

***Saint Ambrose Catholic School
Family Handbook 2024-2025***



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Contact Us:

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*Call US
314-772-1437*

School Facebook: St. Ambrose Catholic School on the Hill

School Instagram: saintambroseschoolonthehill

St. Ambrose Catholic School Website: <http://school.stambroseonthehill.com/>

Mission Statement

St. Ambrose Catholic School is a parish, elementary school whose mission is to serve the spiritual, academic, and personal needs of the children and their families. We provide a quality education by fostering creativity, divergent thinking and the skills needed to meet the challenges of a changing world. We are prepared to be examples of Christ in the global community by educating in a spirit of understanding, peace, and tolerance.

Foreword

This handbook provides each parent with a concise statement of the philosophy, policies, and regulations of Saint Ambrose School. The rules and expectations promote good order in the operation of the school. These policies contribute to the just and fair treatment of each student by members of the school community embracing positive compliance to the rules and reasonable enforcement by those in authority.

Parents are the most significant influence in a child's life. They are the first role models in the nurturing of the child. Developing good work habits and enjoyment of learning, respect for authority, and love of God and Church values do not happen automatically, nor are they the sole responsibility of the school. We, the teachers and staff, work as partners with parents on any and all concerns of the student during the school year. However, parents are expected and encouraged to instill in their children appropriate behaviors and attitudes so that school hours can be quality time spent in reinforcing and introducing the necessary academic and life skills. If the basic concepts of Catholic Church values and work ethic are emphasized on a consistent basis in the home, problems during the school year will be minimized.

Thus, Saint Ambrose School embraces all that Catholic education asks of a child and gives to a child. Our school emphasizes intellectual, moral, social, cultural, and physical growth, to promote the integrity of education as it is directed to the development and maturity of the whole person. It emphasizes discipline, not for its own sake, but as a means of promoting self-discipline. St. Ambrose emphasizes prayer, the Mass, the Sacraments and spiritual life.

We urge all families to continue to support the school and embrace the spirit of Saint Ambrose School. Traditions of faith, family and friends are a part of our neighborhood and our legacy and therefore, the history of our school. The future of St. Ambrose School depends on the overwhelming support of the parish and families who entrust their children to our care. The students must accept the responsibilities entrusted to them as they are formed in the faith and as members of this community.

Philosophy

Saint Ambrose School is a Catholic elementary school of the Archdiocese of Saint Louis. The very philosophy and foundation of Saint Ambrose is the person of Jesus Christ. Inspired by Him and sustained by the love of His Sacred Heart, we view learning as a process, integrating the spiritual, intellectual, moral, and personal development of each child. Grounded in a rich tradition, yet geared toward the future, we strive to recognize and address the individual needs of each of our students.

Saint Ambrose School community recognizes the parents as primary educators of their children and endeavors to help them fulfill their obligations and realize their hopes.

- We develop students' abilities and talents in accordance with their individual potential.
- We promote self-discipline and foster a positive self-image in aiding the student in his or her development as a responsible, caring person.
- We stress the importance of personal faith in building a community of love, which will affect and serve every facet of society.

Admission to St. Ambrose School

St. Ambrose Catholic School of the St. Louis Archdiocese shall admit students of any race, color, national or ethnic origin to all rights, privileges, programs and the activities generally accorded or made available to students at these schools.

The schools shall not discriminate on the basis of race, color, or national origin or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (Archdiocesan Policy 4101)

If classroom space becomes limited, the admission policy follows the norms set by the Archdiocesan Board of Education; and the St. Ambrose School Board has the right to make appropriate provisions to fit the needs of our school.

No student, once admitted, shall be refused the right to re-register on the basis of the priority system.

Registration Information

Priority for admission to St. Ambrose School is given to registered parishioners by date of registration. A child who is three years of age by August 1 may be admitted to Pre-Kindergarten Three. A child who is four years of age by August 1 may be admitted to Pre-Kindergarten. A child who is five years of age by August 1 may be admitted to Kindergarten at St. Ambrose. A child who is six years of age by August 1 may be admitted to first grade.

Registration in the Elementary School (4103) The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish board of education, the Archdiocesan Board of Education and accepted educational procedures.

The application process is a simple one.

- Those seeking admission fill out the application at school.stambroseonthehill.com.
- The parents sign the official release of records from the transferring school. Official academic and health and immunization records are to be sent directly to St. Ambrose School. A meeting with prospective parents may be scheduled with the principal and/or learning consultant before final approval for admission.
- After receiving an acceptance email, parents/legal then complete enrollment in FACTS and pay the non-refundable registration fee. Submit birth and baptismal (for Catholic students) certificates and the child(ren) to be enrolled to the main office.

A physical exam for grades K, 3, and 6 and any new student is required

Annual Re-Registration Procedures

Registration will be opened in January to all children currently enrolled at Saint Ambrose in Grades PK3-7.

Some students may be offered conditional acceptance due to academic or behavioral issues. This is done in consultation with and on approval of the administration. Due to the serious nature of this matter, reasons will be clearly stated and discussed with the student and parents prior to conditional acceptance being implemented.

New Registration Procedures

The following priority system shall prevail in the determination of initial admissions:

Registered Parishioners

- whose children are currently enrolled in St. Ambrose School.
- have ever been enrolled or graduated from St. Ambrose School.
- are enrolling for the first time in St. Ambrose School.

Non-Parishioners

- whose children are currently enrolled in St. Ambrose School.
- have ever been enrolled or graduated from St. Ambrose School.
- are enrolling for the first time in St. Ambrose School.

Non-Catholics

- whose children are currently enrolled in St. Ambrose School.
- have ever been enrolled or graduated from St. Ambrose.
- are enrolling for the first time in St. Ambrose School.

Priority is determined by the date of family registration within St. Ambrose Parish. Non-parishioner and Non-Catholic applications are dated. Only a parent or legal guardian may register their child.

The Parish School Board and Pastor of St. Ambrose Parish have determined, if it becomes necessary, to decide the final two (2) spaces at each grade level will be reserved for children of registered parishioners of St. Ambrose.

In addition to the above documentation, new students in Grades 2 through 8 must also present copies of their report cards, and all records relating to any special needs from the schools formerly attended by the interested student. (4102)

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parent wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4102.1) would apply at any transfer point. (4102.2)

The registration process includes: (Archdiocesan Policy 4103)

1. Completion of online registration
2. Verification of the date of birth by a review of the birth certificate or baptismal certificate
3. Verification of the dates of other sacramental celebrations
4. Verifications of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

Dual Enrollment

(4204) Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Guidelines for Applying the Policy:

1. Dual enrollment is possible only in another accredited school.
2. The Catholic school is the primary educational provider. The other school is a supplemental provider.
3. The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
4. A student is not considered absent from the Catholic school when in attendance at the other school.
5. In determining whether dual enrollment is a viable option for meeting a student's

educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.

6. A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 - a. the educational purpose the dual enrollment arrangement is intended to achieve;
 - b. the amount of time the student will be away from the Catholic school;
 - c. the mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences;
 - d. transportation to and from the Catholic school

Academic Policies

Religious Program: Each student at Saint Ambrose School follows a program of religious studies. These studies are essential for the total education of a maturing child and one of the primary reasons for the existence of the Catholic school. Non-Catholic students will follow the same religion curriculum as Catholic students.

