

# *St. Ambrose Catholic School Handbook*

“Let it be known to all who enter here  
that Jesus Christ is the reason for this school,  
the unseen but ever-present teacher in all its classes,  
the model of its faculty, and the inspiration for its students.”

- ❖ The contents of this handbook will remain in effect during the entire enrollment of a student.
  - ❖ Individual pages may be replaced with updated information over time.
- ❖ Parents and students are expected to abide by the policies stated and are responsible for understanding the contents of the St. Ambrose Catholic School Handbook.
  - ❖ Replacement books will be issued for a cost of \$10.00 per copy.

*St. Ambrose Catholic School*

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**Mission**

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Diocese of Tucson  
*Department of Catholic Schools*

**Mission Statement**

The mission of the Catholic Schools in the Diocese of Tucson fosters the growth of the whole person in which faith, academic excellence, and service are integral to the life of every student.

In order to fulfill this mission, we believe in the following core values:

**Core Values**

1. Providing spiritual formation for faculty/staff and instilling in them a strong sense of Catholic virtue and service
2. Maintaining high academic standards in every school by promoting staff development programs that will ensure excellence in teaching.
3. Ensuring long-term financial stability in our schools.
4. Reinforcing the need for just wages and benefits for faculty and staff.
5. Expanding Catholic education through the development of new schools.

The Diocese of Tucson, Department of Catholic Schools *Handbook of School Policies and Procedures* is on file in the Principal's Office in its entirety. Sections of this handbook have been reproduced in the St. Ambrose Catholic School Handbook.

# *St. Ambrose Catholic School*

## **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.

## **Student Learning Expectations**

St. Ambrose Catholic School students are Wild**CATS**:  
**C**ommunity Builders who  
**A**chieve Academic Excellence,  
**T**ake Initiative and are  
**S**piritually Active Christians

# *St. Ambrose Catholic School*

## **ENROLLMENT POLICIES**

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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.

**2110** Admission  
**2190** Withdrawal From School  
**2220** Discipline  
**4610** Children With Special Learning Needs  
**5300** Physical Examinations

## 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 available and the results of a placement test. Applications must be made in the spring for the fall term.

- A child entering pre-school must be at least 3 years old by August 31<sup>st</sup>
- A child entering Kindergarten in the fall must be 5 years old by August 31<sup>st</sup>  
(Kindergarten applicants will have a readiness evaluation)
- A child entering 1<sup>st</sup> 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
  - a. Registered for at least one year
  - b. Contributions via church donation envelopes
  - c. Verification required from Pastor
3. Students of Alumni St. Ambrose Catholic School
4. Parishioners from other Catholic parishes
  - a. Registered for at least one year
  - b. Contributions via church donation envelopes
  - c. Verification required from Pastor
5. Non-active Catholics
6. Non-Catholics

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

Diversity is part of the St. Ambrose Catholic School philosophy and every effort will be made to provide an educational, safe and fun environment for all students. If your child has special needs please see the Principal to evaluate if our school is the appropriate place for your child.

## ENROLLMENT POLICIES (continued)

### 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 earliest.

#### □ **Registration Fee**

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

#### □ **Continuing Student Registration**

- ❖ All fees due the school must be paid in full prior to registration
- ❖ The registration packet must be completed and returned to school
- ❖ Student must have a Diocesan required physical any year the child plays sports  
(see *Diocese of Tucson Policy 5300*)

#### □ **New Student Admissions**

- ❖ The admission packet must be completed and returned to school
- ❖ Academic assessment (placement testing) will be given to all students entering Kindergarten through 8<sup>th</sup> grade to insure proper placement
- ❖ Transcripts (if applicable) must be forwarded to St. Ambrose Catholic School
- ❖ Student must have a Diocesan required physical the first year of registration  
(see *Diocese of Tucson Policy 5300*)

#### □ **Wait List Policy**

If enrollment is closed, a student may be placed on the wait list. Wait listed students will be contacted if and when space becomes available. Students on the wait list will be considered with the following conditions met:

1. Wait list form and parish verification are completed and returned to school
2. Wait list fee is paid
3. Space becomes available in the student grade
4. The date of the wait list combined with the admittance order (see Admission Information) controls when and if a student is fully admitted to St. Ambrose Catholic School
5. Academic assessment will be given to students entering Kindergarten through 8<sup>th</sup> Grade
6. Upon final admission acceptance, registration paperwork must be submitted and the non-refundable registration fee must be paid in full

## ENROLLMENT POLICIES (continued)

### Testing

- Achievement/placement testing is done for three reasons:
  1. To insure proper placement for incoming students
  2. To measure the academic progress of an individual student;
  3. As a tool to analyze areas of curricula that need to be studied, revised or intensified for the entire school
  
- Kindergarten children are given a readiness evaluation by the Kindergarten teacher. Its purpose is to measure each child's readiness for kindergarten activities. It also assists the teacher in knowing the child's developmental skill level from the first day of school.
  
- Grades K – 8 use academic writing and mathematics portfolios as part of the **School Improvement Process (SIP)** required by the school's accrediting bodies (the Western Catholic Education Association and the North Central Association). Portfolios will include a minimum of four writing samples and four math exercises per school year. In addition, students and teachers will work together to place a variety of other projects and assignments in portfolios yearly.
  
- Each year, grades K – 6 will have three benchmarking assessments of the **Dynamic Indicators of Basic Early Literacy Standards (DIBELS)**.
  
- Primary grade test results in language arts and math are part of permanent records.
  
- The **Arizona Instrument to Measure Standards (AIMS)** is administered to students in 3<sup>rd</sup> – 8<sup>th</sup> Grades. The test results for each child will be sent home before the end of the school year. All school parents will receive the results of grade level achievement.
  
- Students in the 5<sup>th</sup> and 8<sup>th</sup> grades will be given the **Assessment of Catholic Religious Education (ACRE)** to assess their knowledge of the Catholic faith.

## ENROLLMENT POLICIES (continued)

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

All students entering St. Ambrose Catholic School mid-career will be accepted on a probationary basis.

The length of probation will be determined by the Principal and accepting teacher (no more than three (3) trimesters).

Continued enrollment at St. Ambrose is contingent upon:

- satisfactory academic progress
- student conduct
- parental cooperation with school authorities and policies

## ENROLLMENT POLICIES (continued)

### **Mid-Year Transfers**

- **Mid-Year Transfer Out** (see Withdrawal Policy):
  - Any family who terminates enrollment during an academic year must submit paperwork to the school office indicating when and why a student is being withdrawn from St. Ambrose Catholic School
  - The family is responsible for all payments through the time of withdrawal
    - Transcripts will not be released to the school to which a student is transferring until this paperwork is complete and the student account balance is \$0.
  
- **Mid-Year Transfer In:**
  - St. Ambrose Catholic School accepts transfers on a space available basis and within the first two weeks of a new term
    - Special circumstances may be considered by the Principal

## ENROLLMENT POLICIES (continued)

### **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 provide basic information to the School Office in order to process the withdrawal properly.

- Student account balance of \$0 (all outstanding fees must be paid in full)
- Written documentation that the withdrawal is taking place signed and dated by the parent
- All tuition and fees are payable in full until the withdrawal paperwork has been submitted to the School Office
- Families must work with St. Ambrose Catholic School in order to cancel payments through FACTS (automatic tuition collection company)
- Exit interview with the Principal, student and parent
- Transcripts will be forwarded to the accepting school only after all of the above are completed

### **Refund Policy**

- Registration fees (payable in March) are non-refundable
- July tuition is non-refundable
- Extended Day payments are non-refundable
- All other refund requests must be made in writing to the Principal
- Approved refunds are subject to a 10-day waiting period before payment
- Disputes regarding billing must be made within 30 days of the charge occurring on a student account

## **ENROLLMENT POLICIES (continued)**

### **Readmission Policy**

Any student who withdraws from St. Ambrose Catholic School will only be readmitted with the approval of the Pastor and the Principal.

Readmission for the following academic year may be considered, with the implementation of a probation period.

Each readmitted student and family will receive a written set of expectations that must be followed.

Academic standing, conduct, and effort will be seriously considered before readmission.

Full payment on any outstanding fees is required prior to readmission.

*St. Ambrose Catholic School*

**FINANCIAL OBLIGATIONS**

**Fees**

Registration  
Tuition  
Extended Day  
Sports Fees  
Family Service Commitment  
Fiesta Commitment

**Payment Options**

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Payment Penalties  
Refund Policy  
Cancellation of Payments

**Tuition Assistance**

## FINANCIAL OBLIGATIONS

### Fees

Specific information about fees and dates will be provided with registration materials each spring.

