

# SAINT AMBROSE SCHOOL STUDENT AND PARENT HANDBOOK

2020-2021



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

**Lord, teach me to seek You,**

**and reveal Yourself to me when I seek You.**

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

**Let me seek You in longing,**

**and long for You in seeking.**

**Let me find You in love,**

**and love You in finding.**

**— *Saint Ambrose***

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## MISSION

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

## PHILOSOPHY

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

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

While the study of religion is central to the curriculum, we are also committed to providing quality education in other academic areas from Pre-Kindergarten to 8<sup>th</sup> Grade. We are further committed to creating a learning environment that endeavors to meet the individual needs of our students while challenging them to achieve their highest potential. We recognize the essential role of parents and guardians in the religious, academic, and social formation of the students. We welcome the involvement of parents and guardians, parish and local communities, and agencies of the Archdiocese of Washington.

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

## SPIRITUAL LIFE

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

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

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

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

### **PARENT/GUARDIAN COOPERATION (ADW POLICY)**

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

## ACADEMIC LIFE

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

### Pre-Kindergarten through Grade 2:

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

### Grades 3:

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

### Grades 4 through 8:

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

### HOMEWORK

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

### LATE ASSIGNMENTS

Homework, projects, assessments, and other assignments will be marked down **10% for every CALENDAR day it is late.** This includes ALL days the affected class does not meet (weekdays the class is not scheduled, weekends, and holidays). **Assignments will not be able to receive a passing grade after three days, and no credit will be given after nine**

days.

### REDIKER

Rediker is a mandated database issued by the Archdiocese of Washington. Pre-Kindergarten through 3<sup>rd</sup> grade parents will have access to attendance on the database. 4<sup>th</sup> through 8<sup>th</sup> grade students and parents will have access to grades and attendance. It is important that parents check their students' academic progress on their ParentPortal, but also give teachers appropriate time to update grades.

### PROGRESS REPORTS

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

### REPORT CARDS

Written evaluations are issued electronically four times per school year for students in Grades 1-8. Pre-Kindergarten and Kindergarten receive report cards in January and June.

### CONFERENCES

Conferences with teachers may be requested **in writing by parents or guardians.** It is most important in the interest of the child's progress that conference appointments be kept. Concerns about a child's progress should only be addressed at a formal conference. It is not appropriate to attempt a conference at dismissal, sporting events, or another informal meeting/opportunity. **Please bring all of your concerns directly to the attention of your child's teacher first.** Financial accounts must be current to arrange conferences.

### ACADEMIC HONOR ROLL

Each quarter honors will be given to students in grades 4-8 for academic accomplishments in their core subjects (Language Arts, Mathematics, Religion, Science, and Social Studies) and special classes (Technology, Spanish, Art, Music and P.E.)

*All A's Honor Roll is awarded to students earning all A's in core subjects and E's or G's in special classes.*

*All A's & B's Honor Roll is awarded to students earning all A's*

and B's in core subjects and E or G in special classes.

### **ACADEMIC PROBATION**

Students who are experiencing academic difficulties will be placed on Academic Probation. **Students who earn a grade of “D” in a core subject area** will be placed on Academic Probation. The Principal, members of the Administrative Team, teachers, and parents will monitor performance. Students who are on Academic Probation may not participate in extracurricular activities, including: Patrols, Student Council, Yearbook, CYO, or any other special school programs. Students will remain on Academic Probation until their grades are raised on the following progress report or new report card.

### **DISMISSAL AND REQUIRED SUMMER SCHOOL**

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

A student's retention in primary grades is dependent upon developmental maturity, behavior, and mathematics and language arts skills. Retention in grades 4 through 8 is dependent on achievement in academic subject areas. Failure in academic areas (Language Arts, Mathematics, Religion, Science, and Social Studies) is the basis for dismissal from Saint Ambrose School. Frequent absence, tardiness, or behavior are considered as a factor in retention.

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

### **GRADUATION**

Saint Ambrose's graduation is held in June. At the ceremony, diplomas and special academic awards are presented. Diplomas are not awarded to students who fail a core subject (Language Arts, Mathematics, Religion, Science, and Social Studies). A graduation fee is assessed to cover the costs of all graduation expenses.