As stated in the Archdiocesan Parent Witness Statement, all families are asked to attend church each week. While academic excellence and a disciplined formation will always be the desired goals of Saint Ambrose School, growth in faith and an appreciation for Catholic traditions are central to the Catholic school. Parents wishing to enroll their children at Saint Ambrose School must understand and be open to the purposes of Catholic schools. (Archdiocesan Policy 4100). Your family life is to actively support the Christian message, which Saint Ambrose School imparts.

Liturgy: During the school year, students celebrate the Eucharist. They also participate in para-liturgical celebrations, such as penance services, devotions to Mary, and Stations of the Cross. Parents are always invited to join us for these celebrations.

Prayer: Prayer, both formal and informal, is an integral part of the school day. Students and teachers begin the day with prayer and pray together at other appropriate times. Individual, private prayer is fostered as an integral part of daily life.

Support of the Mission Work of the Church: All students have the opportunity to support the mission activity of the Church.

Sacraments: The spiritual life of the child is centered on the sacraments. Students in second grade prepare to receive the Sacrament of Reconciliation at a designated time during the winter and the sacrament of Holy Eucharist is celebrated during the spring.

All children in Grades 3-8 are given the opportunity to receive Christ's healing love in the Sacrament of Reconciliation at least two times a year. We trust that parents see to it that the children are faithful in attendance at Mass on Sundays and also in frequent reception of the Sacrament of Reconciliation.

The Sacrament of Confirmation is administered every year to students in Grade 8. The bishop and the pastor determine the date for Confirmation. In order to encourage the adolescent to strengthen his/her commitment to the Church, the candidate for Confirmation is required to participate in a program of service prior to reception of the sacrament.

Service: All children, Grades Pre-Kindergarten-8, at St. Ambrose School are involved in service during the school year.

Sr. Barbara Matarazzo Enrichment Center “THE PENTHOUSE”

The Penthouse is located on the fourth floor of the school as a center for both the Inclusion and the Challenge Programs. The purpose of this area is to provide the students with a learning environment that will encourage and facilitate their individual learning styles. It contains the Learning Consultant offices, a large area for small group instruction, assessment and academic projects, meetings and a Title One Program room.

Learning Consultants

Two Learning Consultants are on staff to support the special needs of our students. The consultants work collaboratively with teachers, parents, students and administration in developing programs to meet individual needs. The Learning Consultants work with teachers to make appropriate accommodations for students who have learning disabilities, attention deficits, or other diagnosed disorders. Students must have a current (within the last three years) evaluation showing a diagnosed special learning need to receive classroom accommodations. The consultants provide support for identified students so that they can continue to work in the regular classroom. In addition, the Learning Consultants serve as coordinators for the Penthouse, an enrichment area designed to provide resources, which extend and support the learning needs of all students beyond the classroom. This includes the Challenge Program aimed at enriching learning for all students.

Curriculum

St. Ambrose School has a written curriculum for all subject areas and follows the Archdiocesan Unified Standards. Departmentalized instruction begins in grade 6 and continues through grade 8. All grades have specialized teachers for Art, Physical Education, Music, Computer and Italian. The P.E. curriculum is designed to include fitness, nutrition, health, team skills and leadership.

Students in grades 6 through 8 comprise the “Middle School” at St. Ambrose School. This program is based on the unique needs and characteristics of the young adolescent. These needs encompass physical, spiritual, psychological, intellectual, social, moral and ethical needs. Middle school homerooms use “The House System.”

Level coordinators serve as a liaison between the administration and the teachers and meet regularly to discuss all matters dealing with the educational enhancement of the students and the school.

Challenge Program:

Students participate in challenge projects and activities. These integrated, multi-disciplinary units of study relate to their curriculum, extend thinking skills and offer expanded learning through research and hands-on exploration.

Computer Program:

Computer Education is available for all grades. Each computer class will cover necessary skills for future learning. Students also work on projects for their core classes along with learning about proper etiquette and internet researching skills. Robotics is part of our curriculum. Each teacher receives a laptop for classroom use. Interactive projectors are used in all of the classrooms for enhanced interactive learning.

Supervision (4402)

Schools shall ensure that appropriate policies, administrative rules, and procedures be developed and implemented to provide for the supervision and safety of students. These policies, rules, and procedures should be published in the faculty handbook and the parent/student handbooks, and should be periodically reviewed with faculty, staff, and students.

Questioning of Students (4402.2)

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Media and the School (4402.3)

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Distribution of Materials to Students (4402.5)

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Mailing Lists (4402.6)

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Schools should acquire annual parent permission (See Appendix 13, "Media Authorization Form") for use of photos on the school website. This includes information about students that appears in school newsletters which are posted on the school's web site.

Internet Acceptable Use Policy

St. Ambrose School offers students access to the World Wide Web for educational purposes. Proper use of the Internet and Electronic Mail (e-mail) enables students to explore thousands of libraries and databases and to exchange messages with Internet users throughout the world. St. Ambrose School understands that technology is an educational tool that is good, but that must be used properly by each user. We caution parents because some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Our intent is to make Internet access available to further educational goals and objectives, and we will utilize filtering systems to screen potentially offensive material. Students should make every effort to use technology in a responsible and positive manner; however, students may find ways to access material that is inappropriate. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Ambrose School supports and respects each family's right to decide whether or not to apply for access. If a parent chooses not to allow their child to use the Internet during the school day, the parent must submit a written notice to the technology coordinator and the administration.

This Acceptable Use Policy includes parents and students so that both may realize and understand what we are offering to the students. Below you will find a glossary of some of the terms used in describing this resource:

- Electronic Mail (e-mail) - a textual message sent by a user at one computer to a user at another computer.
- Computer Network - a group of computers that are connected with each other and are able to exchange information and share resources such as printer and storage devices.
- Internet - the name for a group of worldwide information resources
- Cyber bullying- using the Internet, e-mails or social network pages to harass or insult another person. Within reason, freedom of speech and access to information is honored. During school, teachers guide students toward appropriate materials and monitor their messages. Outside of school, families

bear the same responsibility for guiding their children with the use of television, telephones, movies, radio, and other potentially offensive media.

As part of this policy, the following are not permitted and are considered infractions of a serious nature:

- Sending, displaying or willfully obtaining offensive messages, videos or pictures
- Using obscene language
- Accessing and/or transmitting pornography
- Harassing, insulting or attacking others (cyber bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Visiting social network sites using school computers
- Playing unauthorized games
- Using another's password
- Trespassing in another's folders, work, or files; or trashing another's work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Plagiarizing
- Installing software for personal use
- Introducing or intentionally spreading viruses
- Downloading large files without permission
- Intentionally changing any pre-established settings on the computers in school
- Using the St. Ambrose devices or domain to misrepresent identity to third parties

Violations may result in a loss of access as well as other disciplinary or legal action. (Archdiocesan Policy 4302)

Instructional Use of Copyrighted Materials (Archdiocesan Policy 5202.6)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

If an assignment is plagiarized by an individual student or through a group assignment, the student(s) may receive a zero.

School Privacy

St. Ambrose understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications. (Archdiocesan Policy 4402.4)

Testing Program

A standardized achievement test is given in the fall to students in Grades 3 through 8. The Iowa Assessment identifies specific academic strengths and weaknesses of each student.

Field Trips

Class visits to places of cultural or educational significance supplement and enhance various aspects of the curriculum. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements.

