Our Mission Statement
Saint Ambrose Community is committed to pairing the Roman Catholic tradition with academic excellence. We focus on each individual child’s spiritual, intellectual, social, and emotional well-being through active partnerships with each family. Through a nurturing safe environment, we aim to empower and provide tools necessary for their future success in years to come.
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General Information

Academics
Overview
The academic program at St. Ambrose School exceeds the curriculum standards of both the NYS Department of Education and the Catholic Diocese of Albany. A challenging curriculum is differentiated to meet the individual needs of each student; in addition, St. Ambrose offers an academic support program, for both intervention and enrichment, in the areas of Mathematics and English Language Arts.

Religious Education
Saint Ambrose School is a Catholic school and is open to children of all faiths. Although some students may not follow the teachings and practices of the Catholic Church, it is required that all students participate in the religious education and programs at the school.

Admission Policies
St. Ambrose School does not discriminate on the basis of race, sex, religion, national origin, age (in accordance with the law), and/or disability, if, with reasonable accommodations on the part of the school, the student’s needs can be met.

Crisis Resource Guide
St. Ambrose School has a crisis guide in place that will be used in times of emergencies. All teachers and staff are trained in the responses to emergencies.

Role of the Parent
• Support the religious and educational goals of the school
• Abide by all guidelines set forth in the Parent-Student Handbook
• Be prudent with regard to tardiness and absenteeism
• Ensure your student’s mental and physical preparedness, with all necessary tools and supplies
• Come to the school with a positive attitude, and voice any concerns you may have through the proper channels (teacher, assistant principal, principal, pastor)
• Empower your child(ren) to develop responsibility by refraining from delivering forgotten items such as books, homework and backpacks, or returning to school after dismissal to retrieve forgotten items
• Respect the school’s learning environments and limit your access to the lobby and office unless invited
• Be aware of your use of social media and its potential impact on the school community
• Demonstrate that ALL members of the school community should be treated with respect and dignity, and will therefore set a good example in your own speech and behavior

Role of the Student
• Take responsibility for your words and action
• Express how you feel or what you need in a helpful and appropriate way
• Show behavior that creates a positive learning experience for you and your classmates
• Promise to follow Jesus’ Law of Love by treating others the way you would like to be treated
• Follow the established rules
• Come to school on time, prepared and ready to learn
• Be treated with respect and dignity and, in return, you will demonstrate respect for yourself and others in your words and actions
Role of the Teacher
• Express concern and enthusiasm for teaching and learning
• Keep students and parents routinely informed of student progress
• Treat students, parents and colleagues, with compassion and respect
• Treat EVERY student as an individual, and with compassion and respect
• Provide direction and guidance so students can learn to think, reason and be responsible for their own actions
• Demonstrate, by word and action, respect of rules and self-discipline
• Become involved with the development of rules and regulations regarding student conduct, and require that there be observance of the same
• Be consistent, fair and reasonable in dealing with students in and out of the classroom
• Reinforce positive student behavior
• Seek appropriate resources and guidance to affect positive change in student behavior
• Maintain accurate academic and attendance records for all students assigned to them on a daily/weekly basis
• Develop and deliver academic lessons that promote student learning that will prepare them to be college and career ready according to the NYS Common Core Learning Standards
• Be an advocate for St. Ambrose as an institution that prepares students to be academically and spiritually prepared
• Be a spiritual and academic model for all students
• Provide spiritual guidance to all students that seek it
• Demonstrate, by word and action, the Catholic faith
• Develop and deliver academic and religious instruction at the learner’s instructional level
• Routinely assess students’ abilities to know their instructional levels
• Prepare documents that reflect the learner’s abilities/strengths and areas of need

School Uniform Policy
On school days, students are required to wear their complete school uniform while in school and on school property.

If a student is unable to follow the school uniform policy set forth, a note of explanation must be written by the parent and given to both the principal and the student’s teacher. If this occurs, students must still be sent to school in “dress-up” attire (jeans, shorts, sneakers, and t-shirts are not considered “dress-up” attire).

Students who are not in proper uniform attire will not be permitted to attend classes, and their parents will be called to bring to school their correct attire.