### Registration

- Due in March
- Registration fees are per student
- Non-Refundable

### Tuition

- Full Year Payment: due August 1
  - Acceptable forms of payment: Cash, check (credit card through FACTS only)
- Two Half-Year Payments: due August 1 & December 1
  - Acceptable forms of payment: Cash, check (credit card through FACTS only)
- 10 Monthly Payments July - May (payment through FACTS only)
  - Due the 5<sup>th</sup> or the 20<sup>th</sup> of each month July through May
  - EFT may not be withdrawn if account is up-to-date in March
  - Acceptable forms of payment: EFT and credit card through FACTS only

**NO CASH OR CHECKS WILL BE ACCEPTED FOR MONTHLY TUITION**
- A finance charge of \$25 will be billed on all unpaid invoices beginning the 21<sup>st</sup> of the month

### Extended Day

- Student account will be billed the total amount of Early Care and After Care used on a monthly basis. Accounts are billed for time used.
- Extended Day bills are due by the 20<sup>th</sup> of the following month of usage
- Extended care is pro-rated by the ½ hour
- A finance charge of \$25 will be billed on all unpaid invoices beginning the 21<sup>st</sup> of the month
- Late pick up charge:** student accounts will be charged \$1 per minute for each minute after 6:00 p.m. that a student is not picked up

### Sports Fees

- Each student athlete will be responsible for paying a sports fee per sport and purchasing a sports jersey for the year
- Students will not be permitted to participate in a sport (including practice) before the sports fee and physical forms have been submitted to the Health Office

### Family Service Commitment

- Each school family is required to contribute a minimum of 36 hours a year and 4 hours during Fiesta for a total of 40 hours:
  - 14 hours first trimester
  - 4 hours at Fiesta
  - 14 hours second trimester
  - 8 hours final trimester
- A variety of activities are available to help families complete their commitment
- If you choose to work in your child's classroom, you must comply with Diocesan requirements for volunteers (see General Policies – Volunteers)
- Commitment "Buy-Out" is available at Meet the Teacher each fall
- If a family is unable to fulfill their commitment, a per hour charge will be billed at the end of each term

## **FINANCIAL OBLIGATIONS (continued)**

### **Fiesta Commitment**

- Each family is required to contribute a minimum of 4 hours of Fiesta time by preparation for, work during, or clean-up after Fiesta
  
- Fiesta "Buy-Out" will be available up until 2 weeks prior to Fiesta
  
- If a family is unable to fulfill their Fiesta commitment, a per hour charge will be billed at the end of Fiesta

## FINANCIAL OBLIGATIONS (continued)

### Payment Options

St. Ambrose accepts payments in a variety of ways. It is imperative that families manage the financial obligation to the school properly. **If you experience difficulty in paying any outstanding bill, please contact the School Office immediately.** Those accounts past due 60 days will be considered delinquent.

### Tuition

- Full Year Payment: due August 1
  - Acceptable forms of payment: Cash, check (credit card through FACTS only)
- Two Half-Year Payments: due August 1 & December 1
  - Acceptable forms of payment: Cash, check (credit card through FACTS only)
- 10 Monthly Payments July - May (payable through FACTS only)
  - Due the 5<sup>th</sup> or the 20<sup>th</sup> of each month July through May
  - EFT may not be withdrawn if account is up to date in March
  - Acceptable forms of payment: EFT and credit card through FACTS only

**NO CASH OR CHECKS WILL BE ACCEPTED FOR MONTHLY TUITION**

### Extended Day and Other Fees

- Cash
- Personal Check
- Money Order

### Payment Penalties

- Payments unpaid by the due date will be charged a \$25 late fee monthly
- Any account sixty (60) days delinquent will result in
  - Immediate dismissal of the student(s)
  - Referral to collection agency
- Any check that is returned for insufficient funds will be charged \$25
- See the FACTS information regarding policies governing EFT and credit card transactions. Any fees assessed by FACTS are in addition to St. Ambrose fees.
- Progress reports, report cards, registration, release of transcripts and other privileges may be held until student account balances are at \$0

### Refund Policy

- Registration fees (payable in March) are non-refundable
- July tuition is non-refundable
- Extended Day payments are non-refundable
- All other refund requests must be made in writing to the Principal
- Approved refunds are subject to a 10-day waiting period before payment
- Disputes regarding billing must be made within 30 days of the charge occurring on a student account

### Cancellation of Payments

- All tuition and fees are payable in full until the tuition contract ends or until the appropriate student withdrawal paperwork has been submitted to the School Office
- Families must work with St. Ambrose Catholic School in order to cancel payments through FACTS

## **FINANCIAL OBLIGATIONS (continued)**

### **Tuition Assistance**

Students at St. Ambrose Catholic School can receive funding for limited tuition assistance from the Arizona School Choice Trust, Catholic Tuition Support Organization (CTSO), Adopt-a-Student, and other scholarship opportunities.

Tuition assistance is determined by a combination of factors including, but not limited to:

- financial need
- academic performance
- student conduct
- principal discretion

To be considered for financial assistance, a family must:

- Be current with student account (balance of \$0)
- Submit FAIR application (provided at registration) directly to the processor
  - You must submit a FAIR application for each school for which you are requesting financial assistance
  - Financial need is determined, in part, based on the information collected on this form
- CTSO funds will be dispersed based on the financial need of the family
- Decisions regarding CTSO awards will be made by July 1 for the following school year

Tuition assistance may come from only one funding source.

Funds designated for a student after discounts have been applied will result in a reallocation of financial assistance.

# *St. Ambrose Catholic School*

## **ACADEMIC POLICIES**

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#### **Confidentiality**

### **Diocese of Tucson Policies**

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

**2120** Official Student Records

**2130** Attendance

**2150** Contact with Students During School Hours

**2160** Promotion and Retention

**2230** Dress Code

**4400** Reporting Student Progress

**4610** Children with Special Learning Needs

**4620** Accommodation

**5240** Medical Appointments

## ACADEMIC POLICIES

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

Research shows that student dress impacts their behavior and scholarship. The uniform requirements are as follows:

<b>CLOTHING OPTIONS:</b>	
<b>SHIRTS</b>	<b><i>School Logo Polo Shirts</i></b>
	☞ White, black, light gray, red or royal blue from approved vendor
	☞ Shirts may be worn un-tucked provided that they are no longer than the length of the students' hand when hanging at their side (fingertip rule) and no shorter than the waistband when arms are raised above the head
	<b><i>Special Shirts</i></b>
	☞ From approved St. Ambrose events may be worn in lieu of polo shirts (classroom t-shirts, Student Council shirts, Peer Mediator shirts, etc.)
	<b><i>Turtleneck sweaters (worn under polo shirt, PE t-shirt, jumper or sweatshirt)</i></b>
	☞ White, black, light gray, red or royal blue
	<b><i>Girls Only –</i></b>
	☞ Navy or tan/khaki school jumper with white long or short sleeved Peter Pan collar blouse
<b>During Mass, all shirts must be tucked-in to the waistband of pants, skirts, shorts, Capri's or skorts</b>	
<b>PE UNIFORMS</b>	<b><i>PE Uniforms</i></b>
	☞ St. Ambrose PE shirt & shorts purchased as a set (light gray shirt and royal blue shorts)
	☞ St. Ambrose Fiesta or other St. Ambrose t-shirt that is light gray
	☞ Royal, navy or light gray sweatpants (for cold weather)
	☞ Tennis shoes are required on PE days
<b>During Mass, all shirts must be tucked-in to the waistband of pants, skirts, shorts, Capri's or skorts</b>	
<b>BOTTOMS</b>	<b><i>Pants, Skirts, Shorts, Capri's or Skorts</i></b>
	☞ Navy or tan/khaki
	☞ Skirts, shorts or skorts must be at least as long as the students' hand when hanging at their side (fingertip rule) and no more than 3" below the knee
	☞ Painter or carpenter style pants or shorts are acceptable
	☞ Bottoms must be fitted and may not be "sagged"
<b>JACKETS</b>	☞ School logo sweatshirts and jackets (purchased from approved vendor)
	☞ White, black, light gray, red or royal blue jackets, sweatshirts, cardigans, vests
	☞ Sweatshirts or jackets bearing a college name/logo are acceptable
<b>FOOTWEAR</b>	<b><i>Shoes</i></b>
	☞ Traditional dress shoes and tennis shoes, in colors that compliment or coordinate with the school uniform are to be worn
	☞ Socks must be worn
	☞ Tennis shoes are required on PE days

## ACADEMIC POLICIES (continued)

The staff of St. Ambrose may determine at anytime that a student is dressed inappropriately and that student will be asked to call home for appropriate attire. *A student who is spoken to repeatedly regarding inappropriate dress may be required to attend detention for a uniform violation (see Disciplinary Processes – After-School Detention).*

### UNACCEPTABLE CHOICES:

When in doubt, make a good choice and select something you know meets our dress code.

<b>SHIRTS</b>	<b><i>Undershirts</i></b>
	☞ May not be visible under uniform shirts
	<b><i>Shirts (all types)</i></b>
	☞ May not be tied in the front or back of the shirt
<b>BOTTOMS</b>	<b><i>Pants, Skirts, Shorts, Capri's or Skorts</i></b>
	☞ Cargo style pants or shorts are not acceptable
	☞ Bottoms must be fitted and may not be "sagged"
<b>PE UNIFORMS</b>	<b><i>PE Uniforms</i></b>
	☞ Sports uniforms are not to be worn on PE days
	☞ Waistbands on PE shorts are to be worn properly (not rolled)
<b>FOOTWEAR</b>	<b><i>Shoes</i></b>
	☞ Boots, sandals, slip-on soes, ballet slippers, shoes with heels or any shoe with more than a 1 1/2" sole/heel are not permitted
	☞ Wheelies, heelies and/or skate shoes are not acceptable
<b>MISCELL-ANEOUS</b>	<b><i>Jewelry</i></b>
	☞ Post earrings only (girls)
	☞ No earrings allowed (boys)
	<b><i>Purses</i></b>
	☞ If you must bring a purse, it is to remain in your backpack
	<b><i>Hats, Hair, Make-Up and Nail Polish</i></b>
	☞ Hats may not be worn in classrooms (acceptable at recess and PE only) and must remain in backpacks during class
	☞ Fad hair-styles (including colored hair) may not be worn
☞ Make-Up and tattoos are not acceptable	
☞ Dark or bright colors of nail polish are not acceptable	

### Spirit Days:

When themed "Spirit Days" are offered (usually for a minimum donation), students may wear clothing appropriate for a Catholic school (no exposed tummies, saggy pants, or too-short shorts). Cargo pants, sandals, slip-on shoes, ballet slippers, high heels or open-toe shoes are inappropriate for school at any time. You must dress according to the instructions provided for the day.

