SAINT AMBROSE CATHOLIC SCHOOL

CELEBRATING 60 YEARS

SAINT AMBROSE CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK 2026-2027

The Administration, Faculty and Staff of St. Ambrose's Mission Statement:

Saint Ambrose Catholic School, in partnership with our families, develops the spiritual, social, and academic growth of its students in a nurturing Catholic environment. Guided by the gifts of the Holy Spirit, we strive to respect and serve others.

363 SE 12th Avenue

Deerfield Beach, Florida 33441

(954) 427-2226

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www.stambrosecs.org

Office Hours: 7:30 am – 4:00 pm

School Hours 7:55 am – 2:55 pm

Accredited by the Florida Catholic Conference in 1995

Re-accredited in 2002, 2013, 2021

Accredited Annually By National Council For Private School Accreditation

Member of NCEA and BCNPSA

Mission Statement

Saint Ambrose Catholic School, in partnership with our families, develops the spiritual, social, and academic growth of its students in a nurturing Catholic environment. Guided by the gifts of the Holy Spirit, we strive to respect and serve others.

Belief Statement

Saint Ambrose Catholic School believes its mission is:

- To provide opportunities for each student to intensify his/her efforts to proclaim and live the Gospel of Jesus Christ through meaningful religious classes, creative liturgies, and daily prayer.

- To develop in each student a strong, positive self-image, recognizing each one as a creative, important, and unique individual with his/her own talents and abilities.

- To make each student aware of the social, cultural, moral, religious, and technological transformations in the world today and to prepare him/her for the challenge of the future.

- To develop in our students a respect for life, reverence for Catholic living, truth, beauty, and goodness by providing a peaceful environment for them within the school surroundings.

- To encourage good mental and physical health habits by developing in the students a healthy attitude toward the mind and body, and an awareness of those substances dangerous to them.

- To develop each student to his/her full potential using a variety of approaches, methods, and materials focusing on three important themes in the proclamation of the Good News: message, community and service.

- To stimulate intellectual curiosity and critical thinking through research, reading, problem- solving discovery, and discussion in all programs.

- To challenge each student to strive for his/her own personal best in each academic subject by providing the best learning environment possible as well as incentives to learn.

VISION STATEMENT

Saint Ambrose Catholic School's principle function is to provide an environment that is safe, nurturing, and conducive to the academic and spiritual enhancement of each student, which is centered upon the teachings of Jesus; to co-teach with parents as partners in their student's formation as a productive citizen and active leaders within the Catholic church community; to stimulate an educational climate that strives for academic excellence within a curriculum that is challenging, within the 21st century technologically, and requires critical thinking skills with a global and service-based perspective.

GRADUATE AT GRADUATION

The Profile of the Graduate at Graduation

The students at St. Ambrose Catholic School, supported by their parents, teachers, and church community, learn to build upon the gifts unique to each individual. While each student is challenged to develop her/his talents and interests, the following characterize the St. Ambrose graduate in the Spiritual, Academic, and Service realms:

Building in the Spiritual- The hallmark of St. Ambrose Catholic School is its commitment to the Catholic faith and strengthening that faith in our students and teachers.

Our graduates:

- Possess knowledge and understanding of Catholic teachings and gospel values as well as their implications for action in service to others.
- Understand the origin, mission, and structure of the Church.
- Recognize and engage in Catholic forms of personal and communal prayer and worship to deepen their spiritual lives.
- Understand and experience the sacraments as signs and sources of grace.
- Exhibit a Catholic Christian attitude through compassion and respect toward self, others, and God's creation.

Building in Academics- St. Ambrose Catholic School is a Catholic school because it is committed to educational excellence infused with Catholic religious principles.

Our graduates:

- Exhibit critical thinking skills and good study habits.
- Communicate with and listen effectively to younger students, peers, and adults.
- Demonstrate problem-solving both academically and personally.
- Possess time management skills to create a balance of academics and extracurricular activities.
- Utilize technology in the learning process.
- Speak effectively in public and articulate well through written and spoken words.
- Recognize and respect their talents and those of others.
- Realize learning is a lifelong formation process and key to academic and professional success.

Building in Service- St. Ambrose Catholic School is dedicated to promoting social, moral, and physical growth.