School Uniform
Girls (K-6)
Gray polo shirt with embroidered logo Navy skirt or navy twill pants worn with belt
Dress Shoes (No Uggs, Crocs, boots, flip-flops)
V-Neck or Cardigan Cardinal Red Sweater with logo
Navy Blue Knee Socks or Navy Blue Tights

Boys (K-6)
Gray polo shirt with embroidered logo
Navy Blue Pants worn with belt
Dress Shoes (no boots or flip-flops)
V-Neck Cardinal Red Sweater
Black or Navy Blue Socks

Pre-K Students
Special logo tee shirts in Royal, Aqua or Raspberry Navy logo sweatpants or navy leggings or skirts (for girls only)
Sneakers or soft- soled shoes

*Physical Education Uniform (K-6)*
Gray or Carolina Blue T-Shirt (w/ St. Ambrose Logo)
Navy Blue Sweatpants (w/ St. Ambrose Logo)
Navy Blue Gym Shorts (w/ St. Ambrose Logo) *optional* for the months of September, May, and June
Navy Blue Sweatshirt *optional*
Sneakers

*Dress Down Days*
Students are to dress appropriately. No tight pants or tops (sleeveless tanks or spaghetti straps), torn jeans or short-shorts are to be worn. In addition, flannel pants, pajamas, and flip-flop type footwear are not permitted. Parents will be called to bring appropriate clothing to school for their children when deemed necessary by administration.

- Students are never permitted to wear sweatshirts, hoodies, or other types of jackets over the regular school uniform during the school day.
- Sneakers are to be worn only on physical education days or dress down days.
- Students are not permitted to change out of their school uniforms at dismissal time unless they are involved in an after-school activity requiring them to wear another uniform.
- Hats, bandannas, and other headwear are not to be worn while in school.
- Girls may wear one earring in each ear (not dangling or large hoop type). No other body piercing is permitted.
- Boys may not wear earrings or have any other type of body piercing.
- Make-up at any age is not permitted.
- Pants must be at waist level and be held up with a belt.
- Skort/skirt length is to the knee.
- Shirts are to be tucked in.
- Hair should be kept clean and trimmed at all times. Distracting hairstyles such as “Mohawks”, spiked or unnaturally dyed are not acceptable.

*School Attendance Records*

**Arrival and Dismissal**
At arrival time, students being dropped off by car are to use the south parking lot near the circular drive.

The circular drive is closed to all traffic (except school buses) from 7:15 am - 4:00 pm. Please abide by the signs posted in the circular drive. No parking is permitted in the circular drive. Parents dropping off their children during this time must park in the lot and walk them to the school entrance doors.

All students will be dismissed at 2:45 p.m. Students who are walkers or riders will be dismissed at the South exit school doors. Please use the parking lot by the circular drive. Do not park in the circle at any time.

Bus riders will board the school buses in North parking lot near the playground.

Parents and Guardians must send in a written note to notify the school if there is a change in a student’s dismissal plan, for both bus and walker/ rider students. Please call the school if this
change occurs during the school day.

**Attendance and Absence from School**
Our school doors will open at 7:15 a.m. Parents and guardians must remain with and supervise their children until the time when school supervision begins at 7:15 a.m.

The school day begins at 8:15 a.m. Students must be in their classrooms by that time, or they are considered tardy (unexcused tardy if no note is presented). Daily prayer begins at 8:05 a.m. in the gym.

If a student is not able to attend school, the parent **must** contact the school office before 8:30 a.m.

Parents are encouraged to schedule vacations during extended weekends throughout the school year.

Medical appointments should be made, when possible, when school is not in session.

It is required by New York State Law that students returning to school after any absence **must** present a written excuse signed by the parent or legal guardian. These notes/letters will be retained in the office for one year.

*Please refer to our comprehensive attendance policy in Appendix A for more details.*

**Extended Day Program**
The following is a list of Policies and Procedures for the After-School Program at St. Ambrose. Parents and Guardians interested in sending their children to the program must complete the after-school registration form (*found in Appendix B*).