### **HIGH SCHOOL ENTRANCE**

The High School Placement Test (HSPT) will be administered to all 8<sup>th</sup> Grade students in December. Effective 2016, students may only apply to

three high schools in the Archdiocese of Washington. Their results will be sent to their *three* schools of choice along with:

- Results of 7<sup>th</sup> and 8<sup>th</sup> Grade standardized testing scores
- Final 7<sup>th</sup> and first quarter 8<sup>th</sup> Grade transcripts
- Evaluations by the Middle School teachers
- Attendance records
- Principal's evaluation
- Final transcript

Families will be charged an additional fee of **\$40.00** per school if they choose to apply to non-Archdiocesan schools.

Beyond the test, parents and students are responsible for the individual applications to the schools, financial aid, and scholarship applications. Further details will be covered as part of the 8<sup>th</sup> Grade Parent Night. Students may not return to class on the days of their “shadow” visits, except to participate in after-school activities.

### **TRANSCRIPT REQUEST**

Families who will be transferring to another school are required to request a transcript through the school office, not the student's teacher. All requests must include a completed Release of Records form. The fee for transcripts and other forms and documents is \$40.00.

### **STANDARDIZED TESTING**

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

# DISCIPLINE POLICIES AND PROCEDURES

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

## STUDENT RESPONSIBILITIES

- Treat others in a manner that exemplifies Christ's command to "love one another."
- Show respect to faculty, staff, visitors, and peers through the use of good manners.
- Contribute to a caring and positive learning environment.
- Seek support in an honest and appropriate manner from faculty and staff.
- Approach each lesson with a willingness to learn.
- Come to class prepared for each lesson.

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

## STANDARDS OF STUDENT BEHAVIOR

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

Grades Pre-Kindergarten through 8:

- Each teacher will establish standards of expected student behavior.
- Each teacher will establish age/grade appropriate guidelines for

accountability (time out, no recess, written punishment, after school detention, etc.)

- Both parents and students will be informed of these standards and the consequences at the beginning of the school year.

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

- Disruptive classroom behavior
- Rudeness or disrespectful behavior toward others
- Failure to comply with the direction of school staff
- The use of derogatory, improper, or foul language
- Chewing gum on school property at any time (incl. team practices)
- Eating outside of the lunchroom without permission from the teacher
- Being anywhere in or around the school unsupervised or without permission
- Sharing locker combinations with other students
- Tardiness to class
- Not being prepared or having materials for class
- Uniform violation
- Bringing prohibited items into school

## Articles Prohibited in School

Problems arise each year because students bring items, which are hazardous to the safety of others or interfere with the learning process. Items such as toys, novelty jewelry and watches, water pistols, electronic games, trading cards, mechanical pencils etc... may not be brought to school or taken on field trips. Such items will be taken from the student, given to the office, and returned only to parents/guardians. Electronic devices are prohibited on field trips unless authorized.

## DEMERIT/DETENTION SYSTEM

There is a consistent and centralized demerit/detention system for discipline. If a teacher deems it necessary to give a student a demerit, one copy of the demerit form will be sent to the Principal's Office, another will be sent home with the student to be signed by the parent/guardian. If the demerit is not signed and returned by the following day, a second demerit may be issued.

There are two categories of demerits: Behavioral and Organizational Demerits.

Behavioral Demerits are given for conduct detrimental to the school or classroom environment and will result in the following consequences:

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

3 demerits will result in a Saturday morning detention,

- 8:00-10:00 a.m. scheduled as needed.
- Students must come in school uniform and will complete grade-appropriate assignments or assist in the school.
- Parents are required to pay \$20 (cash) when they arrive.

4 demerits will result in a one-day, out-of-school suspension. Demerits are cleared by the semester. Once a demerit is given to a student, it must be signed and returned to the teacher by the next school day. If a demerit is not returned by the student, further disciplinary action may be taken.

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

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

### **IN-SCHOOL/OUT OF SCHOOL SUSPENSION**

Continued disregard (more than once) of the above infractions and/or the following behaviors may result in an immediate in-school suspension. There will be a charge of \$70 for in-school suspensions to pay the staff who will be monitoring your child. Such infractions include, but are not limited to:

- Fighting/Physical Assault
- Verbally Abusing/Name Calling
- Harassing (physical, sexual, etc.)
- Bullying (taunting, teasing, excluding, etc.)
- Vandalizing or damaging of personal or school property
- Cheating or plagiarizing
- Stealing/Lying
- Leaving school grounds without permission
- Repeated infractions of Saint Ambrose School rules.