In order to participate in a class field trip, each student must return a signed permission slip to the teacher. Notes or telephone calls will not be accepted in place of the proper form. Parents may fax or email a copy of the signed permission slip to the office. (Archdiocesan Policy 5202)

Whenever possible, bus transportation by an insured carrier is used. For those events where cars are more practical and economical, such means may be utilized. These cars must be properly insured and equipped with a seat belt for each passenger or a proper booster seat where warranted. (Archdiocesan Policy 5202)

All adults supervising or driving on a field trip must complete "Prevent and Protect" through the Archdiocese and turn in the background check and commitment to ethical conduct agreement to the school office. Adults who do not comply with this requirement

are not allowed to accompany the children on a field trip. Adults who are supervising a field trip may not have children who are not part of the class attend the trip.

Transportation of Students (5202.9)

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off campus school activities. Whenever possible, schools should use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

- 1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;**
- 2. the vehicle should have a valid registration and meet state safety requirements;**
- 3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;**
- 4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;**
- 5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system¹ ;**
- 6. adults should not be permitted to smoke in the vehicle.**

Policy on Quality of Work

The students of Saint Ambrose Catholic Elementary School are expected to complete their assignments in a neat and orderly manner. Work habits reflect the level of importance that the child's education has for all concerned, namely the individual student, the parent, and the teacher. It is recognized by the administration of Saint Ambrose Catholic Elementary School that work habits that reflect a sense of pride have the potential to substantially impact the child's academic success.

All assignments must meet the following according to the specific grade level requirements:

- Have a full heading
- Be completed on approved paper
- Be written in a legible manner using an appropriate writing instrument and style
- Organized in a neat and orderly manner
- Presented in good condition

Homework: Homework is an essential part of our curriculum and is normally assigned Monday through Thursday. Assignments may include written assignments, study,

reading and/or work on a long-term project. Assignments are designed to reinforce the concepts presented during the day and to encourage self-discipline. Parental guidance and interest are important in the accomplishment of both goals. It is paramount that direction at home for schoolwork be only in a supervisory capacity.

The average homework time is age appropriate as follows:

- **Prek –K** 20 minutes daily
- **Primary** 20-30 minutes daily
- **4th and 5th** 45- 60 minutes daily
- **Middle school** 60 minutes daily

Late Homework: If a student fails to turn in their work at the time designated by the teacher it is considered late. The teacher will take 10% off the grade of the assignment for each day the assignment is late. Students will not be allowed to leave class in order to retrieve forgotten assignments.

Grade 6-8: If the assignment is not turned in by the second day, the teacher may enter a grade of 50%.

The Grading System

Saint Ambrose follows the Archdiocesan grading system. The faculty evaluates students for achievement of specific goals for each course. Grades include written tests and quizzes, oral and written projects, class participation, lab assignments and homework.

Pre-Kindergarten 3 and Pre-Kindergarten 4 will receive a progress report each quarter.

Kindergarten

- **S - Successful**
- **P - Shows some success**
- **N - Little/No success – Skill has not been introduced**

Grades 1 and 2

- **A - Outstanding**
- **B - Very Good**
- **C - Satisfactory**
- **D - Needs Improvement**
- **F - Unsatisfactory**
- **T – Taught not Graded**

Conduct and effort:

G – Good S – Satisfactory N - Needs Improvement U - Unsatisfactory

Grades 3 through 8

- **A+ (97-100)**

- **A (93-96)**
- **B+ (90-92)**
- **B (85-89)**
- **C+ (82-84)**
- **C (78-81)**
- **D+ (74-77)**
- **D (70-73)**
- **F (69 or below)**
- **T - Taught but not graded**

Conduct and effort

G - Good S – Satisfactory N - Needs Improvement U - Unsatisfactory

Art, Physical Education, Technology, Music and Italian grades are factored into the total cumulative grade for the students. Poor performance in these classes or in conduct may jeopardize a student achieving honors.

Exams: Midterm and final exams are given in grades 6-8. Exams are weighted as 10% of the final grade for each subject. If a student is absent during any exam, the teacher(s) will reschedule the exam time.

Honor Roll: St. Ambrose School recognizes outstanding scholarship in Grades 4 through 8 through the Honor Roll, published at the end of each quarter. Students may qualify for one of three categories:

Principal's List All A's

1st Honors "A" Average

2nd Honors "B+" Average

Any student who earns an "N" or a "U" in conduct or effort, or a "D" or lower in any subject, or has been tardy more than 3 times per quarter, or has more than 3 unexcused absences is not eligible for honors.

Report Cards

Report cards are issued four times a year, approximately every nine weeks. The first quarter report card will be available at the time of parent/teacher conferences. The remaining report cards are to be viewed from FACTS. Only outstanding financial obligations would warrant the withholding of report cards. These are matters to be discussed with the pastor and can warrant other serious consequences.

St. Ambrose Virtue Award: St. Ambrose is a VBRD (Virtue Based Restorative Discipline) school. This award is given to a student in each grade, each quarter (Gr. 1-8) as designated by the homeroom teacher. Students who are chosen consistently demonstrate Christian virtues, values and behaviors.

Student Records

Access to Student Records by Parents (Archdiocesan Policy 4601.2)

Parents/guardians have the right to inspect and review the official active file of their children.

Access to Student Records by Others (Archdiocesan Policy 4601.3)

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

Transfer of Records (Archdiocesan Policy 4601.4)

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Guidance Information (Archdiocesan Policy 4601.5)

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

Release of Student Discipline Information (4601.6)

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

Books and Supplies

All students are expected to come to class with the necessary books and materials according to teacher specifications. Students are responsible for the books issued for the year and they must carry books to and from school in a regular size book bag that fits in a locker. Students in grades 5-8 will be given a school lock for their lockers. If the lock is lost or damaged, the student will be required to pay for a new lock.

Textbooks are to be covered at all times and handled with care. Students are responsible for books in their possession and must pay for lost or damaged books. The

teachers who distribute the books at the beginning of the year are responsible for collecting the books at the end of the year.

Fidgets

The use of fidgets can become a distraction. Only a student with a documented diagnosis will be allowed to use a fidget. If the student does not have any diagnosis paperwork which identifies the need for a fidget, he or she should not bring a fidget to school.

If a student is able to use a fidget, please be sure to go over these rules with him or her.

The student may use the fidget when he/she does not need hands for something else such as writing or working on a device. It should be nearly unnoticeable to others in the room, such as in his/her lap, and noiseless. It is not to be shared. It does not go to lunch, recess, or PE. It is completely at the discretion of the teacher to decide if it is being used appropriately and, if not, he or she can take it.

Retention Policy

There is concern if a student is not successfully completing the work required and/or has not demonstrated sufficient maturity at a particular grade level. A professional team including the parent, learning consultants, the principal and the student's teacher will be invited to take part in a discussion.

Summer school is required of students receiving an F average in a major subject. At the successful completion of summer school, the child may be placed on conditional probation for the first quarter of the next school year.

A student who earns a failing grade in two or more major subject areas may be retained.

Any child who is absent thirty or more days during one school year without serious reason may be retained in his/her current grade.

Parent-Teacher Communication

Parents and teachers respect and uphold each other's authority. It is a good policy to withhold judgment on what appears to be a grievance until all the facts are available and known.