If Spirit Day falls on your assigned PE day, you must change into your PE uniform for class or, you may wear an outfit conducive to PE activities.

## ACADEMIC POLICIES (continued)

**Attendance** (see *Diocese of Tucson Policy 2130; Arizona Revised Statute 15-802 & 15-803*)  
Attendance at school is of the utmost importance. Each day in the classroom builds upon the knowledge covered previously. Additionally, applying concepts and having an opportunity to practice what a student has 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 child's regular attendance directly upon the person having custody of the child and further stipulates that parents and guardians who fail to keep their children 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 will provide supervision for students 15 minutes before classes begin and 15 minutes after classes end each day. Additional supervision is provided for an hourly fee through Extended Day (before school and after school).

### ☐ **Absences**

A parent must call the school office to report an absence by 9:00 a.m. the day of the absence and if you wish to collect homework for your child that day. Homework will be ready for pick-up at the end of the day. If the office is not notified, the school will call home or work. Authorities will be notified immediately if a student's whereabouts are unknown. A student who is absent for 10% or more of the school year may be in jeopardy of:

- ❖ Receiving a reduction in academic grade(s)
- ❖ Being retained in the same grade level the following year
- ❖ Having credit withheld (transcripts not released)

**Excused Absences:** Absences due to medical and dental appointments are considered excused absences. (see *Diocese of Tucson Policy 5240*)

**Unexcused Absences:** Absences due to personal and/or family vacations are considered unexcused and are strongly discouraged.

### ☐ **Early Pick-Up**

Parents are encouraged to schedule doctor, dentist or other appointments after school hours, on weekends, after school on half-days or vacation periods. If there is a need to remove your child from school during the course of the day, you must:

- ❖ send a written note to the office stating the date, time and reason for early pick-up
- ❖ early pick-up for non-medical reasons before 12:30 any day will result in the student being counted as an unexcused absence for the entire school day

When the parent arrives, they report to the School Office (Health Office if the child is ill) and sign the student out. Only individuals listed on the "emergency contact list" are allowed to remove a student from campus. An office staff member will get the student from class. If the student returns before the end of the day, the student (accompanied by the parent) must get an "admit slip" from the office to allow readmission to class.

## ACADEMIC POLICIES (continued)

### Tardy Policy

The school day begins promptly at 8:00 a.m. for all students attending St. Ambrose Catholic School. The gate is open at 7:45 a.m. and closed at 8:00 a.m. when school starts. Students arriving after the gate is closed must go to the School Office accompanied by their driver to get a tardy slip. Timely arrival at school is important for each classroom. Learning begins immediately; students who arrive late disrupt the atmosphere for everyone in the classroom. Tardy arrival at St. Ambrose Catholic School is unacceptable and will not be tolerated.

### Habitual Tardiness

- Students who are tardy 4 or more days during a trimester are considered habitually tardy
- A combination of absence and tardy behavior that equals 10% or more of the school year may cause a student to be retained in the current grade during the upcoming school year
- A pattern of habitual tardiness may result in Truant Officers being contacted by St. Ambrose Catholic School
- A family who is habitually tardy will be required to participate in tardy detention

### Consequences Resulting from Late Arrival (per trimester)

- Two (2) tardies** – student meets with teacher
- Three (3) tardies** – written note is sent home to parents for their review and signature
- Four (4) tardies** – tardy detention issued for both the student and the parent/guardian
- Five (5) tardies** – conference with student, parent/guardian, faculty member and Principal
- Six or more (6+) tardies** – possible in-school suspension, at-home suspension or expulsion (to be determined by Principal)

### Tardy Detention

- If a student arrives late 4 times in one trimester, they will be required to participate in tardy detention with at least one parent/guardian **and** pay a \$20 tardy fee
- Kindergarten through 3<sup>rd</sup> Grade students and their parent/guardian will serve tardy detention from 7:15 a.m. – 7:45 a.m. on a regular school day
- 4<sup>th</sup> Grade through 8<sup>th</sup> Grade students and their parent/guardian will attend tardy detention from 7:00 a.m. – 7:45 a.m. on a regular school day
- Tardy detention is supervised by school faculty
- Failure of the parent/guardian and student to attend tardy detention will result in additional consequences for the student (as determined by the Principal) **and an additional fine of \$50** will be assessed (\$70 total)

## ACADEMIC POLICIES (continued)

### **Curriculum and Instruction**

St. Ambrose Catholic School is committed to providing a challenging, comprehensive, and up-to-date curriculum. Our curriculum blends traditional Catholic school programming with current educational research.

The curriculum is regularly evaluated and updated to ensure accordance with Diocesan and State guidelines. Faculty participate in weekly and monthly in-service instruction in areas which include learning differences, brain-based learning, Essential Elements of Instruction, multiple intelligences, prevention of bullying, and Discipline With Purpose. Teachers are also working toward Diocesan Ministry Certification.

### **Core Courses**

Our commitment is to educating the whole-child in a quality Catholic environment. Students are offered the basic core subjects of:

#### **Religion**

Teaching students about faith is a primary component of Catholic education. Students explore teachings of the old and new Testaments in order to gain an understanding of the spiritual and historical tenants of Catholicism. Second graders participate in the sacraments of First Reconciliation and First Holy Communion. Eighth graders prepare for Confirmation.

#### **Mathematics**

In early grades, math facts are taught to prepare students for more complicated operations in later grades. Students must have strong knowledge of addition, subtraction, multiplication and division in order to progress into fractions, decimals, percentages, geometry and pre-algebra operations.

#### **Language Arts**

The curriculum is rich in literature and grammar at every level. Reading, writing, spelling, and handwriting exercises provide opportunities for students to explore language in a variety of ways. Students are expected to read, understand and identify key concepts in written assignments from every subject.

#### **Science**

Understanding the world around us as it relates to scientific truths is explored at the developmentally appropriate level for each grade. As students develop intellectually and are able to understand abstract ideas, science exploration becomes more challenging.

#### **Social Studies**

Studying our culture and societies around the world help students to better understand the world in which they live. Junior High students are offered an opportunity to explore the workings of the federal government by participating in a visit to Washington, DC.

#### **Technology**

St. Ambrose Catholic School offers students the opportunity to utilize technology in a variety of ways including Smart Boards, guided internet searches and learning how to prepare and present Power Point presentations. Technology is viewed as a support to our curriculum, allowing students to develop a deeper understanding of individual subject matter.

## ACADEMIC POLICIES (continued)

### Curriculum and Instruction (continued)

#### **Special Courses**

A variety of classes are offered at St. Ambrose Catholic School that are part of the overall curriculum but are not part of the daily routine. These special courses allow students an opportunity to explore creatively in the arts, to develop small and large motor skills, and to strengthen research and study habits. Special courses include:

**Art**

Students explore a variety of media and creative processes at a developmentally appropriate level. At St. Ambrose Catholic School, art is integrated into the curriculum in a variety of subjects to demonstrate the interdisciplinary nature of our world.

**Health**

Students at every level participate in a Health Course throughout the school year that is taught by the School Nurse and Counselor. Topics range from personal hygiene to first aid.

**Leadership**

Junior High students participate in a sequential leadership program that builds upon skills each year. Each grade level will engage in special projects that support the school and/or community service. Research reports are an important part of this course.

**Library**

At least once per week, students visit the library. Activities may include story telling, independent reading and/or research projects. Students may check-out books from the library and are expected to return books by the due date. Fines for late return or lost books will be charged to student accounts.

**Music**

Allowing students to participate in music and performance is important to developing the whole-child. Singing and music provide students with an opportunity to express themselves creatively. Participating in choir for the weekly school Mass and monthly family Mass is a privilege students may earn.

**PE**

All students will participate in the PE program. It is a graded school subject and important to the physical development of students. A note is required if a student is unable to participate in PE. The note must identify why a student is unable to join in the PE activities and must be signed by the parent. Prolonged non-participation (more than two classes) must be excused by a doctor. PE uniforms must be worn on PE days.

**Technology**

Students are exposed to and participate in technology daily through the use of Smart Boards, guided internet searches and creating Power Point presentations. Technology is viewed as a support to the curriculum in every subject rather than a separate, stand-alone course.

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

Title One services are offered on campus daily for students who qualify. These services include, but are not limited to: tutoring in the core subjects; evaluations for Learning Disabilities; and DIBELS (Dynamic Indicators of Basic Literacy) assessments. St. Ambrose receives allocations from Tucson Unified, Sunnyside and Amphitheater School Districts. To participate in Title One programs, students must qualify for services.