There will be a meeting with the principal, parents and student after the in-school suspension is served and before the students can re-enter their classes.

### **SEPARATION FROM SAINT AMBROSE SCHOOL**

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

- The use and/or possession of alcohol or drugs (tobacco included) on school property.
- The use and/or possession of a weapon or items resembling or related to weapons.
- Arson or use of any type of flammable materials.
- Physical assault and/or sexual harassment
- Bullying (taunting, teasing, excluding, etc.)
- Sale or distribution of any material(s) not approved by the School Administration
- Repeated infractions of Saint Ambrose rules.

Expulsion of a student from Saint Ambrose School may be necessary for the safety and/or well-being of the school community and may be done at the discretion of the Principal in consultation by the Pastor. By completing the Saint Ambrose School registration and enrollment process, parents/guardians agree to uphold and enforce the standards and/or policies of Saint Ambrose School.

### **DISCIPLINARY PROBATION**

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

### **CONTINUING ENROLLMENT**

Students demonstrating a pattern of repeated violations and an unwillingness to change behavior, will be dismissed immediately from the school or not invited to enroll for the following school year. Lack of involvement and cooperation by the parents or guardians in dealing with academic and behavioral difficulties will also result in a student being separated from Saint Ambrose School.

**The Principal, in consultation with the Pastor, is the final recourse in all discipline matters.**

### **CHEATING AND PLAGIARISM**

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

### **CELL PHONES**

Cell phones (or any other portable electronic device) usage by students is strictly prohibited at Saint Ambrose School. Students are not permitted to bring cell phones to school.

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

### **FORGERY**

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

### **PLAYGROUND**

Students must respect and follow the directions of the playground supervisors to ensure the safety and well-being of all students. Children are to leave and enter the building quietly. If a child constantly disobeys the rules, they lose the privilege of recess.

### **CARE OF SCHOOL PROPERTY**

Saint Ambrose School prides itself with a well-maintained building. Students should not mark school furniture, walls, ceilings, floors, equipment, etc. Anyone who willfully destroys school property through vandalism will make restitution for damages. Suspension or expulsion may result. Fees will be assessed for damaged books and families will be billed.

### **LOCKERS**

Middle School students have the opportunity to use a locker for their coats and books. It is their responsibility to keep the contents of the locker in order. Staff may inspect lockers for cleanliness and contents at any time, with the consent of the Principal. Only magnets may be used to affix items to the inside of the lockers. Students are not permitted to share the combination to their locker with other students. Locks issued by the school are mandatory and must be locked at all times. Open locks may be confiscated and only returned by a staff member. New locks may only be purchased through the school at a cost of \$15.00.

### **PREVENTION PROGRAMMING (ADW POLICY)**

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

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

*Bullying, harassment, and intimidation mean any intentional written,*

verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc) that:

- *Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and*
- *Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.*

## **TECHNOLOGY AND INTERNET USAGE (ADW POLICY)**

*Student responsibilities when using and technology equipment:*

*All Students:*

- *Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.*
- *Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.*
- *Shall not violate any local, state or federal laws.*
- *Shall not engage in cyber-bullying behavior.*
- *Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.*
- *Shall never use the technology in bathrooms or locker rooms.*
- *Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.*
- *Shall immediately report to a teacher or supervising staff member any inappropriate*
- *material or misuse of Technology Equipment of which the student*

*becomes aware.*

- *Shall not engage in any behavior otherwise prohibited by school disciplinary standards.*

*Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:*

- *Shall not reconfigure any school hardware, software, or network settings.*
- *When on school grounds, shall access only school-supplied Wi-Fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.*
- *Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.*
- *Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.*
- *Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.*
- *Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.*
- *Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.*
- *Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.*
- *Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.*
- *Shall ensure that their Technology Equipment is fully charged at the*

*beginning of the school day.*

- *Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.*
- *Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.*
- *Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.*

*All students understand and acknowledge:*

- *Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.*
- *Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.*
- *Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the Principal.*
- *Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the Principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose*

*– for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.*

*Parent/Guardian Acknowledgement*

- *Parents/guardians shall be responsible for reading and reviewing the terms listed above with their child.*
- *Parents/guardians shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.*
- *Parents/guardians shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.*
- *Parents/guardians acknowledge that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.*
- *Parents/guardians acknowledge that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.*

*Parents/Guardians acknowledge that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.*

## SCHOOL UNIFORMS

Children dressed in the proper uniform show a sense of pride in their school and in themselves. Flynn & O’Hara provides the students with the only acceptable uniform. Variations of trousers, shirt/blouse color, or sweater design/color are a distraction and will not be permitted. Students may also wear the windbreaker purchased through the Front Office and/or Uniform Exchange.