Our graduates:

- Experience and build community in the classrooms, the school, the Parish and in society.
- Demonstrate cooperative, respectful, and supportive attitudes toward others through courtesy and outreach.
- Understand the principles of Catholic social and moral teachings, including securing justice for others, respecting the rights of others, upholding human dignity, and accepting ownership of their actions.
- Understand components of a healthy lifestyle.

ADMISSIONS

OPEN ADMISSION POLICY

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

ADMISSION PROCEDURES

For new students: there is a normal application process: students are accepted based upon their conduct, scores on standardized tests and report cards.

For all students the following documentation, plus the activity and registration fees, must be on record in order to register students: birth certificate, copy of social security card, HRS 680, HRS 3040, report card showing promotion to current grade, and certificates for Sacraments (if Catholic). Students who do not have these forms on file may be barred from attending classes.

All new students entering St. Ambrose School are placed on Academic and Disciplinary Probation for the school year. Students will be evaluated monthly. Those students who have not shown cooperation in either area may be asked to leave St. Ambrose School.

Address/Telephone

At the beginning of each year, parents fill out an emergency card for each student they have enrolled in St. Ambrose. Cards are kept on file in the school office. If the student has a serious health problem or condition, it must be noted on the card. It is important that the information on these cards be correct, up-to-date, and easy to read. In an emergency situation, the school must have the proper information in order to respond properly.

Change of address or telephone numbers—Home, work, and cell—must be reported IMMEDIATELY to the school office and a note written to your child's teacher.

After Care and Morning Care

St. Ambrose hosts its own aftercare service on a first come, first serve basis. Contact the office for more information.

Please note that students are NOT permitted to wait for their parents at school grounds after 3:00PM. Emergencies do occur, and we understand that. YOU MUST CALL THE OFFICE IN ADVANCE IF YOU CANNOT PICK UP YOUR STUDENT ON TIME. Students NOT picked up by 3:10PM will be left in the classroom with the teacher**. The first time you are late there will be no charge. All subsequent late the student(s) will be placed in After Care and you will be billed to your account.** By not being picked up, the school must assume

responsibility for students still on campus. The Archdiocese of Miami, for safety and insurance reasons, mandates this policy. The school expects the cooperation of all parents in this matter in order to keep students safe and protected.

Please contact the office if you are interested in Morning Care from 7am-7:30am.

ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

(1) physically, emotionally, or mentally harming a student;

(2) damaging, extorting or taking a student's personal property;

(3) placing a student in reasonable fear of emotional or mental harm;

(4) placing a student in reasonable fear of damage to or loss of personal property; or

(5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

   a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

   b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

   a. This policy prohibits bullying that occurs either:

      i. on school premises before, during, or after school hours;

      ii. on any bus or vehicle as part of any school activity; or

      iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

   a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

   a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

ARRIVAL AND DISMISSAL TIMES

School BEGINS at 7:55 AM. Parents have the responsibility to see that their children arrive on time for school. Supervision by school staff begins at 7:30AM, therefore, St. Ambrose is NOT responsible for any student dropped off before 7:30 AM. Students and/or parents are not permitted to enter classrooms.

Morning Drop Off: Due to our concern for safety and the openness of our school. St. Ambrose will be a **closed campus.** Parents will drop off students in the morning without leaving their cars and students will go to their classrooms. **Drop offs will at the front of the school entrance**

Students arriving at school after 7:55 AM/when the front gate is closed ***must be accompanied by a parent*** to the office to receive a **late pass**. No student will be allowed in class without a pass. Repeated tardiness will result in serious consequences. Students will not be permitted to attend school if they arrive at 11am or later as attendance requirements state that a student must be in school at least 4 or more hours in order to be counted as "present." Likewise, if a student leaves school before 12 noon, they will be counted as "Absent" for the day.

School is dismissed at 3:00 PM with parents utilizing Carline. No parents will be permitted to pick up their students from the classroom door. The school provides supervision until 3:15 PM. After this time, students are left with their teacher, if they have not been picked up. Please contact the office in advance if you will be late. **The first late pickup is free. All subsequent late pickups will result in $30 being charged to your account per late pickup.** Students and parents are not permitted to re-enter the building once dismissed.