## ACADEMIC POLICIES (continued)

### **Homework**

Homework is an integral part of the school's instructional program. Homework assignments are assigned to reinforce and enhance the material covered in the classroom. There are many advantages to having homework assignments. Homework can:

- Extend learning time beyond the school day
- Promote student independence by giving them the opportunity to complete assignments without teacher supervision
- Increase student understanding of their academic responsibility

While students' abilities and concentration will vary, the Diocesan suggested time allotments for homework in elementary schools are as follows:

K-3 grades	15-30 minutes per day
4-6 grades	30-60 minutes per day
7-8 grades	60-90 minutes per day

In order to promote student involvement in activities outside the school setting (i.e. Scouts, sports, family activities, religious functions, etc.), homework will not be assigned during the weekend or holidays. However, this would not preclude a student's desire to work on long-term assignments during these time periods.

### **Make-Up Assignments**

In the case of excused absences, the responsibility to check with the teacher about missing work rests with the student. Parents are encouraged to request homework when calling in their child's absence.

## **ACADEMIC POLICIES (continued)**

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

Progress reports and report cards keep parents and students informed of academic achievement. In order for a progress report or report card to be released, the student account balance must be \$0.

#### **Communication to Parents**

Each Wednesday, the Good News Express is sent home with the oldest sibling in a family. Included in the envelope will be the weekly newsletter as well as any information regarding individual student(s) that a parent/guardian needs to know. Progress reports, weekly academic review (if provided by the teacher), classroom newsletters and school-wide communication will be included in the GNE envelope. Students are expected to keep all materials in the envelope for their parents to review. Parents should sign and return the envelope weekly. Lunch menus and payments for hot lunch, extended day billing and other balances due may be returned in the envelope. It is the responsibility of the student to provide the complete packet of information to their parent; it is the responsibility of the parent to sign and return the envelope with their child each week.

#### **Progress Reports**

A mid-term progress report is given to students and parents three times each school year with the intent of communicating positive comments and constructive criticism in advance of report cards. Students can use this information to improve areas of weakness in advance of the formal grade report.

#### **Report Cards**

Formal assessment of student learning is provided at the end of each trimester. Depending on the student grade level, marks that are developmentally appropriate are used to communicate how a child is performing in individual subjects.

#### **Cheating & Plagiarism**

Cheating and plagiarism are serious offenses. A student who participates in either of these offenses will receive a grade of zero on the test or assignment on which they cheat plus, a conduct grade of unsatisfactory may be given on the report card. Parents will be notified when a student participates in cheating or plagiarism.

## ACADEMIC POLICIES (continued)

### **Parent-Teacher Conferences**

Formal Parent-Teacher Conferences are held twice a year. Parents or teachers may request additional conferences as necessary for individual students.

#### **□ 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 will have a mandatory Parent-Teacher Conference scheduled.
- A teacher may request a conference for a student who is not earning grades of D or lower.
- Report cards will be given out during conferences or sent home in *Good News Express* envelope.

#### **□ Third Trimester (spring)**

- A portfolio review will be done at the end of the school year to show progress through the school year and across the curriculum.
- This is an “open house” style format.
- Grades will be provided at the end of the school year.

#### **□ Confidentiality**

Teachers and parents are expected to maintain the highest level of confidentiality in regard to information about students. Parent volunteers are not allowed to discuss what is observed or heard in the classroom. It is the teachers' function to report significant information to parents about their student. Parents are not to approach students who are not their children regarding behavior or academic performance while volunteering or on-campus for other reasons.

# *St. Ambrose Catholic School*

## **DISCIPLINARY PROCESS**

### **Discipline With Purpose**

**School-Wide Rules**  
**Safety Considerations**  
**Basic Skills (Pre-School through 2<sup>nd</sup> Grade)**  
**Constructive Skills (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grades)**  
**Generative Skills (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades)**

### **Discipline Cycle**

**Pre-School Discipline Cycle**  
**Primary Discipline Cycle: Kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> Grades**  
**Intermediate Discipline Cycle: 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grades**  
**Junior High Discipline Cycle: 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades**

### **Detention Policy**

**Detention Process**  
**Detention Consequences**

### **Probation Policy**

**Probation Status**  
**Probation Period**  
**Probation Consequences**

### **Suspension**

**Offenses that may result in suspension**  
**Types of Suspension**  
**In-School Suspension**  
**At-Home Suspension**

### **Expulsion**

**Offenses that may result in expulsion**

### **Diocese of Tucson Policies**

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

**2180** Due Process/Parent's Appeal  
**2220** Discipline  
**2225** Arizona Statutes  
**2240** Tobacco, Alcohol and Drugs  
**2250** Weapons  
**2270** Searches

## DISCIPLINARY PROCESS

### Discipline With Purpose

**Discipline With Purpose (DWP)** is based on the belief that self-discipline can be taught and learned. Teachers are trained to teach and implement DWP as part of the daily curriculum. Excessive discipline problems will be reported to parents.

#### ☐ **School-Wide Rules**

At St Ambrose Catholic School, each individual is expected to:

1. Respect people, property and things as a Child of God
2. Contribute to the learning environment
3. Follow school and classroom procedures

#### ☐ **Safety Considerations**

We strive to ensure that all students and staff will be kept safe. Faculty will remove a student(s) from any situation in which the following takes place:

1. Any individual is in physical and/or in psychological danger; or someone is putting another person in such danger
2. Abusive speech and/or gestures are used
3. Disrespectful speech and/or actions are used

#### ☐ **Basic Skills (Pre-School through 2<sup>nd</sup> Grade)**

1. Listening
2. Following instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills

#### ☐ **Constructive Skills (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grades)**

- students in grades 3 – 5 know and practice the basic skills daily
6. Cooperating with others
  7. Understanding rules
  8. Figuring out how to accomplish tasks on your own
  9. Exhibiting leadership
  10. Communicating effectively

#### ☐ **Generative Skills (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades)**

- students in grades 6 – 8 know and practice the basic and constructive skills daily
11. Organizing: Time, Space, People and Things
  12. Resolving mutual problems
  13. Taking the initiative in problem solving
  14. Distinguishing fact from feeling
  15. Sacrificing for and/or serving others

## **DISCIPLINARY PROCESS (continued)**

### **Discipline Cycle**

Each academic department has determined an age-appropriate discipline cycle for students who do not meet the above expectations. Written documentation of discipline cycle progression may be maintained in student permanent files. The discipline cycle for each class level is listed.

### **Pre-School Discipline Cycle**

Redirection, change of environment and conversation are used as the primary means of discipline. It is our goal to teach the child self discipline and the ability to interact with their classmates. Ongoing discipline issues may be cause for removal from the school. Daily reports are issued at the end of the day. These reports include social behavior and will help parents to re-enforce our ongoing teaching of "What would Jesus do?" in all circumstances.

1. The student will be reminded of the rule and a conversation will occur to insure understanding
2. The student will be verbally redirected, offered a change of environment or additional conversation
3. The student will be asked to reflect upon their behavior by completing a "Think Time" sheet
4. At the discretion of the teacher, the parent will be notified by phone or note
5. The student may be sent to the director or Principal

## **DISCIPLINARY PROCESS (continued)**

### **Discipline Cycle**

Each academic department has determined an age-appropriate discipline cycle for students who do not meet the above expectations. Written documentation of discipline cycle progression may be maintained in student permanent files. The discipline cycle for each class level is listed.

#### **Primary Discipline Cycle: Kindergarten, 1st, & 2nd Grades**

Redirection, change of environment and conversation are used as the primary means of discipline. It is our goal to teach the child self discipline and the ability to interact with their classmates. Ongoing discipline issues may be cause for removal from the school. Daily reports are issued at the end of the day. These reports include social behavior and will help parents to re-enforce our ongoing teaching of “What would Jesus do?” in all circumstances.

1. The student will be given a cue to remind them of the rule
2. The student will be verbally redirected
3. The student will be asked to reflect upon their behavior by completing a “Think Time” sheet
4. At the discretion of the teacher, the parent will be notified by phone or note
5. The student will be sent to the Principal

## **DISCIPLINARY PROCESS (continued)**

### **Discipline Cycle**

Each academic department has determined an age-appropriate discipline cycle for students who do not meet the above expectations. Written documentation of discipline cycle progression may be maintained in student permanent files. The discipline cycle for each class level is listed.

#### **Intermediate Discipline Cycle: 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grades**

Redirection, change of environment and conversation are used as the primary means of discipline. It is our goal to teach the child self discipline and the ability to interact with their classmates. Ongoing discipline issues may be cause for removal from the school. Daily reports are issued at the end of the day. These reports include social behavior and will help parents to re-enforce our ongoing teaching of “What would Jesus do?” in all circumstances.

### **Discipline Cycle**

- first offense
  - discussion with teacher
- second offense
  - student fills out a white Student Action Plan sheet describing what school rule was broken and talks with teacher on how to correct the behavior
- third offense
  - student fills out a blue Student Action Plan sheet to be sent home for parent discussion and with a parent signature on the sheet it is to be returned to school. This sheet will be placed in the student’s file
- fourth offense
  - student fills out a red Student Action Plan sheet and is sent to the Principal for further discipline

## **DISCIPLINARY PROCESS (continued)**

### **Discipline Cycle**

Each academic department has determined an age-appropriate discipline cycle for students who do not meet the above expectations. Written documentation of discipline cycle progression may be maintained in student permanent files. The discipline cycle for each class level is listed.