<b>Grades Pre-Kindergarten through 5</b>	
<b>*Pre-K students may wear the P.E. uniform every day.</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>● plaid tunic jumper</li> <li>● khaki pants with Saint Ambrose School polo shirt</li> <li>● white Peter Pan collar blouse (long or short sleeve)</li> <li>● belt (navy, brown, or black)</li> <li>● knee socks (navy)</li> <li>● tights (navy)</li> <li>● white crew socks with khaki shorts or pants</li> <li>● athletic sweater (Prescott red)</li> </ul>	<ul style="list-style-type: none"> <li>● navy trousers</li> <li>● white golf shirt with school logo (long or short sleeve)</li> <li>● crew socks (navy/white/black)</li> <li>● belt (navy, brown, or black)</li> <li>● athletic sweater (Prescott red)</li> </ul>

<b>Grades 6 through 8</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>● plaid kilt skirt</li> <li>● khaki pants</li> <li>● white oxford shirt (long or short sleeve)</li> <li>● belt (navy, brown or black)</li> <li>● cardigan sweater or vest (Prescott red)</li> <li>● knee socks (navy)</li> <li>● tights (navy)</li> <li>● white crew socks with khaki shorts or pants</li> </ul>	<ul style="list-style-type: none"> <li>● navy trousers</li> <li>● white oxford shirt (long or short sleeve)</li> <li>● belt (navy, brown or black)</li> <li>● athletic sweater or vest (Prescott red)</li> <li>● CREW sock (navy/black/white)</li> <li>● uniform tie</li> </ul>

**Anklet socks/novelty belts are not permitted.**

Only solid white, neutral, or black undergarments may be worn under the school uniform. Solid navy-blue shorts may be worn under uniform skirts but should not exceed the length of the hem of the skirt. The hem of uniform skirts must be knee length. Parents and guardians are responsible for monitoring skirt length. Skirts that are too short must be replaced. All pieces of the uniform must be labeled with the child’s name. Saint Ambrose School provides opportunities for parents for parents to purchase gently used uniforms through the Uniform Exchange throughout the school year. These dates will be communicated throughout the year through APNotify.

### FALL/SPRING UNIFORM

There is an optional warm weather uniform (September, May and June). The start/end dates for the uniforms will be communicated through the APNotify system and *Beeline Buzz*.

<b>Grades Pre-Kindergarten through 8</b>	
<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>● khaki walking shorts with belt</li> <li>● white short-sleeve golf shirt with logo</li> <li>● white crew socks</li> </ul>	<ul style="list-style-type: none"> <li>● navy walking shorts with belt</li> <li>● white short-sleeve golf shirt with logo</li> <li>● navy, black, or white crew socks</li> </ul>

Students in Grades 6-8 may wear uniform trousers with the white golf shirt with logo and navy, black, or white socks. Shirts and blouses must be neatly tucked into trousers or skirts. All students are required to have a Prescott red uniform sweater to assist with temperature fluctuations. There is also a windbreaker option added to the school uniform which may be worn throughout the year as a substitute to the sweater.

### SHOES

The uniform shoe options:

- An all-black tennis shoe, the shoe must be all black (including stitching and/or emblem), with a non-marking sole.
- An all-black lace up shoe, again, the shoe must be all black with a non-marking sole.
- (For girls only) the all black Mary Jane. Boots or high tops of any kind may not be worn as a uniform shoe.

All shoes must be properly laced and tied. Pre-Kindergarten students must wear the black tennis shoes on non-P.E. days.