A written permission from the parent is necessary for a student to be dismissed from school any time during the school day. Parent must sign-out the student at the office when an early dismissal is requested. **Early dismissal after 2:00 PM will not be permitted under any circumstances.**

ARTICLES PROHIBITED IN SCHOOL

Only those items needed for classroom use should be brought to school. Personal belongings such as Kindles, Nintendo Switches, Pokemon, Smart Watches/AppleWatches, wireless headphones/AirPods etc. are NOT permitted in school. **See CELLULAR TELEPHONE below for more information on cell phones.** Students who do not adhere to this policy risk having the item taken from them and not returned until the end of the school year. Teachers may grant permission to bring personal items for a particular project.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. St Ambrose Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and

pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

ASBESTOS

Prior to the end of 1988 all schools of the Archdiocese of Miami were inspected by the firm of Law Engineering in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

As required by federal law, the three-year cycle for asbestos re-inspection has been completed. Schools within the Archdiocese of Miami were re-inspected during the 2018/2019 school year by the firm of ARS Environmental, Inc St Ambrose Catholic School was found to be in full compliance with federal standards and the school does not anticipate taking any asbestos-abatement actions this year.

ATTENDANCE

Office must be notified between 7:30 – 8:30 AM when a student is unable to attend school. School Office (954) 427-2226. Saint Ambrose School is using an attendance email. If your child is going to be absent or tardy, please be sure to email Attendance@stambrosecs.org by 8:30am. Your email will go directly to our attendance coordinator's desk. Be sure to include your child's name, grade, and reason for absence so that it will accurately be reported.

It is the policy of the Archdiocese of Miami that "when a student has been absent, a written excuse signed by the parent or guardian is required the day of the student's return." Students who have been absent three (3) or more consecutive days must provide a doctor's note. These notes should be kept on file. A school may report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

Excused absences include: Illness of the student; a confirmed family emergency; a confirmed court appearance; participation in an approved school-sponsored activity (requires written permission from the principal); Death in the immediate family; Internal or external suspension from school.

Each teacher has a policy in their beginning of the year paperwork to explain makeup work policies for excused absences.

Unexcused absences include: Vacation; Sporting events, not school related; Babysitting

Upon returning to school following absence, the school shall require a written explanation signed by the parent or guardian, to be presented to the homeroom teacher. Doctor's notes will be required when a student is absent 3 or more consecutive days.

Students out of school for an approved period due to a medical concern may be recorded as "Present-Medical" if they successfully cooperate with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

PLEASE NOTE - IMPORTANT INFORMATION

A student who is absent 10 or more days in a semester will meet with the principal and be placed on an Attendance Plan to improve attendance. This plan may incorporate specific steps to make up missed content, including additional assignments, Saturday School, Summer School, etc. Chronic absenteeism could be grounds for an administrative withdrawal.

A student who is absent from school more than 20 days in a year may not be promoted to the next grade unless the principal grants an exception and determines a way in which the student may receive additional instruction *such as Summer School*.

It is the responsibility of students to check on work missed due to an absence. Teachers do not provide make-up work for absences less than two days. The student will have one day for every missed day of school to complete work. For absence other than sickness, make-up work will be accepted at the teacher's discretion.

BOOKS

Notices are sent home each spring regarding book fees for the following year.

A backpack is required. NO WHEELED BACKPACKS ARE ALLOWED. STUDENTS ARE FINANCIALLY RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY SCHOOL OWNED MATERIALS. Clear backpacks are required for middle school students. Contact or sticky paper covers are NOT permitted on any books. Detentions may be issued for those students that do not comply with this rule.

CANCELLATION OF SCHOOL

If school must be cancelled due to dangerous weather or some other emergency, St. Ambrose will follow the lead of the Archdiocese of Miami. Reopening of school is a decision to be made under the advice of the Archdiocese of Miami. In the event of a sudden emergency

during the school day, either OptionC's Parent Alert will be utilized, or homeroom parents will be contacted. They in turn, by using telephone relay will notify individual families. Please make sure to have your contact information for OptionC always updated.