#### **Junior High Discipline Cycle: 6<sup>th</sup>, 7<sup>th</sup> & 8th Grades**

Redirection, change of environment and conversation are used as the primary means of discipline. It is our goal to teach the child self discipline and the ability to interact with their classmates. Ongoing discipline issues may be cause for removal from the school. Daily reports are issued at the end of the day. These reports include social behavior and will help parents to re-enforce our ongoing teaching of "What would Jesus do?" in all circumstances.

- first offense
  - verbal warning
- second offense
  - student fills out a white Student Action Plan sheet describing what school rule was broken and talks with teacher on how to correct the behavior
- third offense
  - parents are contacted and informed of student warning, Student Action Plan and the inability to conform to the rules
- fourth offense
  - parent, teacher and student meeting
- fifth offense
  - parent, teacher, student and Principal meeting

## **DISCIPLINARY PROCESS (continued)**

### **Detention Policy** (see *Diocese of Tucson Policy 2220*)

Students who choose to break school rules will be subject to detention. Offenses that are subject to detention include (but are not limited to):

- inappropriate language
- inappropriate behavior
- disrespect
- eating or drinking in classrooms
- chewing gum on campus
- wearing makeup
- uniform violation
- illegal electronic items
- violating any policies or procedures listed in this handbook

### **Detention Process**

- Student is given a detention slip that must be signed by a parent and returned to the teacher
- On the date detention is given, the student must report to the designated area to serve the detention
  - Students who play on sports teams may not practice from 3:15 p.m. – 4:15 p.m. when they are in detention
  - If the sports team is playing a game the day of detention, any student assigned to detention that day may not participate in the game
  - A student serving detention time may not participate in after school activities (including clubs and/or tutoring) until after 4:15 p.m.
- Community service to the school and/or the parish will be performed (supervised by a faculty member)
- During detention, student is signed into Extended Day from 3:15 p.m. – 4:15 p.m.
- The Extended Day fee will be billed for time served in detention as well as any additional time beyond 4:15 p.m. that the student stays in Extended Day
- A parent must sign the student out of Extended Day or they will be charged the full fee (until 6:00 p.m.)

### **Detention Consequences**

- If a student skips detention (unexcused) they will have a second detention added
- More than two (2) unexcused detentions will result in an in-school suspension
- Students who are required to serve detention more than three (3) times will:
  - Have a meeting with the teacher, Principal and their parents
- Excessive detentions and/or unexcused absence from detention may result in:
  - Additional In-School Suspension
  - At-Home Suspension
  - Expulsion

## **DISCIPLINARY PROCESS (continued)**

### **Probation Policy** (see *Diocese of Tucson Policy 2220*)

#### **Probation Status**

A student may be placed on probation status by the Principal if:

- academic performance falls below average
- conduct requires multiple episodes of at-school and/or in-home suspension
- parent participation in required activities (including payment of tuition and/or fees) is not met
- policies and procedures outlined in the St. Ambrose Catholic School Handbook are not followed
- a student withdraws from St. Ambrose Catholic School and is readmitted at a later date

Probation may be for a period of one (1) trimester but is not to exceed three (3) trimesters, depending upon the individual situation.

#### **Probation Period**

- initial probation period of one (1) trimester
- additional probation period of two (2) trimesters
- at the end of any probation period, a conference with parents will be scheduled to develop a probationary contract

#### **Probation Consequences**

- a student may be limited from involvement in co-curricular activities while they are on probation
- if a student and/or family does not meet the expectations of the probationary contract, the Principal may expel a student from St. Ambrose Catholic School

## **DISCIPLINARY PROCESS (continued)**

### **Suspension** (see *Diocese of Tucson Policy 2220*)

Suspension is the temporary removal of a student from the classroom and/or school. The Principal has the authority to place a student on suspension for one to three days for serious or repeated offenses. The primary purpose of suspension is to give the student, parents, and school time to resolve the problem. Suspension is a serious matter that can lead to expulsion from school. Suspensions may become part of a students' permanent record.

### **Offenses that may result in suspension include (but are not limited to):**

- Improper language
  
- Fighting
  
- Bullying or Harassment
  
- Disrespect toward faculty and/or staff
  
- Bringing drugs, dangerous substances, weapons, alcohol, smoking materials or other contraband items to campus
  
- Stealing
  
- Leaving school grounds (including during sports events)
  
- Repeated misconduct
  
- Excessive absenteeism
  
- Excessive tardiness

### **Types of Suspension**

#### **In-School Suspension**

Student is not admitted to class but carries out the suspension on school premises

- Student may be allowed to work on homework assignments
- Student may be required to do community service for the school

#### **At-Home Suspension**

Student remains at home until required suspension time is complete

- Student is responsible for any homework or assignments given during suspension period
- Student may not participate in any school-sponsored activity during the period of the suspension (including sports and/or field trips)

## **DISCIPLINARY PROCESS (continued)**

### **Expulsion** (see *Diocese of Tucson Policy 2220*)

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

### **Offenses that may result in expulsion include (but are not limited to):**

- Actions gravely detrimental to the moral and spiritual welfare of others
- Ongoing, unsuccessful academic performance following probation
- Habitual profanity or vulgarity
- Bullying, assault or any threat of force or violence directed against another individual (civil authorities may be called)
- Open and persistent defiance of the authority of the school
- Possession, use, sale or distribution of illegal substances or alcohol on or near the school
- Possession of weapons, drugs, alcohol or tobacco
- Excessive absenteeism or tardiness

# *St. Ambrose Catholic School*

## **HEALTH & WELLNESS**

### **Food Program**

**Hot Lunch**  
**Snack Bar**  
**Snack Bar Cards**

### **Health Screening Week**

### **Medical Information**

### **Medication Policy**

**Helpful Suggestions**

### **Diocese of Tucson Policies**

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

Health and Safety

- 5110** Accidents and Illness at School
- 5140** Communicable Disease Reporting
- 5160** Emergency Information
- 5190** Hazard Communication Standards
- 5200** Hearing Screening
- 5210** Immunizations
- 5250** Medications Given at School
- 5280** Pediculosis Management (Lice infestation)
- 5300** Physical Examinations
- 5310** Records
- 5330** Vision Screening

## HEALTH & WELLNESS

### **Food Program**

St. Ambrose Catholic School offers a food program for students who choose to purchase breakfast and lunch.

All meals that are provided meet the U. S. standards for nutrition.

### **Lunch Program**

Students are required to fill out a menu and pay for lunches the previous month.

We offer a “peanut free” table in the cafeteria specifically for those students suffering from peanut allergies.

### **Snack Bar**

The cafeteria offers a wide range of breakfast and lunch choices at the snack bar for students who do not order lunch. These items include, but are not limited to:

- bagels
- cereal
- yogurt
- fresh fruit
- drinks

### **Snack Bar Cards**

Snack Bar Cards are available and may be purchased in the cafeteria. If a student forgets their lunch, and does not have cash available or has not purchased a Snack Bar Card, the student will not go hungry. A Snack Bar Card will be opened for them to purchase lunch or breakfast and the student account will be billed.

## HEALTH & WELLNESS (continued)

### **Health Screening Week** (see *Diocese of Tucson Policy 5200 & 5330*)

According to Arizona school law and Diocesan policy, every school child must have vision, hearing, height and weight checked each school year.

Health Screening Week is the designated time for these checks.

Parent volunteers are needed to assist our School Nurse to carry out this program. We offer commitment hours to parents assisting with Health Screenings.

## HEALTH & WELLNESS (continued)

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

The Health Office is managed by a Registered Nurse.

All health and injury related incidents are documented and you will be informed if any incident appears to be serious or in need of your attention.

If a child is ill before school, the child should be kept at home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school.

If a child shows symptoms of extreme discomfort, fever, throwing up or an injury that needs medical attention while attending school, the parent or a person designated by the parent must pick up the child as soon as possible (no longer than one (1) hour after being called by the school).

## HEALTH & WELLNESS (continued)

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

When it is essential for a student to take medication in order to remain in school, the following requirements must be met:

- We are required to have both a written order from a licensed medical practitioner (M.D., D.O., or Nurse-Practitioner) and permission from the parent or guardian before we can administer any medication. This includes prescription and over-the-counter (OTC) medications. The label on the prescription container suffices for the physician's order. For OTC medication, a separate note from the physician will be required. A separate permission form is required for each medication and for each child.
- All medications must be brought to the nurse's office by a parent or guardian in the original, labeled container with the child's name on it.
- **UNAUTHORIZED MEDICATIONS WILL NOT BE GIVEN.** The nurse will call the parent/guardian or send a note and inform them of the situation. Parents are welcome to come in and administer their child's medication if they wish.
- For children receiving regular medication, we must be informed of any changes in medication dosage or frequency in writing from the physician.
- Children are not to have medications in their possession, including Tums, cough drops, Tylenol, Advil or other over-the-counter items. All medications must be brought to the nurse's office where they are kept in a locked cabinet or refrigerator.
- Medications containing narcotics (such as Tylenol #2 or #3 or cough syrups which contain Codeine) will not be given. Do not send narcotic medications to 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 destroyed by flushing it down the toilet in the presence of two people. Both persons will sign the School Year Medication Record form and Student Health Record stating the number of pills destroyed.