### **UNIFORM EXCUSE**

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

### **PHYSICAL EDUCATION UNIFORM**

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

The physical education uniform must fit properly. It should be clean and without excessive wear. Replacement pieces for the uniform can be ordered throughout the year from Flynn & O'Hara or purchased from the school's Uniform Exchange. Students without the appropriate P.E. uniform will not be permitted to participate in class and their grade will be affected. All parts of the P.E. uniform must be labeled with the student's name. The winter P.E. uniform consists of the uniform sweat suit and uniform shirt. The warm weather uniform consists of the P.E. uniform shorts & shirt. Students will only be excused from participating in P.E. class if he/she has a note from his/her parents/guardians or a doctor if the absence from participation is for more than one week.

### **JEWELRY, HAIR, & MAKE-UP**

- Make-up (including nail polish & lip gloss), costume jewelry, and/or ornate hair accessories may not be worn.
  - Girls may wear one small post earring in each lobe. Hoop or dangling earrings may not be worn. Boys are not permitted to wear earrings.
  - Boys and girls may wear an analog or plain digital watch (no novelty watches or Smartwatches) and/or a necklace (no string) with a crucifix/cross or religious medal (no chokers). No other jewelry is permitted.
- Children wearing

additional jewelry to school will be asked to remove it and will receive a uniform violation.

- Hair must be kept neat and out of the face. Hair color is to be the student's natural color. No dyed, frosted, highlighted, bleached or streaked hair is permitted. Girls' hair accessories should be plain, simple, small and discrete. Head bands must be black, navy, maroon or the uniform print and must be no wider than 1 inch.
- Faddish or trendy hairstyles are not permitted. For safety purposes and to avoid classroom disruption, no beads or shells are permitted. Boys' hair must not be over two inches high and/or touch the collar. No mohawks, faux hawks or designs, including parts and lines, are permitted.
- Students may not have lines cut into their eyebrows.

### **SPECIAL OCCASION DRESS DOWN DAYS**

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

## **SCHOOL ACTIVITIES**

### **FIELD TRIPS**

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

Eligible students who have not returned a signed permission slip and fees

for the trip before the noted deadline will not be permitted to attend. Any student ineligible for the activity will remain in the school office or a classroom.

Parents and guardians wishing to chaperone a field trip must be in compliance with the Child Protection Policy of the Archdiocese of Washington, having received a criminal background check (fingerprinting) and VIRTUS training. \*The fees for the electronic background check must be paid by the parent or guardian. Selection of chaperones is at the discretion of the teachers and the administration. Children will wear the school uniform for the field trip unless otherwise indicated. Electronic devices (excluding cameras) are prohibited on field trips unless authorized. Siblings of children may not attend the event while parents are chaperoning.

### **LUNCH**

All students are to come to school with a healthy lunch (no candy). For an additional fee, lunch may be purchased. Glass bottles are not permitted. Parents and guardians can earn volunteer hours by assisting with lunch and playground monitoring. Please do not consistently bring lunches late to the school. It disrupts the day for the student and the staff.

### **BIRTHDAY CELEBRATIONS**

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

Saint Ambrose School is NOT a nut-free school; however, it is important to be mindful of children with food allergies. When sending snacks to school for the entire class, parents/guardians are asked to send items that do not contain nuts.

### **NOTES AND MONEY**

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

## **EXTRACURRICULAR ACTIVITIES**

Students who participate in extracurricular activities are expected to follow the rules and achieve academic success.

### **ALTAR SERVERS**

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

### **BAND**

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

### **SAFETY PATROLS**

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

### **STUDENT COUNCIL**

This organization offers students the opportunity to plan, design, and implement a variety of activities and special programs for the student body. Executive Board members and homeroom representatives also participate in discussions regarding school policies and student programs. Students in Grade 7 are elected each spring to serve as the Executive Board for the following school year. Homeroom representatives are

elected at the start of the school year. Council meetings are held once a month after school. Special committee meetings are held as needed. Two staff members act as co-moderators of the Student Council.

### **YEARBOOK COMMITTEE**

This program appeals to students with a variety of interests. Students in 8<sup>th</sup> Grade will work with an advisor and parent volunteers to design and produce the school yearbook. It is an invitation-only policy by the teacher for 7<sup>th</sup> graders to participate in the Yearbook Committee.

## **SCHOOL POLICIES AND PROCEDURES**

### **CHILD PROTECTION/ELECTRONIC BACKGROUND CHECK**

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

### **COMMUNICATION**

Information is sent home every Thursday in a folder with the oldest child in each family. *The Beeline Buzz* is the Principal's newsletter and is sent home in the Thursday folder weekly. The APNotify system is also used to contact parents through text messages, emails, or by phone.