CELLULAR TELEPHONES, SMART WATCHES, AND BLUETOOTH DEVICES

Students are not permitted at any time to use cellular telephones, smart watches, Bluetooth headphones, any recording devices (Apple Watch, AirPods, or any similar device) while on campus. They must be turned off and in their backpacks. If **a phone, wireless headphones, recording device, or watch is seen outside of the student's backpack, or heard within the backpack, it will be immediately confiscated – no questions asked.** All confiscated items will be sent to the principal where the parent and student can pick it up at the end of the day. Phones/watches/Bluetooth headphones may also be collected at the beginning of the day and stored securely until the end of the day in each classroom. This is mandatory in middle school.

CHEATING POLICY

Cheating is to influence or lead by deceit, trick, to elude or thwart by or as if by outwitting.(Merriam-Webster)

The exchange of information before and/or during a test/quiz or testing procedure is considered cheating.

First Offense:

- Zero for grade on test/quiz
- Parent notified via Email/Phone call from the Teacher

Second Offense:

- Zero for grade on test/quiz
- Parent Conference
- Academic probation

Third Offense:

- Zero for grade on test/quiz
- Internal Suspension
- School reserves right to dismiss student from Saint Ambrose

Plagiarism Policy

Plagiarism: the act of using another person's words or ideas without giving credit to that person: the act of plagiarizing something. (Merriam-Webster).

This especially applies to projects, written works: reports, essays, etc., assignments completed in school or at home, including but not limited to, homework.

First Offense:

- Zero for grade of assignment/written work
- Parent Conference
- Academic Probation

Second Offense
- Zero for grade of assignment/written work
- Internal Suspension
- School reserves right to dismiss student from Saint Ambrose

Talking Policy
Talking is to speak, to express ideas by speech, substitutes talk by signs, chatter, gossip, confer, consult, the act of talking. (Merriam-Webster)

Students are expected to speak respectfully and at appropriate times. Talking is not permitted during tests, quizzes, or assessments unless authorized by the teacher or proctor. Any unauthorized communication during an assessment may be considered cheating and may result in disciplinary action in accordance with school policy.

Students are also expected to refrain from talking while others are speaking and to communicate with teachers, staff, and classmates in a respectful manner at all times.

As per administration, a 50% of the total test/quiz grade will be given for any infraction of the talking policy.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

CHURCH

The Christian formulation St. Ambrose provides its students is what sets the school apart from other educational institutions. St. Ambrose is a Catholic school, sponsored by the Catholic Church, and religion is taught from the orthodox Catholic perspective. Non-Catholic students are not required to practice the catholic religion or to assume beliefs different from their own religions; however, they are required to attend Mass or other religious functions and to follow the procedures at Mass. The sacramental classes, second grade and eighth grade, receive the Sacraments in the course of a school year. Students and their parents, particularly in the sacramental classes, are asked to attend Mass at St. Ambrose.

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following: At 7:45 A.M each school day, there is a school-wide prayer and pledge of allegiance. Each class begins with a prayer or moment of spiritual reflection. School Masses are held weekly at 9:00am on Wednesday. All students are required to attend and participate in school Masses. **Parents are welcomed to attend any Church celebration, but they must sit separately from the class and may not remove their student(s) from their class for the Mass.** The Sacrament of Reconciliation will be held school-wide. During the school year, various religious programs including class Masses, Stations of the Cross, May Crowning, Rosary, and Sacramental Retreats may supplement the religious program.

CLINIC

You will be notified immediately in case of sudden illness or accidents of a serious nature. Students with a measured fever will be sent home immediately. Please be certain that the office has the correct information and phone numbers for emergency contact. School clinics, by law, are for first-aid only. The school is not permitted to send a child to a doctor for emergency treatment without the permission of a parent or guardian. The signature on the back of your child's emergency contact card will allow the school to seek emergency care for your child should the need arise and we cannot contact you.

See MEDICATIONS for more information.

COMMUNICATION

Information for parents will be sent home via email on or before **Friday**. Parents are asked to read and review the emails as they contain important and current information about the school and its events and policies. Teachers will digitally communicate via email, BloomZ, Class Dojo, or Google Sites on a regular basis. Please email teachers any questions or concerns you may have and they will answer you within 2 business days.

St. Ambrose School will strive to keep up with technology and will be posting many announcements thru OptionC/Rediker. The school website is: www/sambrosecs.org

Except in cases of emergency, students are not permitted to make or receive telephone calls at school. The school office will relay **EMERGENCY** messages to the students and will call parents in the case of an emergency. It is the student's responsibility to come to school prepared. Telephone calls for forgotten items (example: homework, gym clothes, etc.) will **not** be permitted.