## HEALTH & WELLNESS (continued)

### Medication Policy (continued)

#### Helpful Suggestions

- If your child has or will have braces or any dental work, have the dentist write a standing order for pain medication.
- If your child has allergies, have your doctor write a standing order for the over the counter medications you are likely to use. You can also ask your doctor's office to fax a note to the school Health Clerk. The fax number is 617-4860.
- When you get a prescription filled, ask the pharmacist for a separate labeled container for school.
- If you send cough drops for your child, the kind with eucalyptus and menthol will not require a physician's note or medication permission form. Cough drops or lozenges containing other medications may require medical authorization.

*St. Ambrose Catholic School*

**SAFETY & SECURITY**

**Bullying**

**Crisis Team**

**Safety Drills**

**Drugs, Weapons & Dangerous Substance Policy**

**School Policy on Toy Weapons**

**Gang Policy**

**Visitors**

**Diocese of Tucson Policies**

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

- 1600** Safety & Emergency Plans  
Harassment/Bullying
- 2240** Tobacco, Alcohol & Drugs
- 2250** Weapons
- 5130** Child Abuse and/or Neglect

## SAFETY & SECURITY

### **Harrassment/Bullying** (see *Diocese of Tucson Policy 2210*)

Bullying is identified as behavior that is developmentally inappropriate over the course of time. The Discipline With Purpose program at St. Ambrose Catholic School teaches all students self-discipline with the expectation that individual students will learn and use self-control. Bullying has the additional affect of interfering with the academic environment for one or more students.

Bullying can be demonstrated by one or more of the following behaviors:

- pushing
- shoving
- hitting
- spitting
- name calling
- picking-on another student (s)
- making fun of others
- laughing at people
- excluding someone

Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”. Staff will focus on teaching students positive ways to interact with one another.

Parents will be notified when their student engages in bullying behavior. Consequences may include in-school suspension or temporary suspension from school.

In the most extreme of cases, expulsion may be necessary.

False reports regarding harassment, bullying and intimidation will be subject to immediate and proper consequences.

## **SAFETY & SECURITY (continued)**

### **Crisis Team**

St. Ambrose Catholic School has a Crisis Team (composed of staff) whom assist the Principal in implementing the school crisis plan.

Team members are approved by the Diocese and receive professional development training. Crisis preparation includes fire drills, lockdowns and evacuations.

All parents who are on campus during one of these drills are expected to abide by and follow all rules and regulations during the entire time of the drill.

If a drill is in progress no parent/guardian will be allowed to enter campus until the drill is complete.

In addition, during an evacuation no parent may remove their student until after they sign-out of school properly (see Academic Policies – Attendance: Early Pick-Up).

### **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 as per Diocesan policy.

## **SAFETY & SECURITY (continued)**

### **Drugs, Weapons & Dangerous Substance Policy** (see *Diocese of Tucson Policy 2240 & 2250*)

The possession and/or use of drugs is prohibited.

Also prohibited are items that can be injurious to the health and safety of students, including weapons.

Any student found in possession of such products while under the jurisdiction of the school is subject to immediate suspension and/or expulsion according to Diocesan policy and the proper authorities will be called.

### **School Policy on Toy Weapons**

At St. Ambrose Catholic School, we realize that children play games involving police or space age warfare. However, the school has a policy that such games not be part of the school experience.

*Toy weapons of any sort are not allowed at anytime at school.*

Students who repeatedly bring toy weapons or participate in violent games may be subject to the disciplinary process.

## **SAFETY & SECURITY (continued)**

### **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 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
- any other action directly resulting from membership or interest in a gang.

Any reference to weapons or threats of physical or verbal violence will result in 911 being called immediately.

Any student, while under the jurisdiction of the school, fitting the descriptions as written above, is subject to immediate suspension and/or expulsion according to Diocesan policy.

## **SAFETY & SECURITY (continued)**

### **Visitors**

St. Ambrose Catholic School is a closed campus.

The safety and well-being of children is our top priority.

No one, including parents and students, has open access to school buildings.

Parent volunteers and visitors must sign-in at the school office at which time they will be issued a visitor badge that will identify them.

Visitors may not be on campus without this badge.

*St. Ambrose Catholic School*

**GENERAL POLICIES**

**Animals**

**Classroom Parties**

**Electronic Items**

**Field Trips**

**Food, Drinks & Gum**

**Good News Express Envelope**

**Telephone Usage**

**Toys**

**Vandalism**

**Volunteers**

**Confidentiality**

**Diocesan Policy Regarding Volunteers**

**Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching)**

**Parent Volunteers – Pre-School**

**Coaches**

**Drivers for Field Trips and/or Sports Events**

**Volunteers Under 18 Years of Age**

**Removal of Volunteers**

**Diocese of Tucson Policies**

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

**3800** Volunteers

## GENERAL POLICIES

### **Animals**

Animals that are part of classroom learning environments are the only animals allowed on campus: do not bring family pets to school.

Animals can cause allergic reactions among members of our population and some people may be afraid of various pets.

Service animals are exempted from this policy.

### **Classroom Parties**

Parties may not disrupt the academic environment in the classroom. Party days are limited to the dates identified on the master calendar and include:

- The day before Christmas vacation
- Valentine's Day (after lunch only)
- Last day of school
- Birthday celebrations are to be coordinated by the Homeroom Parent in collaboration with the classroom teacher and will occur, at most, once per month
  - Individual student birthday parties are to be conducted away from campus.
- Any additional classroom parties must be scheduled through the teacher and the Principal

### **Electronic Items**

Cellular phones, electronic games and/or music players and all other electronic devices are strictly prohibited at all times.

Students who violate this policy will have the electronic item confiscated for a period of one calendar week and will be referred to the disciplinary process.

Only a parent will be allowed to retrieve the item.

Electronic items are disruptive to the classroom and inappropriate for students to use at any time on campus including before school and after school.

### **Field Trips**

Beginning with Kindergarten, students attending St. Ambrose Catholic School may have opportunities to enhance their classroom learning with field trips.

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

Parent volunteers who are interested in serving as drivers and/or chaperones may do so when they have 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 by all students is mandatory.

All drivers must follow the driving directions and are not allowed to deviate from them (absolutely no stopping at locations other than the field trip stop(s)). Students could be considered truant if they do not return to school immediately.

***Parents who violate this policy will not be allowed to drive for subsequent trips.***

## GENERAL POLICIES (continued)

### **Food, Drinks & Gum**

There is to be no eating or drinking in classrooms.

Lunch is eaten in Ambrosian Hall.

Snacks may be eaten in Ambrosian Hall or the courtyard.

There is no gum allowed on campus at any time.

Students who continually violate this policy will be referred to the disciplinary process.

Bottled water is allowed in classrooms.

### **Good News Express Envelope**

Each Wednesday, the Good News Express is sent home with the oldest sibling in a family. Included in the envelope will be the weekly newsletter as well as any information regarding individual student(s) that a parent/guardian needs to know.

Progress reports, weekly academic review (if provided by the teacher), classroom newsletters and school-wide communication will be included in the GNE envelope. ***Students are expected to keep all materials in the envelope for their parents to review.***

Parents should sign and return the envelope weekly.

Lunch menus and payments for hot lunch, extended day billing and other balances due may be returned in the envelope.

It is the responsibility of the student to provide the complete packet of information to their parent; it is the responsibility of the parent to sign and return the envelope with their child each week.

### **Telephone Usage**

The school phone is for business calls only therefore, students have limited access to them during the day.

Students may use the school phone for emergency calls only.

Emergency calls will always be handled immediately.

### **Toys**

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

At St. Ambrose Catholic School, we realize that children play games involving police or space age warfare. However, the school has a policy that such games not be part of the school experience.

Students who repeatedly bring toy weapons or participate in violent games may be subject to the disciplinary process.

## **GENERAL POLICIES (continued)**

### **Vandalism**

The deliberate destruction of property (personal, public or school) constitutes a moral and monetary problem.

Students who vandalize property will be suspended and required to make restitution for the vandalized property through payment and/or labor required to correct or replace the damaged item(s).

## GENERAL POLICIES (continued)

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

Volunteers are critical to the efficient running of St. Ambrose Catholic School. Your contributions to the institution are tremendous and we appreciate all you do. Parent volunteers are subject to maintaining the highest level of confidentiality in regard to students. The confidentiality policy states:

**Confidentiality:** *Teachers and parents are expected to maintain the highest level of confidentiality in regard to information about students. Parent volunteers are not allowed to discuss what is observed or heard in the classroom. It is the teachers' function to report significant information to parents about their student. Parents are not to approach students who are not their children regarding behavior or academic performance while volunteering or on-campus for other reasons.*

### **Diocesan Policy Regarding Volunteers**

Volunteers who are interacting with children on a regular basis must be screened and trained to serve in this role. You must complete the entire process to be cleared to:

- be on-campus during the school day (7am – 6pm) – other than drop-off and pick-up
- work regularly in any classroom (Pre-School through 8<sup>th</sup> Grade), the cafeteria and/or the library
- drive for field trips and/or sporting events
- coach a sport

A copy of each of the required items (listed below) must be on file with the School Office before you may be allowed to work with students in any of the above mentioned ways.

- Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching)**
    - Application for Ministry & Volunteer Service
      - Including the names and phone numbers of four references
    - Permission to Obtain Information Form
    - Criminal History Affidavit which must be notarized (yearly requirement)
    - Fingerprint Clearance (Criminal History & Background Check)
      - Fingerprints to be taken at local law enforcement agency and returned to school
  - OR**
    - Valid Fingerprint Clearance Card from Arizona Department of Public Safety (copy on file in School Office)
    - Valid Concealed Carry Permit (copy on file in School Office)
    - Screened by Court System (documentation must be provided of clearance)
  - View Diocese of Tucson Compliance Video (yearly requirement)
  - Attestation Form (yearly requirement)
- 
- Parent Volunteers – Pre-School**
    - All requirements for Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching) must be met
    - Pre-School volunteers must have FBI clearance performed by Arizona Department of Public Safety
    - Four written letters of recommendation must be submitted with the application

## GENERAL POLICIES (continued)

### Volunteers (continued)

- **Coaches**
  - All requirements for Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching) must be met
  - Coaches must have FBI clearance performed by Arizona Department of Public Safety
  - Four written letters of recommendation must be submitted with the application
  - ***Coaches will not be allowed to participate in practices or games until this process is complete***
  
- **Drivers for Field Trips and/or Sports Events**
  - All requirements for Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching) must be met
  - Diocese of Tucson Driver Information Sheet (yearly requirement)
    - Copy of drivers license (yearly requirement)
    - Copy of current insurance policy on vehicle that will be used (yearly requirement) – insurance must be up-to-date
  
- **Volunteers Under 18 Years of Age**
  - All requirements for Parent Volunteers – Kindergarten through 8<sup>th</sup> Grade (non-coaching) with the exception of the fingerprint clearance process
  - Four written letters of recommendation must be submitted with the application

### **Removal of Volunteers**

Volunteers must behave in a manner consistent with Diocesan policy and that maintains the confidentiality of our students at all times. The Principal and/or Pastor reserve the right to remove anyone from a volunteer position at any time for any reason. St. Ambrose Catholic School and its employees are committed to ensuring the safety of children.

*St. Ambrose Catholic School*

**CO-CURRICULAR OFFERINGS**

**After School Sports Program**

**St. Ambrose Catholic School Requirements for Participation in Sports**

**Altar Servers**

**Clubs & Activities**

**Boy Scouts**

**Choir**

**Karate**

**Keyboarding**

**Plays and Musicals**

**Tutoring**

**Student Council**

**Membership**

**Responsibilities**

## CO-CURRICULAR OFFERINGS

### After School Sports Program

The Diocesan After School Sports Program exists to provide positive, well-organized activity that contributes to the development of the whole child. It is carried on in a manner that models and teaches Christian principles and the ideals of good sportsmanship. Students in Grades 5 to 8 may participate in Volleyball, Basketball and/or Track and Field (4<sup>th</sup> graders may participate in Track and Field). Policies pertaining to sports are found in the Diocesan Sports Handbook. Parents are expected to read and abide by the policies and procedures in the Diocesan Sports Handbook.

### **St. Ambrose Catholic School requirements for participation in sports:**

- Maintain a grade of C or higher in all subjects
- Attend all practices, games or team meetings (unless excused by the coach)
- Have yearly physical that is on file in the Health Office
- Pay the non-refundable sport fee
- Purchase team jersey and/or team shorts
- Meet all deadlines for paperwork and payments
- Review and abide by Diocesan policies outlined in the Diocesan Sports Handbook
- Follow Diocesan policy regarding attendance at sporting events (Diocesan Sports Handbook)
- Parents must pick students up promptly after practices and games. Those athletes not picked-up will be signed in to Extended Day and be charged the Extended Day fee of \$2.00 per hour (pro-rated by the ½ hour)
- 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 undergo the FBI criminal history and background check as well as comply with Diocesan requirements for parent volunteers (see General Policies section – Volunteers)
- Students who receive a detention slip will not be allowed to participate in practice until 4:15 p.m. on the day of their detention***
- Students who receive a detention slip will not be allowed to participate in a game or sporting event on the day of their detention***

## **CO-CURRICULAR OFFERINGS (continued)**

### **Altar Servers**

Students who have made their First Holy Communion are eligible to work as Altar Servers.

Yearly training for new servers will take place September through December.

Upon successful completion of the Altar Server Training Program, servers will be placed on teams to serve during School Masses on Wednesdays and daily Mass (Monday, Tuesday, Thursday and Friday).

Altar Servers are encouraged to serve Sunday Masses at St. Ambrose Church.

With parental permission, students may serve special Masses such as 8<sup>th</sup> Grade Confirmation, First Holy Communion and Graduation. Additionally, students may be asked to assist with funeral Masses (only with the permission of parents).

## CO-CURRICULAR OFFERINGS (continued)

### **Clubs & Activities**

St. Ambrose Catholic School students are encouraged to participate in co-curricular activities that are offered on campus.

Students who participate are expected to maintain good grades (C or better in all academic subjects) in order to participate in clubs or activities.

St. Ambrose Catholic School rules and regulations apply to all students participating in any clubs or activities.

Students who participate in after-school activities who are not picked-up at the end of the event will be signed into Extended Day. It is the responsibility of the parent to sign the student out of Extended Day and to pay the appropriate fees associated with this service.

The advisor or Principal may remove a participant from any club or activity if grades are not maintained or conduct is unsatisfactory.

Clubs and activities may vary year to year.

#### **Academic Excellence**

- Part of the After Care Program for all students in grades 3 through 8
- Tutors assist students with homework from 3:15 – 3:45pm Monday through Thursday
- Students participating in sports are expected to attend Academic Excellence before practice begins at 3:45pm
- If a student is participating in another co-curricular activity, they are excused from Academic Excellence/After Care only until the activity concludes at which time they must sign in to After Care (this includes sports participants)

#### **Boy Scouts**

- Troop exists for young men who are interested in scouting
- Contact the school office for specific information

#### **Choir**

- Students who are selected to sing in the choir have the privilege of singing during the weekly school Masses
- Additionally, those students who are in choir are expected to sing at the monthly School Mass on Sunday, please check the calendar for dates

#### **Karate**

- Independent Contractor who teaches karate on our campus
- Questions regarding curriculum must be directed to the instructor
- Payment for this activity is between the family and the instructor

#### **Keyboarding**

- Taught by an Independent Contractor who teaches keyboarding on our campus
- Questions regarding curriculum must be directed to the instructor
- Payment for this activity is between the family and the instructor

#### **Plays and Musicals**

- Students who earn roles in plays and/or musicals may be asked to attend rehearsals after school to prepare for performances

#### **Tutoring**

- Organized by individual teachers to assist students who are interested in help outside of a classroom setting
- Students not picked up at the end of the class must sign in to Extended Day

## CO-CURRICULAR OFFERINGS (continued)

### **Student Council**

Student Council serves as a liaison between faculty, administration and students and is a service organization for the school and parish.

#### **Membership**

- Officers are elected in May from Grades 6 and 7 for the following school year
- Grades 2 through 8 have elected representatives to the council
- Students are eligible to serve on Student Council if they have:
  - above average marks in academic subjects
  - above average marks in conduct and effort
  - demonstrated responsible behavior by
    - arriving on time for school
    - serving as role models for other students

#### **Responsibilities**

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

- Promoting school spirit
- Providing service to the school and/or parish community
- Coordinating fundraising activities

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

*St. Ambrose Catholic School*

**EXTENDED DAY & PRE-SCHOOL INFORMATION  
(LICENSING REQUIREMENTS)**

**Extended Day Program**

**Pre-School**

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

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

## **EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS)**

### **Arizona Department of Health Services Licensed Programs**

#### **Extended Day Program**

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

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

The St. Ambrose Catholic School Extended Day Program serves as a childcare alternative for parents whose children attend St. Ambrose Catholic School. It operates during the school year on school days only. Fees will be published on a yearly basis in the registration packet. Adults dropping off children must sign students into early care; parents (or authorized person only) must sign students out of after care.

Our goal is to provide a safe, healthy and caring environment that assists in developing the whole child. During early care, breakfast items are available for purchase. During after care, there will be a healthy snack, homework, play and creativity period in each day's activities. Our school's values, discipline system and philosophy will be continued in our Extended Day Program.

All students at St. Ambrose Catholic School are eligible to register in Extended Day. Applications are taken for daily, intermittent or emergency attendance. The Principal reserves the right to refuse admission or service to a child because of behavioral problems or non-payment of fees. There is no refund of fees that have been paid for Extended Day services.

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

The Extended Day (After Care) Schedule is outlined in detail on the following page.

## **EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) – continued**

### **Arizona Department of Health Services Licensed Programs - continued**

#### **Extended Day Program – continued**

##### **☐ Extended Day Calendar**

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

##### **☐ Extended Day Departure**

Using the state required form for release, only a designated signor may pick-up the student unless the parent has contacted the Extended Day director or Principal and has given verbal phone authorization. All persons picking up students must present picture identification.

##### **☐ Extended Day Discipline**

Students enrolled in Extended Day are expected to abide by all of the policies and procedures, rules and regulations outlined in the St. Ambrose Catholic School Handbook. The Disciplinary Process section outlines the manner in which discipline is handled.