### **VISITORS**

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

### **EMERGENCY INFORMATION**

Emergency information is collected through the TADS program. Please be sure to input the correct information. If there are any changes to your information please call the office immediately.

### **CHANGE OF ADDRESS**

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

### **TELEPHONES**

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

### **FIRE AND EMERGENCY DRILLS**

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

### **THREATS (ADW POLICY)**

*In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Saint Ambrose School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.*

### **STUDENT ARRIVAL AND DISMISSAL**

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

Student safety patrols will be on duty to assist students during arrival and

dismissal. In the morning, children are only permitted to be dropped off at the curb adjacent to the school exiting from **the passenger side of the car or in the parking lot. Parents/guardians must remain in their car unless they are parked in a space in the parking lot. If you are removing items from car trunks, use the parking lot, not on Jason Street. Do not park along Jason Street and pull up to the top of the drop-off area.** Students may also be dropped off in the parking lot. Students are not permitted to cross Jason Street. Families are expected to follow the direction of the student safety patrols. Failure to comply with parking lot procedures (Jason Street included) will result in families having to retrieve their child(ren) from the school office. If a student is not picked up following dismissal, they will be brought to the front office. Parents must sign their student out at the front office and a late fee will be assessed. Failure to sign students out will result in a fee at the discretion of the administration. **For safety reasons, ride share programs, such as Lyft and Uber, are not permitted.**

## HEALTH

### HEALTH RECORDS AND DISPENSATION OF MEDICATION

The medical technicians in the office tend to the medical needs of the students. The office staff maintains all necessary health records for the students. Please cooperate by returning records promptly when they are requested. State law and Archdiocese of Washington policy requires immunization records to be complete before a student begins the school year. The ADW immunization form must be used. Students will not be permitted to attend classes if all records are not on file in the school office by the start of the school year.

When possible, please schedule doses of antibiotics and over the counter medications so they can be administered at home. The Archdiocese of Washington and the Maryland State Department of Health mandate there will be no prescription or over the counter medication administered to students without the written permission of a physician. This includes, but is not limited to, medicine such as cough drops, inhalers, and Benadryl. All medication will be kept in a secure location in the office and administered by the staff as directed. Students are not permitted to bring medication of any kind, prescription or over the counter to school with a doctor's note. Students in possession of medication will face disciplinary action. The first offense will result in a meeting with the administration and repeated incidents may result in separation from Saint Ambrose School. All medication must be brought to the school office by a parent

with a doctor's note.

### ACCIDENTS

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

### VISION AND HEARING SCREENING

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

### ABSENCE

Regular attendance is required for the successful completion of a course of study. When a student is absent, **a note/email must be submitted to the teacher upon the return of the student.** Students will receive assignments upon their return. For an extended absence, please call the office. **Teachers should not be expected to give homework in advance of a recreational absence.** Missed assignments and/or assessments are expected to be turned in and/or completed upon return to school.

### ARCHDIOCESAN SCHOOL ATTENDANCE (ADW POLICY)

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

- *Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
- *Death in the student's immediate family;*
- *Necessity for a student to attend a judicial proceeding;*
- *Lawful suspension or exclusion from school by chief administrative officer.*
- *Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
- *Other absence(s) approved in advance by the Principal upon the written request of a parent or guardian. Sufficient notice should be*

*given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

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

### **SHORT-TERM ILLNESS**

In the interest of health, children should not be sent to school if they are sick and cannot function adequately. Children with symptoms of a contagious illness may not return to school without a physician's note. **It is the policy of the school that any child who is sick MUST be picked up rather than remain at school.** A child is likely to spread the illness to other children and staff. Once a child goes home due to an illness, he/she may NOT return that same day. Parents/guardians **should not send their child to school** if the child has had a fever, has vomited, or has experienced diarrhea in the past 24 hours.