- The After-School Program is available from 3:00 - 5:30 on all full days of school.
- The program consists of attendance, snack, homework and free play. Children are taken outside as much as possible, weather permitting. Free play consists of various supervised activities.
- The program is divided into two sections – 1) Pre-K (which is for the 3 and 4 year olds) AND 2) K-6th Grade.
- **All fees are due at the beginning of each week.** The fee schedule is as follows:
  - From 3:15 – 4:00 $8.00/day*
  - After 4:00 $16/day*
  - *Rates subject to change
- **Late fees for parents who arrive past 5:30 PM will be charged.**
- Payments for the after-school program can be made through your FACTS account. If an account is over one week old and no attempt has been made towards payment, your child will not be allowed into the program until payment is made. You may also set up a payment in the school office.
- Parents are required to provide the program with a list of names and telephone numbers of any adult who will be picking up their child. If someone else needs to pick up your child, please notify the school with a written note. Only in case of emergency can this information be given verbally. Also, please contact us if you will be delayed in picking up your child. The After-School phone number is 518-728-7325.

**School Cancellation, Emergencies, and Delays**
For snow or other emergencies, notification will be made to all local TV stations.

Parents also have the option of signing up for School Reach, which is an automated emergency notification system contacting via phone and email.

If North Colonie School District is announced as closed or delayed, St. Ambrose School also will be closed or delayed. For example, a one-hour delay means the school will start at 9:15 a.m. A two-hour delay means the school will start at 10:15 a.m.

Do not bring your child to school earlier when school is delayed. There is no morning care supervision.

Be advised that St. Ambrose School has the option of closing or delaying school independent of North Colonie’s decision.

Assessments and Evaluation

Report Cards and Progress Reports
All students in Pre-K4 through Grade 6 will receive quarterly report cards. Pre-K and Kindergarten will receive report cards for only quarters 2-4.

Students in Pre-K, Kindergarten, Grade 1, and Grade 2 will receive a standards-based report, which uses an instructional rating scale (not grades).

Students in Grades 3-6 receive numerical percentage grades in all subjects. 70% and above is considered a passing grade. In addition to a numerical percentage, Grades 3 and 4 will receive an evaluation of standards.

Parents of students in Grades 1-6 will receive a Power School for Parents username and password to check their children's progress online. https://rcdaps.org/public/home.html

Grading and Homework Policies
Grades will be determined by a student’s class work, homework, participation, projects, and test and quiz grades.

The final grade at the end of the year will be determined by averaging the four quarterly grades.

Unless a student is absent from school, all assignments must be turned in on time.

Students are never excused from assignments or exams due to absences from school. When a student is absent due to illness, a parent may call the school office before 10:00 a.m. to arrange to pick up homework assignments at the school office between 2:00-3:00 p.m. Otherwise the student will make-up assignments upon their return to school.

Grade Promotions
For a 6th-grade student to be promoted from St. Ambrose School, the following conditions must be met:

- All tuition, fees, and fundraising money must be paid in full.
- No student may be promoted who has failed more than two major subjects. (Major subjects are English Language Arts, math, science and social studies.)
- The minimum passing grade for St. Ambrose School is 70% or “D.”
The following indicates the specific failures by grade level that might result in retention at that grade level:

Grade K- evidence of developmental immaturity and lack of readiness skills.
Grade 1- Evidence of developmental immaturity and failure in reading or math.
Grade 2- failure in reading or math
Grade 3-5- failures in English Language Arts (ELA) and math, OR failures in ELA or math and failure of one of the following subjects: science or social studies.

If a student has been recommended for retention by both the teacher and principal, the parent has the option of following the recommendation or transferring to another school.

**Conduct**

**Electronic Device Policy**
Electronic devices are not to be used by students while on school property or on school trips. Electronic devices must be turned off and kept inside lockers or book bags. Electronic devices will be confiscated if seen or heard. They will be returned only to a student's parent or legal guardian. St. Ambrose School is not responsible for lost or stolen items. Electronic devices are considered (but not limited to): cell phones, ipods/ipads, iwatch, kindles, etc.

**Computer and Internet Regulations**
Students must have the permission from their parents or guardians to use the internet on a school computer.