Students should not use their school computer/email to contact anyone off premises during school hours, including their parents. If a student should feel unwell, they should ask to call home for guidance. As a reminder, the school-issued devices and email addresses are property of the school and monitored as such. Parents who need to contact their student throughout the day should email the homeroom teacher and/or call the office. If adherence to this policy is not followed, the school may revoke the ability to email external email addresses in order to focus the students on their school day.

If there is an Emergency or last-minute announcement, such as the cancellation of an after-school event due to weather or illness, the school will be utilizing the OptionC Parent Alert program which will send out a text message/email to all parents notifying them of the change. Please provide the office with any updates to email/cell phone numbers so that you can be reached.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and Saint Ambrose Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Saint Ambrose Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

COMPUTER/TECHNOLOGY USE

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
    a. Use only assigned accounts and passwords;
    b. Do not share assigned accounts or passwords with others;
    c. Do not view, use or copy passwords, data or networks to which you are not authorized;
    d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources
    a. Observe all network security practices;
    b. Report security risks or violations to the school principal;
    c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
    d. Do not disrupt the operation of the network or create or place a virus on the network;
    e. Conserve and protect these resources for other students and Internet users.
    f. The use of SmartGlasses (or equivalent devices) it not allowed on school premises without the permission of the administration.
3. Respect and protect the intellectual property of others:
    a. Do not infringe on copyright laws including downloading or copying music, games or movies.
    b. Do not install unlicensed or unapproved software;
    c. Do not plagiarize.
4. Respect the principles of the Catholic school:
    a. Use only in ways that are kind and respectful;
    b. Report threatening or discomforting materials to the school principal;
    c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
    d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
    e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
    f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
    g. Do not send spam, chain letters or other mass unsolicited mailings;
    h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
    i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional

consequences at the principal's discretion including administrative withdrawal.

Conduct

Saint Ambrose Catholic School is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

In addition, students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Communicable Diseases and Related Items

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances

Confidentiality Statement

School officials including teachers, administrators, and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND**

CONSENT, to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

CURRICULUM

Our curriculum is designed to provide for integrated growth spiritually, intellectually, mentally, emotionally and physically. Saint Ambrose stresses a solid basic curriculum. There is a strong emphasis on Language Arts, Reading and Math. Subjects included in our curriculum are: Catholic Religious Studies, Math, English, Reading, Spelling, Science, Social Studies, Library Skills, Computer Literacy, Spanish, Art, Music and Physical Education.

CLASSROOM POLICIES AND PROCEDURES FOR SPECIALS CLASSES

ART- MRS. NAVARRO

Entering and exiting - Come in and exit quietly and in a single line. Find your assigned seat and sit. We will pray. The teacher will call students to line up when class is over.

Be Kind – Kindness is the quality of being friendly, generous and considerate. Just as Jesus taught , students are expected to treat each other with kindness. We will only use words that build up each other and not words that are hurtful.

Be Respectful – Please respect each other and each other's property. Students are expected to be silent when I am giving directions or leading the class in instruction. Everyone must pay attention in order not to miss something important. Students need to raise their hands without calling out and raise their hands to get up to get supplies. No one should be moving around the room without permission.

Do Your Best – Everyone should give their best effort and participate in all activities.Grades will reflect participation in class.

Be Diligent - Grades 5th -8th - It is important that you turned in your work by the due date posted. If not received, late points will be deducted. If you were out of class for any reason when the project was due, you will need to see me.

Do use the supplies with care - Always use supplies provided for any project with Care. If you need something that I did not put out, you must ask permission to get it.

Don't be Afraid of Making Mistakes – No one is perfect, and no one is expected to be perfect. Just do your best and have fun participating in art. Some mistakes end up being fabulous works.

Clean Up – Everyone will need to clean up their work area before leaving class. Either tables (color) or students will be in charge of specific clean up each week. Color or names will be on the white board near the teacher's desk.