### **LONG-TERM ILLNESS**

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

### **RECREATIONAL ABSENCE**

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

### **ARCHDIOCESAN CATHOLIC SCHOOL COUNSELING SERVICES (ADW POLICY)**

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

*crisis or emergency.*

## **GENERAL POLICIES AND PROCEDURES**

### **TARDINESS**

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

The administration realizes that traffic can often be a problem in the morning. It is the responsibility of the parents/guardians to take this into account when planning their departure time from home. Student tardiness is disruptive and unfair to the student entering the classroom late as well as to the class in session. Families traveling a significant distance to school are strongly encouraged to utilize the Extended School Program in order to drop their child(ren) off early. **Families who are tardy more than three times in a quarter are subject to a \$25 fine for each additional tardy.**

### **EMERGENCY CLOSINGS AND DELAYS**

Saint Ambrose School follows the Prince George's County Public School System for all weather-related emergencies. The radio announcement of the Prince George's County School closing/delay/early release is sufficient indication of our policy. In the event of an emergency closing of the school during the school day for any reason other than inclement weather, parents will be notified by the APNotify system. Families should develop an emergency dismissal plan and review it frequently with their child.

- **If Prince George's County Schools are closed, Saint Ambrose School will be closed.**
- **If Prince George's County Schools open two hours late, Saint Ambrose School will open at 9:45 a.m. with classes starting at 10:00 a.m. Before-care will start at 9:00 a.m. for registered students.**
- **If Saint Ambrose School is scheduled for a 12:00 p.m. dismissal and Prince George's County Schools open late, our school is cancelled for the day.**
- **If Prince George's County Schools close early, a message will be sent with our dismissal and after-care times.**

## DAILY SCHEDULE

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

## EARLY DISMISSAL

Students are expected to remain in school until 3:00 p.m.; however, exceptions will be made for emergencies and pre-scheduled medical appointments. Children will remain in their classrooms until paged by the office. To be excused during school hours in cases of a medical appointment or emergency, **a written request must come from the parent or guardian.** The parent or guardian must come into the school office to pick up the child at the requested time of dismissal. Students must be picked up prior to 2:30 p.m. or go out with the other students at 3:00 p.m. A sign-in/sign-out book is in the school office and must be used by parents and guardians so that the school can ensure the whereabouts of each student. Children will not be released to anyone but a parent or guardian without written permission from the parent. **Identification is required for non-custodial adults taking a child from school.**

## TEXTBOOKS

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

year's bill.

## EXTENDED SCHOOL PROGRAM (ESP)

Students must be enrolled in the Extended School Program to use the service. The hours for before school are 7:00-7:45 a.m. Aftercare hours are 3:00-6:00 p.m. A nonrefundable (re)registration fee is charged annually for (re)enrollment in the Extended School Program. Questions regarding registration, fees, and the program schedule should be forwarded to the ESP Director. Families are strongly encouraged to utilize the emergency drop-in services to avoid late fees for pick-ups.

## RIDESHARE POLICY

The company policies of Uber and Lyft specify that minors are only able to use the service when accompanied by an adult who is authorized to use the service. To be clear, unaccompanied minors are in violation of these companies' user contracts. For this reason, our policy must be that no Saint Ambrose student may arrange or use rideshare services. The rideshare services we mention are Uber and Lyft, but this policy carries over to other rideshare services not mentioned, as well.

## BILLING INFORMATION

### ADMISSIONS POLICY

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org).

### APPLICATION

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

### REGISTRATION

Registration for new students begins in January. New families will be charged a nonrefundable registration fee. A portion of the fee will be credited to your tuition payment. Any student who registers for Saint Ambrose School will be required to take a test before being accepted. The results of the testing assist the administration in determining whether a child will benefit from our educational program. Additionally, the results of the testing will help to ensure proper placement. Registration **does not** guarantee acceptance. **All new students accepted to Saint Ambrose**

**School are placed on a probationary status for their first year of enrollment.**

Re-registration begins February for returning families.

### **RE-REGISTRATION**

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

### **TUITION AND FEES**

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

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

## **HOME AND SCHOOL ASSOCIATION**

The success of every child is dependent upon the cooperation of the school and family. Through this cooperation, the child learns the value of education. As the school and family work together, the child is nurtured in a way that allows for intellectual growth as well as physical, social, emotional, moral, and spiritual development.

In order to foster such success, the family is expected to provide an environment which encourages good habits. As such, the administration

expects that parents and guardians:

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

### **VOLUNTEER HOURS**

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

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

### **FUNDRAISING**

Saint Ambrose School has various fundraising projects throughout the

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

### **SCHOOL ADVISORY BOARD**

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

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