##### **☐ Extended Day Disenrollment**

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

##### **☐ Extended Day Electronic Items Policy**

For information regarding electronic items, please see the General Policies section of the St. Ambrose Catholic School Handbook. *NO ELECTRONIC ITEMS ARE ALLOWED ON CAMPUS AT ANY TIME!*

##### **☐ Extended Day Emergency Plan**

A phone tree will be used if an emergency arises. Each parent, upon registering, submits home, work, and emergency phone numbers. The first priority, or concern, in any emergency situation is the protection of the students and staff. Staff will contact parents first, emergency numbers will be contacted if parents are not available.

##### **☐ Extended Day Fees, Payments & Refunds**

For information regarding fee payments, please see Financial Obligations section of the St. Ambrose Catholic School Handbook. Detailed information about the following is included in this section:

Hourly Rate: \$2.00 per hour per student (pro-rated to the ½ hour)

Late Payments: \$25.00 late fee applied to all late payments

Non-Sufficient Funds: \$25.00 NSF charge for each bounced check

Refunds: There are no refunds for Extended Day

##### **☐ Extended Day Field Trips**

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

##### **☐ Extended Day Fire Drills**

For information regarding fire drills, please see Safety & Security section of the St. Ambrose Catholic School Handbook.

**EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) –  
continued**

**Arizona Department of Health Services Licensed Programs - continued**

**Extended Day Program – continued**

☐ **Extended Day Insurance**

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

☐ **Extended Day Lockdown Drills**

For information regarding lockdown drills, please see Safety & Security section of the St. Ambrose Catholic School Handbook.

☐ **Extended Day Medical Policies**

For information regarding medical policies, please see the Health & Wellness section of the St. Ambrose Catholic School Handbook.

☐ **Extended Day Snack**

A healthy snack will be provided daily by the school. These snacks will include milk, water or 100% juice. A snack menu can be reviewed on the Extended Day parent board at school.

☐ **Extended Day Sunscreen**

Please apply sunscreen to your child prior to sending him/her to school. If you would like us to reapply sunscreen throughout the day, please bring a labeled bottle of sunscreen. It must be stored with the teacher and cannot remain in the cubby or backpack.

☐ **Extended Day Toy Weapon Policy**

For information regarding toy weapons, please see the Safety & Security section of the St. Ambrose Catholic School Handbook.

☐ **Extended Day Transportation**

The St. Ambrose Catholic School Extended Day program does not provide transportation.

***Additional licensing requirements that apply to extended day are listed in this section.***

**EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) -  
continued**

**Arizona Department of Health Services Licensed Programs - continued**

***Pre-School***

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

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

**Pre-School Admission**

Application will be made through the St. Ambrose office. The child must have attained the age of three (3) years by August 31. Each child must have medical exam before acceptance into Pre-School and all immunization records, birth certificate and baptismal certificate must be on file in the school office. Registration is not complete until all forms are on file.

***Children entering pre-school must be potty trained. Staff cannot assist bathroom duties.*** No baby bottles or pacifiers are allowed.

**Pre-School Attendance**

The St. Ambrose Catholic School Pre-School program will follow this daily schedule:

***Full time:***

7:00 – 8:00 am	Early Care
8:00 – 11:30 am	Pre-School
11:30 – 12:00 pm	Lunch
12:00 - 6:00 pm	Extended Day

***Part-time:***

7:00 – 8:00 am	Early Care
8:00 – 12:00 pm	Pre-School
11:30 – 12:00 pm	Lunch

***Extended Day:***

12:00 – 12:30 pm	Outdoor Choices
12:30 – 2:30 pm	Rest/Nap time
2:30 – 4:00 pm	Active Learning Choices
4:00 – 4:30 pm	Snack
4:30 – 6:00 pm	Quiet Choices Indoor/Outdoor

**Pre-School Arrival**

Early care for Pre-School is located in Room 26. Early care begins at 7:00 am. Pre-School class starts at 8:00 am. All students are expected to be on time for Pre-School. A parent must sign their child in at their Pre-School classroom using the student's full legal name, and indicating the time the student is dropped-off.

## **EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) - continued**

### **Arizona Department of Health Services Licensed Programs - continued**

#### ***Pre-School - continued***

##### **☐ Pre-School Calendar**

The Pre-School will follow the same yearly calendar as the Elementary School.

##### **☐ Pre-School Communication**

For information regarding communication to parents, please see the General Policies section of the St. Ambrose Catholic School Handbook (Good News Express Envelope).

##### **☐ Pre-School Departure**

Using the state required form for release, only a designated signor may pick-up the student unless the parent has contacted the Pre-School director or Principal and has given verbal phone authorization. All persons picking up students must present picture identification.

##### **☐ Pre-School Disenrollment**

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

##### **☐ Pre-School Discipline**

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

##### **☐ Pre-School Emergency Plan**

A phone tree will be used if an emergency arises. Each parent, upon registering, submits home, work, and emergency phone numbers. The first priority, or concern, in any emergency situation is the protection of the students and staff. Staff will contact parents first, emergency numbers will be contacted if parents are not available.

##### **☐ Pre-School Family Service Commitment**

For specific information regarding the family service commitment, please see the Financial Obligations section of the St. Ambrose Catholic School Handbook.

##### **☐ Pre-School Field Trips**

No field trips are scheduled for Pre-School at this time.

##### **☐ Pre-School Fire Drills**

For information regarding fire drills, please see Safety & Security section of the St. Ambrose Catholic School Handbook.

##### **☐ Pre-School Instruction**

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

## EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) - continued

### Arizona Department of Health Services Licensed Programs - continued

#### ***Pre-School - continued***

##### **Pre-School Insurance**

The St. Ambrose Catholic Pre-School is under the Diocesan Insurance carrier THE ORDINARY MUTUAL. Each student is covered under a blanket policy provided by ANN LOCKWOOD representing MEYER-STEVENSON, INC. Additional insurance may be purchased for a cost, please see the director if you are interested.

##### **Pre-School Lockdown Drills**

For information regarding lockdown drills, please see the Safety & Security section of the St. Ambrose Catholic School Handbook.

##### **Pre-School Lunches**

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

##### **Pre-School Medical Policies**

For information regarding medical policies, please see the Health & Wellness section of the St. Ambrose Catholic School Handbook.

##### **Pre-School Naps**

Children will nap after lunch recess. If a child is not used to napping, they must stay in the napping room on their mats and rest quietly, for approximately 45 minutes. Each child will be provided with a sleeping mat. Please supply your child with a sheet to use during naptime. ***It is a requirement of the State Licensing Commission for each child to have a sheet.*** The sheet must be labeled clearly and will be sent home weekly to be washed.

##### **Pre-School Snack**

A healthy snack will be provided daily by the school. These snacks will include milk, water or 100% juice. A snack menu can be reviewed on the parent board at the Pre-School.

##### **Pre-School Students with Special Needs** (see *Diocese of Tucson Policy 4610*)

Diversity is part of the St. Ambrose Catholic School philosophy and every effort will be made to provide an educational, safe and fun environment for all students. If your child has special needs please see the principal to evaluate if our school is the appropriate place for your child.

##### **Pre-School Sunscreen**

Please apply sunscreen to your child prior to sending him/her to school. If you would like us to reapply sunscreen throughout the day, please bring a labeled bottle of sunscreen. It must be stored with the teacher and cannot remain in the cubby or backpack.

**EXTENDED DAY & PRE-SCHOOL INFORMATION (LICENSING REQUIREMENTS) -  
continued**

**Arizona Department of Health Services Licensed Programs - continued**

***Pre-School - continued***

☐ **Pre-School Toy Weapon Policy**

For information regarding toy weapons, please see the Safety & Security section of the St. Ambrose Catholic School Handbook.

☐ **Pre-School Transportation**

St. Ambrose Catholic Pre-School does not provide transportation.

☐ **Pre-School Tuition, Fees, Payments & Refunds**

*Registration fee* of \$150.00 includes books, instructional materials, and insurance.

Early Care	7:00 a.m. – 7:45 a.m.
Pre-School	8:00 a.m. – 12:00 p.m.
Extended Day	12:00 p.m. – 6:00 p.m.

*Full-Time Tuition:* Monday through Friday 7:00 a.m. – 6:00 p.m.  
\$475.00 per month – Practicing Catholic Rate  
\$500.00 per month – Non-practicing or Non-Catholic Rate

*Part-time Tuition:* Monday through Friday 8:00 a.m. – 12:00 noon  
\$265 per month – Practicing Catholic Rate  
\$295 per month – Non-practicing or Non-Catholic Rate  
Pro-rated amounts for less than 5 days are available.  
Extended Day hours billed at \$2.00 per hour (pro-rated to the ½ hour).  
Late pick-up charge for Extended Day is \$1.00 per minute past 6:00 p.m.

The tuition contract must be signed for a full year.

Tuition may be paid in ten (10) equal payments or, other payment options are listed in the Financial Obligations section of the St. Ambrose Catholic School Handbook.

For specific information regarding tuition & fee payment policies, please see the Financial Obligations section of the St. Ambrose Catholic School Handbook. Detailed information about the following is included in this section:

*Late Payments:* \$25.00 late fee applied to all late payments

*Non-Sufficient Funds:* \$25.00 NSF charge for each bounced check

*Refunds:* There are no refunds for Pre-School.

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

## **Diocese of Tucson Policies**

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

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

The Diocese of Tucson, Department of Catholic Schools *Handbook of School Policies and Procedures* is on file in the Principal's Office in its entirety. The above sections are cited in the St. Ambrose Catholic School Handbook.

## 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)