MUSIC- Ms Yarbrough

- Find seats quickly and quietly
- Wait for the teacher to give instructions upon entering the classroom. Listen to all instructions and directions first, and then wait for the teacher to ask if you have any questions regarding the task at hand.
- Raise your hand and wait for permission to speak. Avoid blurting out questions and comments. Ask questions and make comments only as they are directly related to the topic or assignment at hand, and avoid making comments that do not pertain to the lesson, as we have only one class a week, and we need to make every minute of instructional and rehearsal time count.
- Have respect for whoever is speaking, and listen to what they are saying. We function as one class, and have one class conversation that we may all take part in, but we must take turns, and speaks one at a time.
- Wait for permission before touching any musical instrument.
- Always be careful when handling a musical instrument. Instruments are to be used for musical purposes only, and will be taken away and confiscated from any students who purposefully mishandles an instrument. The student will no longer be able to play or use an instrument if they are found to be treating the instruments in any other way except for the purposes of making music.
- Stay seated during class, unless you have been given permission.
- We do not take bathroom breaks during specials as we only see each other once a week.
- Be kind and respectful to your classmates, your teacher, and yourself.
- Eating and drinking is not allowed in the music classroom.
- Class participation, such as singing, is a mandatory part of music class. Singing is an important part of music as we will be singing in church during Mass on a weekly basis and will need to practice songs we already know, as well as learn new songs. We will also need to sing to rehearse for our annual Christmas show.
- Keep the music class room clean by taking all of your belongings with you, as well as any trash you may have, which can be thrown out as you exit the classroom.

PHYSICAL EDUCATION- Coach Sean McKeown

It is a state requirement and a policy of St. Ambrose Catholic School that no student be excused from PE for an extended period without a doctor's excuse. On a daily basis, if a child is not participating a note from a parent is required.

Rules

1. **"Do your best and the rest is success."** Everyone's skill levels, abilities, and experiences are different. It's ok to make mistakes!
2. **"Attitude is a little thing that makes a BIG difference."** Bring a positive attitude each and every day. Be optimistic, encouraging, and supportive no matter what situation you find yourself in!
3. **"Good sportsmanship starts with respect."** Treating teammates and opponents with respect is a requirement. Handling success and adversity must both be done in a gracious and respectful manner.
4. **"PE is about having fun!"** The most important part of physical education is creating an environment where competition, positivity, and sportsmanship combine. Games and activities should be fun, exciting, and beneficial for everyone!

What to Bring

1. **School approved uniform.** No hoodies, sweatshirts, jackets, sweatpants, etc. unless otherwise notified by Coach McKeown.
2. **Athletic shoes and socks.** No sandals, boat shoes, dress shoes, etc.
3. **Water.** Classes are held outside and students MUST bring a filled water botter
4. **Grading**

1. **90% of the overall grade is determined by participation in class.** Must actively participate in class, follow the above rules, and wear the required uniform in order to receive full credit.
2. **10% of the overall grade is determined by health, fitness, or sports related assignments and projects.** These assignments can include health or fitness research, group activities and challenges, or rules examinations on specific sports or events.

SPANISH CLASS INFORMATION- Mrs. Lili Lowe

1. Come to class on time and prepared.

2. Follow directions.

3. Keep your hands to yourself. Stay in your seat.

4. Listen when another person is talking.

6. For students with access to Chromebooks and/or iPad during class, you are only allowed to access material related to Spanish class. No student can use such devices to access any websites or video games that are not part of the curriculum.

7. Participate actively. Do not disrupt the class.

8. Show respect for people and personal/school property.

Library Policy- Mrs. Newstreet

Students attend Library class one period per week. Students are permitted to come to the Library during the school day to check out books and return books with permission from their teacher. Students in 5th - 8th grades are responsible to bring chromebooks to Library class.

Book Check Out:

Kindergarten: 1 book for 1 week beginning in January

1st grade: 1 book for 1 week

2nd - 8th: 1 - 2 books for 1 week

Books are to be returned or renewed by a specified due date. Overdue notices will be sent to students. Books that are not returned by the due date will incur a charge of 5 cents a day. Replacement costs may be charged for books not returned, damaged, or lost.

Students are expected to follow all library rules and behavior expectations that will be introduced during the first class visit and reiterated throughout the year. Students are responsible for checked out library books and to return or renew by the due date. Students are responsible for damage to books, lost books and for any related fees incurred.