Pictures and first names of students on our school website will not be posted unless the school has parent/guardian permission. Last names of students will not be posted.

Students will lose their internet privileges if they are found using the internet in an inappropriate manner by logging on to a site that is inappropriate as determined by the faculty and principal.

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be courteous and respectful of your messages to others.
- Use appropriate language. Do not swear or use vulgarities. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread before sending messages.
- Never agree to get together will someone you “meet” online.
- Do not post personal or negative messages towards the school or other students in the school on websites.

**Searches and Seizure of Property**
Lockers, desks, and computers belong to the school and are assigned for the convenience of students. They are to be properly cared for by students and not used for storage/search of illegal, dangerous, or prohibited items as detailed in this handbook. A general inspection/search of closets, lockers, desks, or computers may be conducted by school officials on a regular basis at any time and for any reason.

Dangerous weapons, including firearms, look-alike weapons, explosives, ammunition, knives,
metal knuckles, razors, lasers, or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency.

**Student Conduct and Discipline Procedures**
A St. Ambrose student is a St. Ambrose student at all times. A student who engages in conduct, whether inside or outside the school building, which is detrimental to the reputation of St. Ambrose School will be disciplined by school officials.

Here is an outline of various actions that will result in some form of disciplinary measure by school officials:

**Bullying and Harassment**
A student is being bullied whenever he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. St. Ambrose School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (even in jest) face appropriate disciplinary action including suspension or expulsion. If you believe that your child is being harassed or bullied, please notify the principal immediately.

Bullying behaviors will not be allowed to occur at Ambrose School, including:
- **Physical**: hitting, kicking, shoving, spitting, play fighting, rough play, or getting another person to assault someone.
- **Verbal**: taunting, threatening, teasing, degrading racial or sexual comments, or spreading rumors.
- **Non-verbal**: written, obscene gestures, deliberate exclusion from a group or activity, or cyber-bullying*.

Bullying behaviors will be viewed as serious and may result in a suspension of up to three days, mandatory counseling, or expulsion.

**Cyber Bullying***
Any students who post or email defamatory messages about other St. Ambrose students, staff or the school in general on internet social sites may result in a suspension of up to three days.

**Property Damage**
Students are not to deface, mark, or otherwise damage or destroy any type of school property. Each incident may result in a suspension up to 3 days and possible criminal prosecution. **The student will also have to make restitution for the defaced property.**

**Disrespect to Staff and Visitors**
Students are to show proper respect to all who work or visit the school. Arguing, backtalk, and rudeness will not be tolerated. Each incident may result in a suspension of up to three days.

**Profanity**
Vulgar remarks, obscene gestures, and foul language have no place in the school setting. The act of using obscene language by pupils in verbal, written form, or pictures in or on school property will not be allowed.

**Chemical Abuse**
St. Ambrose School is a drug-free zone. Students shall not possess or use tobacco products, synthetic cannabinoids, alcohol, drugs (including look-alike drugs) or have paraphernalia on school property.
Cheating
Giving, taking or receiving answers to tests, quizzes, and other class assignments (including the copying of computer material) is not permitted. No credit will be given for work that has been copied. Students who cheat will be denied honor roll and merit roll for the quarter.

Violence-Threatened and Acted
A student who poses a safety threat to others in the school will be removed from the school setting. A student who makes a threatening comment about causing violence to other students, staff, or to the school will be removed from school and subject to criminal prosecution.

Stealing
Students who are caught stealing may be suspended for up to three days. Upon reentry, to the school, the students will have to make full restitution.

Candy and Gum
Students are never permitted to chew gum or eat candy while on school property or while on school class trips. Cough drops are not allowed without permission of both the teacher and principal.

Medical
Allergies
Notify the school and health office immediately (verbally first and in writing). Bring in a note from your doctor giving permission to administer medication if needed.

Illness
Notify the school, especially if your child has any type of communicable illness. Keep your child at home until he/she is fever free for at least 24 hours.

Students whose temperature reaches 100 degrees or higher or begins vomiting must be picked-up and taken home where they must remain for at least 24 hours.

Nurse
St. Ambrose is provided a full-time nurse by North Colonie Central School District. Our nurse services Kindergarten-6th grade.