Effective communication procedures include the following:

- Communication between teacher and student
- Communication between the teacher and parent (principal informed)

- Communication among the principal, the parent, the teacher and the student (if necessary)
- Communication among the pastor, the principal and parent

Parents/guardians and students are expected to utilize the homework bulletin boards and opportunity for communication with teachers provided by FACTS.

Problems discussed teacher-to-teacher or parent-to-neighbor/friend tend to inflame situations and hurt the school and therefore the student. Remember the first concern of the parents and teachers is the student. We teach students by the way we choose to handle our problems. When we disagree, choosing a mature Christian attitude provides a good example to the student. As part of our commitment to inculcate Christian values and virtues, we follow the VBRD model.

Parent-Teacher Conferences:

School-wide Parent-Teacher conferences take place once a year in the fall. It is helpful to the academic success of the student that report cards be released to coincide with a conference between parent and teacher at least once a year. Students in Middle School (Gr. 6-8) are asked to accompany parents to the conference.

Parents desiring additional conferences during the year are to make arrangements with the teacher. It is the responsibility of the parent to contact the teacher for information concerning a student's academic or behavioral progress. Teachers are to be contacted at school, not at their home. In case of an emergency, please contact the principal.

If a parent wishes to have a conference, the parent is asked to set up an appointment with the teacher. Teachers have specific responsibilities in the morning and during the school day that prevent true communication taking place without an appointment.

Arrival and Dismissal

Extended Care AM Program is from 6:30 am to 7:30 a.m.

Daily School Hours are 7:45 a.m. to 3 p.m.

Extended Care PM Program is from 3 p.m. to 6:00 p.m.

All students go directly to the homeroom between 7:30-7:45 a.m. Pre-Kindergarten students may be escorted to the classroom by a parent or guardian for the first few weeks of school. Homeroom begins the day at 7:45 a.m.

If a student arrives after 7:45 a.m., the parent/guardian should accompany the student to the office and sign his/her child(ren) in as tardy for the day.

No student is permitted to leave the school premises during school hours unless signed out by a parent or guardian. All parents/guardians must report to the office. No parent is allowed to go directly to a classroom, lunch room or playground without the knowledge of the office staff. The staff will then inform the teacher if and when it is necessary to remove a student from school during the day.

Doors to the school officially open at 7:30 AM. Between 7:30 and 7:45 AM safety patrol is outside of the front entrance and in the back parking lot. Parents of students in preschool, kindergarten, and 1st grade may walk their child to the east back door to enter. They may also pull up alongside the rectory and let their children out of the car to walk and enter the east door. Parents of students in grades 2-8 are asked to form a car line down Wilson and drop off students in front of school. Safety patrol will help students out of cars in order to keep the traffic moving. **Do not park on the street in front of school. If you want to walk your student into school, park either west of the safety patrol team on Wilson or in the back-parking lot.** There will be safety patrol students in the back of the building. When exiting the back-parking lot, exit by Marconi.

No cars will be allowed down the gangway during safety patrol hours.

Students will be dismissed by their teacher who leads the students to the “teacher” parking lot. Preschool will dismiss at 2:55 PM. Teachers remain with the students until 3:10 p.m. Students are not to remain in the building unless they are attending a club or extended care.

Parents are asked to park in the soccer lot at dismissal. Drivers are to walk to the parking lot to pick up their children.

Please note, that per the city of St. Louis Police Traffic Division, no double-parking or waiting in the middle of the street is permitted. Cars are ticketed for this violation.

Any child not picked up by 3:10 will be escorted by the teacher to the office to call for a ride. The child might remain in the office or be asked to join extended care which will result in a fee due to Extended Care.

Absences

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial program, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written note or email should be sent to the homeroom teacher in advance by a parent/guardian stating the time, length, and reason for absence. (4201)

Parents are asked to call the main office or email through FACTS no later than 8:00 a.m. to report a student absence. It is recommended that homework be requested with the 8:00 a.m. report. It will be sent home with a sibling or friend or may be picked up from the table in the entryway before 3:30 p.m.

Please refer to the section of Health Information for details regarding length of home stay for specific communicable diseases. We advise parents to follow those guidelines.

Students absent from classes are required to complete the work assigned by the teacher. It is the student's responsibility to request and complete assignments and tests he/she has missed. The time frame for make-up work is contingent upon the illness and length of absence.

**If a student is absent ten (10) or more days, during the quarter, a grade of "incomplete" is given until all required work for that period is satisfactorily submitted to the teacher.
(Archdiocesan Policy 4201)**

Any child who is absent **thirty or more** days during one school year, without serious reason, may be retained in his/her current grade. **Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in a school. (Archdiocesan Policy #4201)**

Excused Absences If a student has an excused absence, he or she will be given as many days as absent to turn in missing assignments before the assignments are considered late. For example, if a student misses two days of school, upon return, he or she will have two days to complete the work. On the third day any work not completed will be considered late.

The following are considered excused absences:

- Serious illness of student or immediate family member
- Emergency medical or dental appointments
- Serious home emergencies such as death or serious illness in the family
- Representing the school and sent by the school to an event

Absence for any reason other than the above is discouraged. State law requires that all absences and tardiness be recorded on the official attendance record. Attendance is part of a student's permanent record and presence in school is to be taken seriously.

Absences for Vacations and extra-curricular competitions: Time away for vacations or extra-curricular competition within the academic calendar is strongly discouraged. Teachers reserve the right to provide work before or after. For grades 3 and up, work will be posted online. Work should be turned in when the child returns to school, unless otherwise arranged with the teacher. Middle school students should check with each teacher before leaving town. Late points will be given for work not turned in by the

arranged date.

Sickness during School Hours: Parents will be notified if a student becomes ill. A sick child will only be dismissed from school to authorized persons as designated by the parents.

Emergency contact information for each student will be kept up-to-date and on file in the office. It is the parent's responsibility to inform the office of any changes.

Truancy (Archdiocesan Policy 4201.1) A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Tardiness (Archdiocesan Policy 4202) A student is tardy who arrives after the time fixed by school policy for the start of the school day.

Absence of Less than Two Hours: Because it is our goal to form students in responsibility toward themselves and others, we view consistent attendance as a value. Beginning September 2002, the St. Louis Archdiocese has required that schools monitor the number of absences of less than two hours duration during the year. While some doctor appointments may only be available during the school day, two hours is the expected time limit for these or other necessary appointments during the school day. These absences may occur either at the beginning of the day, or during school time. They will be marked in attendance records and on report cards in the following manner:

- Students arriving between 7:45 and 8:15 will be marked *tardy*.
- Students reporting to school between 8:15 and 10:00 or leaving for less than two hours at any time of the day will be marked *less than two hours absent*.
- Students are marked half-day absent if they are in school for only 4 hours.

Students who return to school after a legitimate appointment must stop in the office before reentry to class.

Sometimes students miss part of the day for a school approved or sponsored activity such as serving at a funeral or a necessary doctor's appointment. In such a case, whether the student arrives late at school, leaves for part of the day, or leaves before the end of the day, any work assigned while the student is out of class must be turned in on time. Any homework that is due that day must also be turned in that day. It is the student's responsibility to see the teacher to find out what work has been missed.

If a student misses school for an approved reason such as an 8th grader visiting a high school, all assignments due the day of the absence are due the day the student returns to school. It is the student's responsibility to see the teacher(s) prior to that day to obtain all assignments.