Device Policy for Chromebooks and iPads- sent home with all students they pertain to.

DISCIPLINE

Bullying/Harassment Investigation Disclosures

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Bully Report

In the instance in which a student/parent wishes to report bullying on school grounds, please fill out this report and email it to the principal at principal.stambrose@gmail.com.

CLASSROOM BEHAVIOR:

Unless good behavior is maintained it is impossible for teaching and learning to take place. Students are reminded that the code of behavior is not only for their benefit but for the benefit of others as well. All students are expected to respect authority, which includes adherence to school rules, regulations, and procedures. Positive classroom behaviors will participate in quarterly field trips into the community.

CONDUCT INSIDE AND OUTSIDE THE SCHOOL:

Courtesy, consideration, respect, and tolerance are expected of all students in their interaction with other persons, at all times and everywhere. A student is considered a student of St Ambrose Catholic School at all times. A student who whether inside or outside the school engages in conduct that is detrimental to the reputation of the school, may be disciplined by school officials. This also includes posting on Instagram, Snapchat or any other electronic messaging. The principal reserves the right to determine the appropriate disciplinary measure to be taken.

CONSEQUENCES

• Verbal Warning:

A teacher or administrator may address a student's academic or behavioral concern through a verbal warning. This initial corrective step is intended to redirect behavior, clarify expectations, and, when appropriate, separate those involved from those who are not. Parent notification is not required at this stage. The administration reserves the right to determine if and when parent communication is appropriate.

• Parent Conference:
If academic or behavioral concerns continue after teacher redirection and verbal warnings, a parent or guardian may be required to meet with the teacher and/or administrator to discuss the concern and develop a plan for improvement.

Purpose of Discipline

At St. Ambrose Catholic School, discipline is intended to foster a safe, respectful, and faith-filled learning environment where every student can grow spiritually, academically, and socially. Guided by Gospel values, discipline seeks to help students develop self-discipline, personal responsibility, respect for others, and sound moral judgment.

The goals of discipline are to:

- **Encourage self-discipline and responsible decision-making.**
- **Promote respect for God, self, others, and school authority.**
- **Reinforce the importance of school rules and expectations.**
- **Correct inappropriate behavior and prevent future misconduct.**
- **Strengthen character, integrity, and accountability.**
- **Protect the safety and well-being of all members of the school community.**

Discipline is most effective when students, parents, and school personnel work together to support the mission and values of the school. Because education is a partnership between home and school, families are expected to reinforce the standards of conduct taught at school.

Student Conduct Expectations

The following behaviors are examples of conduct that may result in disciplinary action. Depending on the severity or frequency of the behavior, consequences may vary.

- **Use of inappropriate, obscene, profane, threatening, or inflammatory language, whether spoken, written, or communicated electronically.**
- **Failure to comply with the school's dress code, uniform, or grooming standards.**
- **Disruptive or inappropriate behavior during lunch or other school activities.**
- **Failure to follow library or classroom rules.**
- **Inappropriate physical contact with another student or staff member. Parents may be required to pick up a student immediately depending on the circumstances.**
- **Displaying inappropriate gestures, including gestures depicting weapons.**
- **Theft or unauthorized possession of another person's property.**
- **Vandalism or intentional damage to school, parish, or personal property.**
- **Fighting or physical aggression. Consequences may be assigned to all students involved, regardless of who initiated the altercation.**
- **Cheating, plagiarism, forgery, or other acts of academic dishonesty.**

- **Defiance or refusal to comply with the reasonable directions of school personnel.**
- **Repeated disruptive behavior that interferes with teaching, learning, or the rights of others.**
- **Leaving school grounds or a school-sponsored activity without permission.**
- **Possession, use, or display of tobacco or nicotine products.**
- **Engaging in inappropriate sexual conduct, sexual harassment, or indecent exposure.**
- **Chewing gum on school or parish property.**
- **Loitering in unauthorized areas during or after school hours.**

Students represent St. Ambrose Catholic School at all times. Conduct occurring on or off campus, including online behavior, that is detrimental to the mission, reputation, or orderly operation of the school may result in disciplinary action.