All teachers and aides are also First Aid and CPR certified here at St. Ambrose.

Medications
All medication must be registered in the nurse's office. No self-medication is allowed at school. The nurse must have a written request on file from the family physician that includes the following information:

- the condition being treated
- regimen of treatment recommended
- frequency and dosage
- effects and side effects
- student’s physical limitations

The school nurse must have on file the parent’s written request to administer the medication prescribed by the physician. Parents must notify the school nurse immediately of any changes in the status of a treatment.
Physicals & Immunizations
Every student must have all immunizations up to date prior to entering school in September.

All students entering kindergarten, 1st, 3rd, or 5th grades, as well as any student who is new to the school district, must have a physical exam before entering school in September. An examination administered not more than twelve months prior to the beginning of the school year in which the examination is required, will be accepted.

Students who have not had their physical exams before the start of the school year will be scheduled for an exam by the district's school physician.

Miscellaneous
Agenda Planners
Every student is issued an agenda planner to record all homework assignments. The agenda contains the school handbook and school calendar. Parents should look at their child's agenda and sign it every day. One agenda is issued free to each student. Lost or misplaced agendas must be purchased for $7.00.

Birthday/Party Invitations
Occasionally children bring invitations to distribute to classmates at school. Distribution of invitations is permitted only if the entire class or all boys or all girls are invited.

Extracurricular Activities
In order to participate in any after-school extracurricular activity at St. Ambrose School, a student must be receiving passing grades in all subjects. In addition, all tuition and fees must be paid and up-to-date.

Field Trips
Field trips are educational privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. Those students who may attend a field trip must return the proper diocesan permission form filled in completely by the parent or guardian. No verbal permission over the telephone is permitted but faxed permission forms can be accepted. Parents have the right to refuse to allow their child to participate in a field trip. However, the student must attend school on the day of the field trip.

Mass Schedule
Saturday Vigil: 4:30 pm
Sunday: 7:30, 9:00, 11:30am & 5:30pm
Daily: Monday & Wednesday 6:30 am
Tuesday & Thursday 9:00 am
Communion Service: Friday 6:30 am
School Masses are held monthly and open to all.

Leaving Messages for Students
Parents and guardians who need to speak to their child during the school day should leave a message with the principal or school secretary. Please do not ask to have your child removed from the classroom to come to the phone. Please do not text your child since cell phones are not permitted to be used by students while in school. We will make certain that your child receives your message when you call the school office.

Textbooks and Library Books
Students are responsible for the proper care of textbooks and library books. All textbooks and
workbooks must be covered. Students must pay for the replacement of lost and damaged books.

**Tuition**

**Tuition Rates**
The following is the cost of tuition:
Pre-Kindergarten: $7000
Kindergarten: $5750
Grades 1-6: $5250
Tuition rates are reduced when there are multiple children attending the school in grades 1-6
*Subject to change*

Financial Aid forms are due by April 15.

**Payment of Tuition**

Tuition payment plans can be made either through the school office or through FACTS (a tuition management system).

FACTS payments are made automatically from either your checking or savings account on the 5th or 20th of each month from August (or July) until May. Since payments are automatic, you don’t have to remember to write and mail checks every month and your payments are never missed.

It is very important that the funds are available in your account or you will be charged a $25.00 missed payment fee from FACTS. Your banking institution may also charge you an additional insufficient funds fee.

Please notify the principal by phone or in person **at least 7 days** in advance if you know that the funds for tuition will not be in your account.

Outstanding school tuition and/or after school program tuition of two months will result in the student not being allowed to attend school. Also, students may not participate in extracurricular activities or attend class trips if tuition is outstanding and/or fundraising money is owed.

Reports cards and student records will be withheld until all tuition, after-school program tuition, and fees are paid in full.