Early Dismissal:

Students are dismissed from school with a written note or email from their parent or guardian. A phone call is not sufficient (except in an emergency). Likewise, students leaving school during the day for an appointment or early dismissal must be signed out in the office by a parent or guardian.

High School Shadow Policy:

Seventh graders are encouraged to shadow at high schools during second semester (March-May) on days St. Ambrose is not in session.

Eighth graders are encouraged to shadow at high schools during the first semester of school (August –November) on days St. Ambrose is not in session. It is permissible for an 8th grader to miss one (1) day of classes to shadow. Students will receive an excused absent for the day they miss class to shadow. They will be expected to make up any missed work.

Non-Custodial Parent: Saint Ambrose School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school related information. The school may allow the child to leave the premises with the non-custodial parent, if no court order to the contrary is on file in the school office. We ask that an official copy of a court order be given to the administration of the school. This information will be retained in a confidential file. It is most helpful and will be followed by the staff of St. Ambrose School.

Parents need to furnish the school with the latest copy and revisions of the custody section of a divorce decree.

Discipline

In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. (Archdiocesan Policy 4301)

St. Ambrose implements the Virtues Based Restorative Discipline. All teachers have had or undergo the training for the procedures and skills that are presented in these programs. By its nature, discipline is the attitude and activity necessary to make learning possible. It creates an atmosphere in which all students can best achieve their maximum potential.

While most problems are individual, they must be seen in their social context. In all cases, while consequences are applied as needed, the root causes are sought and

remedied at the source. The Christian viewpoint of seeing the child as made in the image of God prevails.

Saint Ambrose Catholic School has long recognized the student and his/her growth as its primary concern. In meeting this obligation, the administration and faculty provide an environment that is conducive to academic endeavor, social growth, and individual self-discipline. Formal disciplinary measures are taken whenever student conduct interferes with the school's responsibility of protecting the rights, health, and safety of all school and community members.

Virtue Based Restorative Discipline

Virtue Based Restorative Discipline is used at St. Ambrose School. The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "*The goal of a virtuous life is to become like God.*" (CCC 1803)

The purpose of VBRD is twofold:

1. Increase faith practices
2. Reduce/prevent antisocial behavior

This school-wide initiative includes these components:

1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: ***Holy habits that imitate God.***
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

When harm occurs, Restorative Discipline seeks to do the following

1. What happened: Establish the injustice, or harm that occurred
2. What needs to be done: Restore equity, repair harm to property and restore relationships
3. What can be expected: Establish appropriate future intentions (How can we guarantee a better future?)

VBRD Guiding Principles

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

Code of Discipline:

After consultation among the pastor, principal, teachers, parents and students, a specific plan of discipline has been established with the following three-fold purpose:

1. To minimize behavioral disturbances and maximize learning
2. To define acceptable norms and consequences for infractions of those norms
3. To encourage students to accept responsibility for their actions

Discipline Philosophy:

At St. Ambrose

- We believe that discipline is an attitude and a response cultivated in a climate characterized by respect, which is conducive to positive self-growth and dynamic learning. We recognize that a safe, supportive environment is crucial for this development, and forms each person to be an example of Christ in the global community.
- Gospel values and Catholic Christian attitudes and choices, are taught and help shape and define the desired climate and standard of behavior. We desire to prepare the students with the skills of understanding, peace, and tolerance.
- It is the role of the faculty, staff, and parents to be positive role models and to be pillars of the climate. This is accomplished through clear directives and age appropriate expectations. Consistency, fairness, compassion, love and humor are key tools

Addressing a Concern

- Parents are expected to support the staff and cooperate with the school in efforts to provide a safe and respectful environment for each and every student and staff member. When a parent has a concern, he/she should follow the appropriate channels of communication:
 - Step 1: Talk with child's teacher or aide
 - Step 2: Talk with the principal or vice principal
 - Step 3: Talk with the pastor

General Conduct

Students are expected to conduct themselves appropriately not only during class periods but also when they are at lunch, in the hallways between classes, or on their way to Mass or other activities.

Appropriate behavior choices include, but are not limited to, the following:

- To respond in a positive way to adult requests and guidance, both in work and actions.
- To work cooperatively with adults, peers, and other students
- To hear and be heard in the classroom without unnecessary disruption
- To treat everyone with dignity, worth, and respect
- To communicate with appropriate language and comments
- To solve disagreements and conflicts in a positive manner
- To respect all personal and school property

- To assist in keeping the school and school grounds clean

Inappropriate behavior choices include, but are not limited to, the following:

- Disruption of classes
- Inappropriate language
- Abuse of school property
- Stealing, lying, cheating, forgery
- Possession of pornographic materials
- Bullying (see definition)
- Abuse of internet and electronic communications (see definition)
- Harassment (see definition)
- Violence and the threat of violence (see definition)
- Use of alcohol/tobacco/drugs (see definition)

Weapons Prohibition (6202.1)

“In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Ambrose School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.”

Harassment (Archdiocesan Policy 4303.7)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student’s performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions will be taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Violence and the Threat of Violence (Archdiocesan Policy 4303.3)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for

respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

Revised 7/2019 A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

Bullying

Bullying is unwanted, aggressive behavior that is intended to cause harm or distress, occurs repeatedly over time, and occurs in a relationship in which there is an imbalance of power or strength. Bullying can take many forms including physical violence, intimidation, and social exclusion. Some examples include, but are not limited to, the following:

- Physically hurting someone by hitting, kicking, pushing, tripping, etc.
- Verbal bullying by saying or writing mean things. This includes teasing, name-calling, taunting, etc.
- Emotionally hurting someone through verbal comments, texting, emailing, etc
- Threatening someone with physical violence or other types of intimidation
- Being disrespectful of someone by taking money or destroying property
- CYBER-BULLYING includes harassing and intimidation, both of which could result in verbal and physical bullying.

All of these behaviors impact the faith lives of our children as well as their academics. While the

main responsibility lies with parents who oversee students after they leave school, cyberbullying impacts the school environment in a negative way and may result in a parent conference as well as a student' suspension and/or removal from the school.

It is the responsibility of all members of the community to contribute to a safe and healthy environment by reporting incidents of bullying to the proper adults in the school. All reported or observed instances of bullying will be addressed by the school administration. The administration, with sensitivity and confidentiality, will investigate the reported incident in a thorough and prompt manner. **The investigations and all actions taken will be shared only with those who have a need to know.** Appropriate action will include communication with all parents/guardians of all students involved, a discussion regarding how to make reparation, and may include detentions, mandatory counseling, suspension, withdrawal for cause, and legal action, depending on the severity of the incident. Consideration will be put into protecting and empowering the

victim/s of any bullying incident. If appropriate, the teacher will debrief with the class or a section of students in the vicinity of any incidents.

All reported or observed instances of threatened or actual violence will be addressed by the school administration.

Appropriate actions may include

- parent/guardian conferences
- mandatory counseling
- suspension
- withdrawal for cause
- legal action depending on the severity of the incident.

Disciplinary Actions:

Level One

In the course of our daily activities your child will learn how to maintain a calm, civil, and respectful learning, and socially appropriate environment, that is based on the teachings of the Bible and respect and honor community. Most behavior matters that arise will hopefully be resolved simply and quickly between the student and teacher.

