSENCE

Regular attendance is required for the successful completion of a

course of study. When a student is absent, **a note/email must be submitted to the teacher upon the return of the student.** Students will receive assignments upon their return. For an extended absence, please call the office. **Teachers should not be expected to give homework in advance of a planned absence.**

Archdiocesan School Attendance (ADW Policy #3535)

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

- 1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
- 2. Death in the student's immediate family;*
- 3. Necessity for a student to attend a judicial proceeding;*
- 4. Lawful suspension or exclusion from school by chief administrative officer.*
- 5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
- 6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

SHORT TERM ILLNESS

In the interest of health, children should not be sent to school if they are sick and cannot function adequately. If a child is too ill to go outside they should not be in school. Children with symptoms of a contagious illness may not return to school without a physician's note. **It is the policy of the school that any child who is sick MUST be picked up rather than remain at school.** Once a child goes home due to an illness, they may NOT return that same day.

LONG TERM ILLNESS

If a child is absent from school for a prolonged period due to illness, the school should be sent a medical report from the physician or clinic. Please consult the principal who will assist you with educational accommodations.

RECREATIONAL ABSENCE

Family vacations during the school year are not supported by the administration. The child's absence from school for an extended period puts a burden on both the student and teacher since completion of work independently **cannot** replace the learning that takes place in the classroom. **The administration does not require teachers to supply work for students who are absent from school for recreational reasons.** We encourage you to schedule medical appointments on days off or after school.

ARCHDIOCESAN CATHOLIC SCHOOL COUNSELING SERVICES

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Saint Ambrose Catholic School. One-time initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

GENERAL POLICIES AND PROCEDURES

TARDINESS

When tardy, pupils are required to obtain a late slip from the office before going to their classrooms. **Parents must enter the building, near the Office, to sign students in who arrive after 8:00 a.m.** **Students must provide a note from the doctor upon arrival in order for the tardy to be excused for billing and end of the year award purposes.**

The administration realizes that traffic can often be a problem in the morning. Parents need to take this into account when planning their departure time from home. Student tardiness is disruptive and unfair to the student entering the classroom late as well as to the class in session. **Families who are tardy more than three times in a quarter are subject to a \$25 fine for each additional tardy.**

EMERGENCY CLOSINGS AND SNOW DAYS

Saint Ambrose Catholic School follows the Prince George's County Public School System's decision for late openings or closings and early

release due to inclement weather. The radio announcement of the Prince George's County School closing/delay/early release is sufficient indication of our policy. In the event of an emergency closing of the school during the school day for any reason *other than inclement weather*, parents will be notified by the *School Reach* system, a representative of Saint Ambrose Catholic School, via the radio, and on the school website: **sacheverly.org**. Families should develop an Emergency Dismissal Plan and review it frequently with their child. **If Saint Ambrose Catholic School is scheduled for a 12:00 dismissal and PG County Schools open late, our school is cancelled for the day.**

DAILY SCHEDULE

School begins promptly each day at 8:00 a.m. Students are not permitted to enter the school before 7:45 a.m. unless enrolled in our Extended School Program or on patrol duty. Students should not be left outside prior to 7:45 a.m. The school is not liable for the safety of children left unattended outside the school. All students must participate in outdoor recess activities unless a note is provided by the parent or guardian. **School dismissal is promptly at 3:00 p.m.** (12:00 p.m. on half-days). No student is permitted in the building after 3:00 p.m. without permission. Students who are not picked up by 3:00 p.m. will be sent to the office. Parents must report to the office to sign their child out as well as pick up their bill (\$1.00 every minute after 3:15 p.m.). **A student's teacher should be made aware if they are permitted to walk home. Saint Ambrose Catholic School is not liable for their well-being once they leave the campus.**

RIDE-SHARING SERVICES

The school does not condone students leaving campus in third party car services and, specifically, ride-sharing services whose own policies explicitly prohibit minors from using them.

EARLY DISMISSAL

Students are expected to remain in school until 3:00 p.m.; however, exceptions will be made for emergencies and pre-scheduled medical appointments. Children will remain in their classrooms until paged by the office. To be excused during school hours in cases of a medical appointment or emergency, **a written request must come from the parent or guardian.** The parent or guardian must come in to the School Office to pick up the child at the requested time of dismissal. A sign-in/sign-out book is in the School Office and must be used by

parents and guardians so that the school can ensure the whereabouts of each student. Children will not be released to anyone but a parent or guardian without written permission from the parent. **Identification is required for non-custodial adults taking a child from school.**

TEXTBOOKS

Hardbound textbooks are the property of Saint Ambrose Catholic School therefore, all books must be covered. Book covers are provided by the school. Fines will be charged to students abusing their textbooks. Students should not keep papers in their books as it ruins the spine of the books. Workbooks should remain neat and without graffiti and must be covered with clear contact paper. Writing of any kind is defacement of the book. The student's name and grade should be written in each book, so if misplaced it can be returned to the owner. **Students will be assessed a fee for any damage to books.** This fee may be placed on the following year's bill.

EXTENDED SCHOOL PROGRAM (ESP)

Students must be enrolled in the Extended School Program in order to use it. The hours for Before School are 7:00 – 7:45 a.m. Aftercare hours are 3:00 - 6:00 p.m. A nonrefundable (re)registration fee is charged annually for (re)enrollment in the Extended School Program. Questions regarding registration, fees, and the program schedule should be forwarded to the ESP Director.