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*The Principal has the right to amend this handbook at any time during the school year. Notification of any changes will be communicated to faculty, parents/legal guardians, and students as soon as possible*
Staff

Rev. Brian Kelly
Pastor
Brian.Kelly@rcda.org

Lily Spera
Principal
Lily.spera@stambroselatham.com

Cary Lombardo
Director of Operations
LombardC@rcda.org

Kelly Sano
School Administrative Assistant
kelly.sano@stambroselatham.com

Website
www.stambroselatham.com

Find us on social media:
Facebook: @stambroseschoollatham
Twitter: @LathamStAmbrose
INSTAGRAM: @st.ambrose.latham

Diocese of Albany Catholic Schools Website:
https://www.higherpoweredlearning.org/
Appendixes

Appendix A

COMPREHENSIVE ATTENDANCE POLICY
FOR
St. Ambrose School

- **Statement of objectives to be accomplished**

St. Ambrose establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- **Description of the specific strategies to accomplish each objective**

  - Attendance will be taken at the beginning of each school day prior to the first period of instruction (Grades PreK3 - 6).
  - Attendance will be taken on class and/or school field trips

- **Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each**

  - A pupil is considered **absent** if not present when attendance is taken.
  - A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is **tardy**.
  - A pupil is **absent for part of day** if present when attendance is taken and then leaves school.
  - Incidents of absence, tardiness and/or early departures will be classified as either excused or unexcused. An **excused** absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An **unexcused** absence/tardiness/early departures occurs when the reason offered does not show unavoidable circumstances or necessity.

- **Truancy** is the willful violation by a student of the compulsory attendance provisions of Education Law.

<table>
<thead>
<tr>
<th>Excused</th>
<th>Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following reasons for absence/tardiness/early departures may be considered excused.</td>
<td>The following reasons for absence/tardiness/early departures would ordinarily be considered unexcused.</td>
</tr>
<tr>
<td>• illness with written excuse from parent/guardian or doctor</td>
<td>• family day trips or vacations</td>
</tr>
<tr>
<td>• scheduled medical appointments</td>
<td>• music or sporting events</td>
</tr>
<tr>
<td>• sickness or death in family</td>
<td>• didn’t have a ride / missed bus</td>
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<tr>
<td>• day of religious observance</td>
<td>• truant</td>
</tr>
<tr>
<td>• court appearance</td>
<td>• other personal reasons</td>
</tr>
<tr>
<td>• bad weather / impassable roads</td>
<td>• undocumented illness (no written excuse)</td>
</tr>
<tr>
<td>• district bus problem</td>
<td></td>
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<tr>
<td>• family emergency</td>
<td></td>
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<tr>
<td>• high school visits</td>
<td></td>
</tr>
</tbody>
</table>
• **Description of the coding system used to identify the reason for pupil’s absence, tardiness or early departure, recorded in the register of attendance**

The following coding will be used. Marginal notations may be made for clarification.

<table>
<thead>
<tr>
<th>Category</th>
<th>Code-excused</th>
<th>Code-unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent</td>
<td>AM (medical/sick)</td>
<td>AO (family approved)</td>
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<tr>
<td></td>
<td>AF (family death/illness/emergency))</td>
<td>AU (truant)</td>
</tr>
<tr>
<td></td>
<td>AL (legal reason)</td>
<td>AS(suspended)</td>
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<tr>
<td></td>
<td>AE (educational program or college visit)</td>
<td>HU-absent half-day unexcused</td>
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<td></td>
<td>HE-Absent half-day-excused</td>
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<tr>
<td>Tardy</td>
<td>TM (medical/sick)</td>
<td>TO (family approved)</td>
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<td>TF (family death/illness/emergency)</td>
<td>TU (truant)</td>
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<td></td>
<td>TL (legal appt)</td>
<td></td>
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<tr>
<td></td>
<td>TE (educational program or college visit)</td>
<td></td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>DM (medical/sick)</td>
<td>DO (family approved)</td>
</tr>
<tr>
<td></td>
<td>DF (family death/illness/emergency)</td>
<td>DU (truant)</td>
</tr>
<tr>
<td></td>
<td>DL (legal appt)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DE (educational program or college visit)</td>
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</tr>
</tbody>
</table>

• **Description of Saint Ambrose’s policy regarding pupil attendance and a pupil’s ability to receive course credit**

Saint Ambrose recognizes the important relationship between class attendance and pupil performance. Regular attendance is a critical factor in school success for pupils. Consequently, each marking period a pupil’s final grade will be based on homework, tests, papers, projects, etc. Pupils are expected to attend school on a regular daily basis. Pupils who are unable for whatever reason, except family vacations, to attend school on a given day may arrange with their teachers to make up any work missed. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. Teachers are not required to give make-up tests or assignments for absences due to vacations or unexcused absences. In addition, no assignments will be given in anticipation of a vacation. Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

• **Description of incentives to be used to encourage pupils to attend school and disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures**
Saint Ambrose has identified the following incentives and sanctions that will promote regular attendance. These are particular to the school and will include parental consultation when warranted.