Level one behaviors include:

- disrespect to teachers
- disruptive behavior in the classroom setting
- being unkind to other students
- disrespecting others' belongings
- consistent nonconformity to rules
- inappropriate use of internet or technology
- gum chewing

Consequences for these behaviors will first involve discussion as to why the behavior took place, what can be done to keep it from happening again and what should be the action taken. It will involve an apology, making appropriate restitution. Parents will be contacted regarding the behavior.

Other potential consequences are:

- Silent lunch
- Sitting on a bench at recess
- Individual classroom and Level (primary, intermediate, and middle school) standards and general actions can be found on the teacher's website.

If these behaviors continue a second time, a level two consequence will be given.

Level Two--Serious Disciplinary Consequences (Archdiocesan Policy 4302)

Behaviors, which may require stronger actions to be taken, include, but not limited to:

- Blatant disrespect/harassment of a teacher
- Use of profanity or obscenity in words or actions
- Fighting or continuous "roughhousing"
- Destruction of other's or school property
- Excessive teasing or harassment of another student

- Comments of a sexual, racial, discriminatory, or derogatory nature
- Stealing, lying, cheating, plagiarism, forgery
- Passing or the possession of pictures/drawing of a lewd, threatening, violent or prejudicial nature
- Out of school conduct which seriously detracts from the reputation of the school.
- Serious inappropriate use of internet or technology

It is with the utmost hope that the above behaviors do not occur at St. Ambrose, but in the event they do it will be necessary to assess the situation with the individual teacher, student, and principal. If necessary, the following procedure will occur.

- If the behavior occurs for the first time the teacher, student, principal will conference. Parents will be notified of the conference. Depending on the offense, the parent may be requested to attend the conference. An automatic detention will be served.
- If the behavior occurs a second time, the parent will be called in for a conference. An in-school suspension will be served
- If the behavior occurs a third time, the pastor will be informed in addition to the above. Possible in school suspension
- If the behavior occurs a fourth time, the pastor will be included in the conference. Possible out in school suspension or withdrawal
- Cheating, plagiarism, and the use of Artificial Intelligence may result in a grade of 0.

Actions taken for the above behaviors will be given prayerful consideration. The action may not always be determined at the conference, but within a reasonable time. Actions can range from loss of privileges to in school suspension.

Restitution will always be required when property is involved.

Level Three

Behaviors involving drugs, alcohol, other controlled substances, weapons, smoking, truancy, leaving school grounds, or any other serious behavior that will cause harm to self or someone else will be handled on an individual basis and directly with the principal and pastor.

Examples of more serious behaviors may include, but not limited to, verbal/written/drawn threats of violence, threats of the use of a weapon, acts of violence, sexual harassment or inappropriate sexual behavior.

Consequences will include:

- A student, parent, pastor, principal conference will occur to discuss the incident and course of action.
- Required counseling
- In accordance with Archdiocesan policy and procedure, appropriate actions taken by the principal and pastor may include:
 - Contacting local authorities
 - Additional parent/guardian conferences
 - Mandatory counseling

- Probation (continued enrollment of a student, but with specified conditions (Archdiocesan Policy 4302.2)
 - A contract between the student and school will be written stating specific conditions that the student is responsible for.
 - Suspension (see definition) is based on serious or consistent behavior, which impedes the learning of a student. An in-school suspension or out of school suspension may be issued. "ISS" is served in isolation from peers in the school office. Parents will be informed immediately if such a consequence (ISS/OSS) is issued. (Archdiocesan Policy 4302.1)
 - Withdraw for cause (see definition) (Archdiocesan Policy 4302.3)
 - Legal action depending on the severity of the incident
- A student may be immediately suspended or withdrawn for cause if deemed a threat to self or others. Repeated failure to comply with standards of behavior policies and procedures could become a factor in determining a student's continued enrollment in the school. A meeting with the student, parents, principal and pastor will occur before such action is taken.

Drug, Alcohol & Substance Use and Abuse (Archdiocesan Policy 4303.2)

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Use of controlled substances:

The term, controlled substances refer to depressants (alcohol), stimulants, narcotics, hallucinogens (marijuana), inhalants and prescription drugs without doctor permission. Involvement with a substance of this nature refers to possessing, giving, selling, using or being under the influence of the above. (Archdiocesan Policy 4303.2)

Use of tobacco:

Student use of tobacco is prohibited. Tobacco use prohibition applies to all school properties and all school sponsored events. (Archdiocesan Policy 4303.1)

Use of Firearms and Weapons:

The possession or use of firearms or other weapons on school premises is not

permitted. The Administration shall deal with such incidents according to the requirements of state law, local ordinances and accepted educational practices.

Search and Seizure:

School Officials May Search a Student's Locker or Desk. (Archdiocesan Policy 4303.5). With proper cause, school officials can request that a student empty the contents of pockets, purse or backpack. Refusal can result in disciplinary action. (Archdiocesan Policy 4303.5)

Internet and Electronic Communications Conduct (Archdiocesan Policy 4303.4)

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (See 4302, Serious Disciplinary Consequences)

Electronics Abuse:

Personal electronic devices of any kind are prohibited in the classrooms at St. Ambrose. This includes cell phones, digital cameras and portable media devices. An electronic device, including cell phones, is not to be seen and/or used during school hours or on school property before or after school. Devices will be returned to the offender's parents after the first offense. A monetary fee may follow for a second or third infraction. If the behavior/offense persists, the device will be confiscated for the remainder of the school year and returned on the last day of school.

All student cell phones will be turned off and kept in a secure location during the school day.

Features of *Apple* or *Android* watches, other than telling time, may not be used during school. A first offense will result in the watch being collected by administration and not being allowed back in school. Parents will have to pick the watch up from the school office.

St. Ambrose User Agreement:

Students will secure a “St. Ambrose User Agreement” for the current school year, which will include the signed permission of a parent or guardian. A copy of this agreement will be kept on file.

Explanations of Consequences**Detention**

Detention is the consequence of being kept in school after hours. Detentions will be served from 3pm to 4pm on a day chosen by the administration. Students will be asked to perform work around the school campus.

Probation:

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a method of disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner. (Archdiocesan Policy 4302.2)

Suspension:

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a method of disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner . (Archdiocesan Policy 4302.1)

Suspension may be of two types:

1. In-school suspension is the removal of a student from his/her classroom to another part of the building for a period of time. The time frame is usually 1 to 3 days.
2. Out-of-school suspension is the act of sending a student home in the custody of a parent and the student remains home. The time frame is usually 1 to 3 days.

Tests missed during the out-of-school suspension must be made up within a week.

Withdrawal for Cause:

Withdrawal for cause is the permanent end of enrollment of a student from a school (4302.3). Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school. The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be

undertaken with the utmost Christian charity, caution and prudence. When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in Revised 7/2019 a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

Health (Archdiocesan Policy 4401)

Schools should develop local services and procedures for health matters following the recommendations outlined in the School Health Manual. In addition, schools should cooperate fully with the Department of Health in whose jurisdiction they lie with regard to identification, referral, and follow up programs for students with health problems.

Basic Provisions:

Our school health program is under the supervision of the Saint Louis Division of Health. A school nurse practitioner and school clerk are assigned to our school. Primary health services provided to all students are:

- Vision, hearing, height and weight screening done by trained parent volunteers
- Scoliosis examination done by trained parent volunteers
- Dental hygiene program
- Physical examinations (Missouri State Law requires a physical examination for all students entering Kindergarten, Grade 3 and Grade 6, Grade 9, Grade 11 by a Department of Health physician or other licensed practicing physician.)