BILLING INFORMATION

APPLICATION

A non-refundable Application/Testing Fee will be charged for each student applying to Saint Ambrose Catholic School. **Completing an application does not guarantee acceptance.**

REGISTRATION

Registration for new students begins in January. New families will be charged a nonrefundable registration fee. A portion of the fee will be credited to your tuition payment. Any student who registers for Saint

Ambrose Catholic School will be required to take a test before being accepted. The results of the testing assist the administration in determining whether a child will benefit from our educational program. Additionally, the results of the testing will help to ensure proper placement. Registration **does not** guarantee acceptance. **All new students accepted to Saint Ambrose Catholic School are placed on a probationary status for their first year of enrollment.**

RE-REGISTRATION

At the time of re-registration for the upcoming school year all school families will be charged a per child nonrefundable re-registration fee. A portion of this fee will be credited to your tuition payment. There will be a late fee added for re-registrations received after the final date published in the *Beeline Buzz*.

TUITION AND FEES

Payments begin at the beginning of July. Students will not be permitted to start school in August unless accounts are up-to-date. Student report cards will not be issued if tuition is not current. As each new quarter begins, students will not be permitted to continue to attend school; parents/guardians will not receive records (report cards, testing, etc.) or be eligible to schedule a parent-teacher conference in person or on the telephone. **This policy will be strictly enforced.** Saint Ambrose Catholic School reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments according to the terms of payment. A late fee will be charged to any account not paid by the statement due date. Families leaving Saint Ambrose Catholic School owing money will have their account forwarded to the school's collection agency. **A \$50.00 fee will be assessed for any check returned to the school.**

A family given the Rate I tuition is expected to adhere to the parish policy regarding tuition. This includes the sharing of time and talent with fellow parishioners as well as using Sunday envelopes in accordance with the pastor's recommendation.

HOME AND SCHOOL ASSOCIATION

The success of every child is dependent upon the cooperation of the school and family. Through this cooperation, the child learns the value of education. As the school and family work together, the child is nurtured in a way that allows for positive growth in intellect as well

as physical, social, emotional, moral, and spiritual development.

In order to foster such success the family is expected to provide for an environment which encourages good habits. As such, the administration expects that parents and guardians:

- Be models of the faith in church-home practices.
- Educate themselves and their child on the policies of the school.
- Read all communication from the school, responding to all requests by the stated due dates.
- Support the administration, faculty, and staff; bring any concerns to the teachers as they occur. Attend all Home and School Meetings and other school -church events.
- Organize their schedule so that children arrive and depart from school on time each day. Ensure that their child comes to school in good health, having had adequate sleep, a good breakfast, and equipped with a healthy lunch. Provide their child with all the materials and supplies needed, labeling all clothing, backpacks, lunch bags, etc.
- Inspire an interest in learning through family activities and reading. Communicate their expectations to their child and praise the child when he or she has done his or her best.
- Limit their child's activities such as TV, video computer games, telephone, etc., to those that are age-appropriate, and which encourage the values taught at home and school.
- Give courtesy and respect to the student patrols, showing patience and understanding when dropping off or picking up students.

VOLUNTEER HOURS

The Home and School Association provides an opportunity for interaction between the pastor, school administration, faculty, parents and students. This organization supports the school in terms of financial and volunteer resources. **Each family is required to complete 30 hours of service. Single parent families may complete 15 hours provided they contact the school administrator at the beginning of each school year.** Hours must be completed by immediate family. HSA committee chairs or teachers are responsible for reporting volunteering hours to the school office.

A variety of opportunities for service hours are offered each year. Please consult the Home and School Handbook for specific activities which require assistance. **The last day for reporting volunteer hours is Field Day. Families who do not complete the required service hours will be billed at the rate of \$15.00 per hour.**

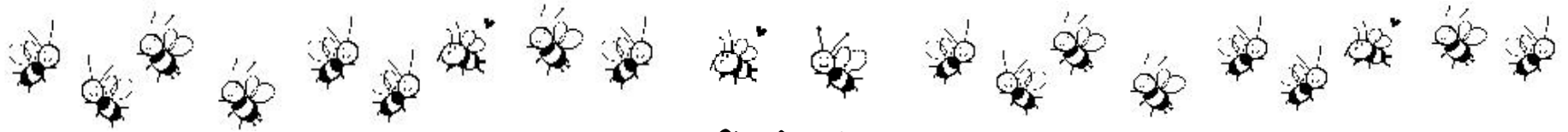
FUNDRAISING

Saint Ambrose Catholic School has various fundraising projects throughout the year. It is necessary that every family support these projects. **The required family fundraising support is \$200 per year. Please refer to the HSA Handbook for specific fundraising opportunities.** The requirement can also be fulfilled by making a monetary contribution to the school. Families who do not meet the required fundraising commitment will be billed for the balance at the end of the school year. **Donations to the School's Wish List, Casino Night or to CYO fundraisers are NOT deductible from the fundraising requirement budgeted for each family.**

SCHOOL ADVISORY BOARD

The purpose of the Saint Ambrose Catholic School Advisory Board is to provide advice and assistance to the pastor of Saint Ambrose Church and the principal of Saint Ambrose Catholic School. The Board is made up of elected or appointed members from Saint Ambrose Parish, Saint Joseph Parish, school faculty representatives and others asked to serve by the pastor of Saint Ambrose Church or the principal of Saint Ambrose Catholic School.

The Saint Ambrose Catholic School mascot is the bumblebee. Saint Ambrose, our patron, is depicted with a beehive, a sign of wisdom. The bee reminds the faculty and students of their responsibility to maintain a Christ-centered environment.



Notes