<table>
<thead>
<tr>
<th>Suggested Incentives</th>
<th>Suggested Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Parents/Guardians of students who are absent or late for ten days of school will be invited for a conference with the school administration.</td>
<td>• The absence/tardiness could preclude participation in extra-curricular activities on that day.</td>
</tr>
<tr>
<td>• The school will establish a policy to recognize perfect attendance.</td>
<td>• A parent/student conference would be required.</td>
</tr>
<tr>
<td></td>
<td>• An erratic or irregular attendance pattern puts a student in jeopardy of retention in the grade.</td>
</tr>
</tbody>
</table>

• Description of the notice to be provided to the parents/Guardians of a pupil who is absent, tardy or leaves school early without an acceptable excuse

Parents/Guardians of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive written notification through the office of the principal. Such written notification may include:

- pupil’s name and grade level
- date of occurrence
- portion of day and/or class (es) missed
- date of previous notice(s), if any
- name and address of person to whom the notification is sent
- date of the notification
Sample notification (school letterhead)

Date __________________________

To the parent/guardian of _______________ Class ______________

Address ___________________________________________________________

RE:

☐ Absence: Date(s) __________________________

☐ Tardiness: Date(s) __________________________

☐ Absence for part of school day: Date(s) __________________________

Parent (or Guardian) must provide the school with written notification for a child's absence and/or tardiness. Please fill in the information below and return this letter to the school office immediately.

Student’s Name ___________________________ Student’s Class ___________________________

Dates of absence (or tardiness) ___________________________

Reason for absence (or tardiness) __________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature (parent or guardian) __________________________

• Description of the process Saint Ambrose will use to develop specific intervention strategies to address attendance problems

When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation. When persistent attendance patterns or problems are identified, the principal will initiate a conference with teachers and parents to begin to address the root causes for poor attendance. The principal, along with classroom teachers, will work with parents to find ways, such as behavioral contracts and positive reinforcement, to foster better family relationships and improve pupil attendance. Where necessary, they will help parents identify ways to set appropriate limits. In cases where these strategies are not sufficient to bring about change, referrals to outside agencies may be made. For very serious situations, involvement of Family Court through a Person in Need of Supervision (PINS) petition or referral to Child Protective Services may be considered.
• It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.
• Notification form will be sent to parents when proper excuse has not been provided.
• After ten days, parents will be asked to come in for a conference to address attendance concerns.
• The building principal and administrative assistant will be responsible for:
  • reviewing attendance records
  • initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy
• Under powers delegated to the principal by the pastor or regional school board, the principal has full charge of the internal administration of the school.
• The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.
• The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
• An individual in the school is to be identified as the one responsible to identify and follow up on attendance concerns.
• School policy will include guidelines for teachers and for the school nurse.
• Parents will receive a plain language summary of this policy at the start of the school year in the Parent-Student Handbook;
• At the beginning of each school year, this policy will be explained and the parents’ responsibility for ensuring their child’s attendance will be emphasized; and,
• School newsletters and web pages will include periodic reminders of the components of this policy.
St. Ambrose School
After School Program Application
2019-2020

I have read and understand the policies and procedures of the After School Program.

__________________________________________                             _____________________________
Parent/Guardian Signature                       Date

Child’s Name                                      Grade
________________________________________________
________________________________________________
________________________________________________

Parent Contact Information
Name                                      Phone Numbers
________________________________________________
________________________________________________
________________________________________________

Other Authorized Adults Information:
Phone Numbers
________________________________________________
________________________________________________

Allergies _____________________________________________________________________________