Administration of Medication (Archdiocesan Policy 4401.4)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following must be in place:

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 9: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);**
- 2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 10: Parental Consent for Medication Administration to their Child);**
- 3. the medication in the original container;**
- 4. proper training of personnel on medication administration. All medication sent to the school must be secured in a locked cabinet under the**

supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Lifesaving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

• All over-the-counter medication needs a note from the parents with a start and stop time. All over-the-counter medication, including cough medicine, cough drops and aspirin must be accompanied by a doctor's note as well.

NO MEDICATION MAY BE KEPT IN THE POSSESSION OF THE STUDENT DURING SCHOOL HOURS.

Inhalers:

Inhalers must have the original prescription label. The student may keep the inhaler in the office, or with the permission of the parents and teacher, keep it in the classroom. See Appendix 11 (Archdiocesan Rule #4401) Parents are to complete a written form about medical conditions of the child.

Immunization:

Missouri State Statute 167.181 regarding immunizations of school children reads as follows:

"It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles and rubella or unless exemptions have been signed by a physician and a parent/guardian and filed with the school." All physical exams and immunizations should be completed before the first day of school.

Communicable Diseases:

Saint Ambrose School follows the policies and procedures on communicable diseases established by the Missouri Department of Health. No child should come to school and no child will be allowed to remain at school with the following symptoms: fever of 100 degrees or greater, diarrhea, and/or vomiting. These are symptoms that must be under treatment at home. A child must be fever, vomit, and diarrhea free (without medication) for 24 hours before returning to school.

Bacterial infections such as impetigo, strep throat, and ear infections need antibiotic treatment. Generally, 24-48 hours of treatment will be enough to allow a child to return to school. However, please provide a statement from your doctor indicating when your child may return.

Head lice must be reported to the principal/main office as soon as diagnosed or detected. The child will be excluded from school until nits (eggs) are not found in the hair by a nurse from the City Health Division or by the administrative assistants in the main office who contact the Health Nurse.

Scabies also must be reported to the principal. The acting school nurse will want to see that your child has received proper treatment before he/she returns to school.

Children with chickenpox may return to school seven (7) days after the eruption of the rash.

These regulations are based on the recommendations of the American Public Health Association in Control of Communicable Diseases. Questions or problems may be directed to the School Nurse, School Health Office, 634 North Grand, 658-1123.

Students with Significant Medical Conditions (Archdiocesan Policy 4401.6)

A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Serious Injury:

When a child has been seriously injured and requires medical assistance, the school must have a written statement from the doctor stating that the child can participate in recess and/or physical education classes.

Insurance Plan:

Some type of individual or family insurance policy must cover all students who participate in the school/parish sports programs.

Financial Policies

Tuition

Tuition Collection: Saint Ambrose recognizes that Catholic education is a choice, which places an extra financial responsibility on many families. From time to time that financial choice can become overwhelming, causing families to make important decisions concerning the allocation of their disposable income. **At times like this, it is the family's responsibility to contact and meet with the pastor as soon as it is apparent that a tuition payment obligation will not be met. The family and the pastor will meet to discuss financial arrangements.**

Returned ACH or Credit Card charge via FACTS: In the event a tuition payment is returned from a bank or credit card company due to insufficient funds, the family will accrue fees through FACTS.

It is important that all school families realize that they are stakeholders in providing a quality education for their children. We ask for your understanding and support of that partnership as related to financial issues, which will ensure a viable and healthy future for St. Ambrose School.

Tuition Collection Policy

In an effort to simplify and improve the collection and recording of tuition payments all payments (tuition, books, and fees) will be collected through FACTS.

1) **Single Payment:** Families will have the option of paying in full, with a \$100 discount if full payment is made by August 1.

2) **Monthly Payments:** If you prefer to make monthly payments, the tuition amount will be spread over eleven (11) payments from July through May. Monthly payments are made through the FACTS payment plan as set up by the family prior to the start of school.

Financial Requirements (4502.1)

Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment. Failure to be current will result in the student not participating in the Mystery Day trip or graduation.

All financial obligations must be current by May 21 for students in PK through grade 7. Failure to be current will result in a financial block in FACTS.

Financial Notes

Your student(s)' report cards/records will not be released until a past due balance is paid in full.

As has been the policy at St. Ambrose for a number of years, if a family experiences a financial hardship, they are responsible for scheduling a meeting with Father Siefert to discuss their situation. Any decisions accepted by the pastor and the committee must be put in writing and signed by the family and the pastor.

Lunch/Cafeteria Program

Students are expected to use good manners and appropriate behavior in the cafeteria.

For further explanation as to how to order lunch on a daily basis, please see FACTS.

Students have the option of purchasing hot lunches or bringing a lunch from home. A monthly menu is placed on the calendar and lunch is provided by Chris' Pancake and Dining.

Students have the option to purchase or bring their lunch. Parents are asked to pack a balanced substantial lunch for their children. Snack food should not be the only food that a child has for lunch.

No soda or carbonated drinks and **no glass containers** of any type are permitted at lunch. Students may use the water fountain or bring a drink from home. Students may purchase milk at the beginning of the school year. They will have the choice of white or chocolate milk. **The beverage fee is \$25.00 for the year per student.**

General Procedures

Birthday Celebrations:

Students who celebrate birthdays on school days may bring a treat such as cupcakes, cookies, chips or individual ice cream cups. Due to Health Regulations, these treats must be store bought, not homemade. (Archdiocesan Regulation #4401) Any treat that is brought in will be shared with the student's class during a time decided by the teacher. Due to the limited amount of time for the "birthday celebration", parents are asked to limit the amount of food brought to school. **Please do not bring drinks (soda, juice, etc.) or whole cakes that require cutting.**

Students whose birthday falls during the summer months are invited to celebrate their "half- birthday" -- six months before the actual date -- in the same manner.

The school administration also recommends when sending party invitations to remember this rule: if all students in the class are invited, then the homeroom teacher permits sending invitations through the school for distribution. If the invitations are exclusive of students, then invitations must be mailed. A sense of belonging and inclusiveness is promoted.

Extended Care:

Saint Ambrose offers before and after-school care for children attending St. Ambrose School. Morning care is provided from 6:30 a.m. until 7:30 a.m. Monday - Friday.

Preschool afterschool care is run by St. Ambrose. K-8th grade is run by the YMCA.

Morning Care:

Please use the cafeteria entrance door for morning care. **Morning care hours are 6:30 a.m – 7:30 a.m.** At 7:30 a.m. the students are dismissed to the classrooms.

Extended Care:

At the end of the school day, students who attend extended care go to the cafeteria to check in to extended care. All children must check into extended care immediately after they are dismissed. **Extended Care hours are from dismissal until 6:00 p.m.** It is important that parents make sure they have enough alternate people listed who may pick up the student from extended care, in case of an emergency. If a parent sends someone to pick up a student from extended care and the person is not on the authorized pick-up sheet, then the student will not be dismissed.

Safety/Security:

All school doors are locked at all times. The children are instructed that they should never open the door for anyone unless a staff member gives them permission to open the door. Normally, the only door that is used for extended care is the cafeteria door. Due to security/safety measures, the parent/grandparent, coach, etc. who picks up from extended care may not remain in the building (cafeteria/gym) or on the playground/soccer lot for lengthy amounts of time. Siblings who do not attend St. Ambrose may not play on the playground equipment. The cafeteria may not be used to wait around for practices/meetings etc.

Emergency Drills:

For the safety of the staff and students in the event of fire, tornado, earthquake, intruder, and other potentially hazardous situations, drills are held periodically during the school year.

Inclement Weather:

If Saint Ambrose School closes because of inclement weather the information will be posted on Fast Direct. St. Ambrose School may have school schedule changes because of inclement weather. We will make every effort to use Fast Direct to keep all families informed.

Lost and Found:

Articles that have been found anywhere on the premises will be kept in the cafeteria. It is helpful to label your child's clothing and property with his/her name for easy identification. Unclaimed articles will be given to the poor.

Special Eighth Grade Liturgy

In light of the focus on a simple family celebration, a special Mass will be celebrated for the eighth graders and their families and guests on a Friday evening in late May. (Archdiocesan Policy 4502) This will be followed by a simple reception in the cafeteria planned and served by the parents of the seventh-grade students. Afterwards, the

eighth-grade students and their parents may stay for the graduation party sponsored by the pastor.

Telephone and Address Changes:

All parents/guardians are asked to inform the school office when there is a change of address, telephone number or work number. Parents are encouraged to keep the information in Fast Direct up to date during the school year. This is necessary in case of sickness or an emergency.

Visitors:

No student is permitted to leave the school premises during school hours unless accompanied by a parent or guardian. Parents who wish to see their children during the school day must come to the office. Classes are not to be disturbed at any time during the school day. Any classroom materials must be brought to the office by the parent. All visitors are to use the Wilson Avenue doors, sign in at the main office and obtain a visitor's pass to wear while in the building. Our students and staff have been instructed not to open the door for anyone and to report anyone to the office who is not wearing a visitor's badge in our building.

Buildings and the Political Process (6203)

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

- 1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.**
- 2. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.**
- 3. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.**
- 4. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail. Updated 8/2013**
- 5. School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must ensure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.**

Student Organizations

The school and parish provide many opportunities for students to participate in activities outside of class time. The moderators of these activities feel that certain criteria are essential for effective membership and at the same time for maintaining academic progress. At the end of each quarter, the students will be evaluated to determine whether they may continue to participate actively in extracurricular programs. Some of these activities include:

Service and Leadership

- Altar Servers: Grades 5 through 8
- Choir: Grades 3-8
- Chess Club
- Robotics: Middle School
- Safety Patrol: Grades 6-8
- Scouting for Girls
- Scouting for Boys
- Student Council: Grades 7 through 8
- Speech Club: Grades 5-8
- Presidential Fitness Award
- Yearbook: Grades 7 and 8
- Post-Dispatch Spelling Bee: Grades 4 through 8
- Girls on the Run: Grades 3 through 5

Athletics

The Athletic Association sponsors and provides leadership for an exciting program at St. Ambrose School. Some of the sports are designed for students of particular age or grade. The sports offered include: volleyball, basketball, soccer, track, baseball, softball, and T-ball.

Alumni Association

All graduates of Saint Ambrose School are members of the Alumni Association. Each year in May, at the annual Alumni Communion Breakfast, scholarships are awarded to members of the current eighth grade class. These awards are based on scholarship, academic progress, community service, and faculty recommendation. Students in the eighth-grade class are responsible to attend the alumni liturgy and breakfast.

Dress and Grooming (Archdiocesan Policy 4303.6)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

Uniforms

- Hunter green polo shirts with the St. Ambrose logo (Just Me Apparel 232 Old Sulphur Spring Rd, Manchester, MO 63021)
- PK may wear either the hunter green polo or the PreK t-shirt sold at Maestro.
- Outerwear - Navy blue or green fleece jackets, pullovers, sweaters and vest with the logo. (Just Me Apparel)
- Khaki uniform slacks or shorts with plain pockets and no stitching (for boys and girls) no cargo pants or short shorts. It is required that pants or shorts be worn at the waist with shirttails tucked in. Belts are required for students in grades 3-8.
- Girls (grades PK-4th) - Plaid jumper or skort (Just Me Apparel)
- Girls (grades 4th-8th) Plaid skirt or skort (Catholic Supply) Skirts and skorts need to be no shorter than 2 inches above the knee.
- Tights or leggings - Navy blue, white or black.
- Socks - Socks must be worn at all times and should be matching and **solid** white, black, or navy. **(If there is a logo on the socks, it must be either white or black with the exception of the St. Ambrose logo.)**
- Students may wear a T-shirt (plain solid shirt, no words or markings on the T-shirt) under the uniform shirt and take off the uniform shirt for gym.

Shoe Policy:

Traditional brown or black school shoes, Sperry shoes or tennis shoes (any color) are acceptable. Students must wear tennis shoes on gym days. No shoes with wheels on the bottom are permitted.

During snowy weather, children may wear boots or shoes other than those they intend to wear in school. They will change upon arrival. Boots may not be worn during the school day.

Additional Regulations for Boys' Hair: Must be neatly styled. No designer cuts, radical styles, tails, or artificial coloring of hair is acceptable. Hair should be above the shirt collar, out of the eyes, and above the ears.

Jewelry: Watch, religious medals only.

Additional Regulations:

- All persons are to ordinarily present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex. ([Compassion and Challenge @ archstl.org](#))
- Girls Hair: Must be neatly styled. Any hair adornments used must not be distracting. No radical styles or colors are acceptable.
- Jewelry: Small ring, watch, one religious medal, one bracelet, one pair of small stud earrings only.
- Cosmetics: Make-up and perfumes are not permitted. Non-scented, non-tinted lip balms and nail polish are permitted. No extensions, “stiletto” or “coffin” shaped nails.
- Skirts should be no shorter than two inches above the knee.

OUT OF UNIFORM

Out of uniform days may only be determined by St. Ambrose administration.

As always, the appearance and dress of the student is the primary responsibility of the student and his or her parents or guardians. It will be up to the discretion of the teacher, principal or pastor to determine if students meet the expectations established in this uniform code.

St. Ambrose has established policies, guidelines and regulations for the students' appearance. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress and groom themselves appropriately.

Guidelines for Out of Uniform Days

Not allowed:

- Spaghetti straps and strapless shirts and dresses are not allowed
- Bare midriffs are not allowed. No low cut tops
- Shorts or skirts must be no shorter than 2” above the knee
- Pajama bottoms are not allowed
- Sagging pants and shorts are not allowed
- Shoes with heels higher than 1” are not allowed

Allowed:

- Long-sleeved, short-sleeved and sleeveless tops are acceptable.
- Capris, jeans, sweatpants are acceptable
- Leggings may be worn as pants if a mid-thigh shirt/tunic is worn with the leggings

Amendment of the Handbook

This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner and this will include a statement about when the change will take effect.

Handbook Agreement

It is important that each student and his/her parents read the Saint Ambrose School Handbook carefully. Since it is part of a contract existing between the school and the parents/students, all parties must be fully aware of the rights and obligations outlined in the handbook of each school year. Parents and students are required to sign the attached form stating that they have read the Handbook thoroughly and agree to be governed by its policies. The form should be signed and returned to school.