The principal reserves the right to determine the appropriate disciplinary response for any violation. In situations involving behavior that threatens the physical, emotional, or moral safety of any student, staff member, or member of the school community, the principal and/or pastor may bypass the normal disciplinary process and impose immediate consequences, including suspension or expulsion.

Written conduct referrals may be issued for major infractions. Repeated or ongoing behavioral concerns may result in a Student Behavior Improvement Plan or other interventions designed to support the student's success while evaluating whether the partnership between the school and family can continue effectively.

Pre-Kindergarten: See the Pre-K Handbook for more information.

Kindergarten- 5th Grade: Students may fill out a "Think Sheet" with their teacher which shall be sent home to be reviewed by the parent. Teachers will discuss this in depth at the beginning of the school year with the students as well as the parents.

Middle School Discipline Policy

Progressive Discipline

Middle school students are expected to follow all school rules and procedures outlined in the Student/Parent Handbook. When a student violates a school rule or demonstrates inappropriate behavior, the following progressive discipline process will generally be followed:

- **Verbal Warning**
  The student will be reminded of the expected behavior and given an opportunity to correct the behavior.

- **Behavior Report**
  A behavior report will be issued for continued or inappropriate behavior. A parent/guardian will be notified by email each time a behavior report is issued.

- **Three Behavior Reports**
  The student will receive an **after-school detention**. The parent/guardian will be notified.

- **Six Behavior Reports**
  The student will receive an **after-school detention**. The parent/guardian will be notified.

- **Nine Behavior Reports**
  The student will receive **one day of in-school suspension**. The parent/guardian will be notified.

- **Twelve Behavior Reports**
  The student will be placed on a **Behavior Plan** and a **parent/guardian conference** will be required. The Behavior Plan will outline expectations for improvement, appropriate consequences, and steps to support the student's success.

Lunch Detention

A **lunch detention may be assigned at any time** at the discretion of the teacher or administration when a student's behavior warrants an immediate consequence.

- Lunch detentions will be served **immediately**.
- A lunch detention may be assigned independently of the student's behavior report count.
- Repeated lunch detentions may result in additional disciplinary consequences.

Detention Procedures

- After-school detentions are held **every Wednesday** unless otherwise designated by the administration.
- Parents/guardians will be notified when their child is assigned a detention.
- Students are expected to report to detention on time and follow all detention procedures.
- Failure to attend or comply with detention requirements may result in additional disciplinary consequences.

Parent/Guardian Notification

Parents/guardians will receive an **email for every behavior report issued**. The purpose of this communication is to maintain an open partnership between the school and family and to provide parents/guardians with the opportunity to address concerns with their child.

Parents/guardians are encouraged to discuss behavior reports with their child and reinforce the importance of making responsible and respectful choices.

Quarterly Fresh Start

The behavior report count used for progressive disciplinary consequences will **reset at the beginning of each academic quarter**. Each student will begin each quarter with a fresh start.

While the progressive consequence count resets, the school may retain disciplinary records as part of the student's school record and may consider patterns of behavior when determining appropriate disciplinary action.

A fresh start does not eliminate the expectation that students will demonstrate appropriate behavior or prevent the administration from addressing repeated or serious behavioral concerns.

Serious Offenses

The progressive discipline process described above is intended for routine and ongoing behavioral concerns. **Serious offenses may result in immediate disciplinary action and may bypass the progressive discipline steps.**

Serious offenses include, but are not limited to:

- Fighting or physical aggression
- Bullying or harassment
- Threats or intimidation
- Disrespect toward faculty, staff, clergy, or other members of the school community
- Vandalism or intentional destruction of property
- Theft
- Cheating, academic dishonesty, or plagiarism
- Possession or use of prohibited items
- Inappropriate or threatening use of technology or social media
- Behavior that threatens the safety, security, or well-being of any student, employee, or member of the school community

The administration reserves the right to determine the appropriate consequence based on the **nature and severity of the offense, the circumstances involved, the student's history, and the safety and well-being of the school community**.

Consequences for serious offenses may include detention, in-school suspension, out-of-school suspension, parent/guardian conference, behavior contract or plan, loss of privileges, or other disciplinary action deemed appropriate by the administration.

Administrative Discretion

The administration of Saint Ambrose Catholic School reserves the right to modify, accelerate, or bypass the progressive discipline process when circumstances warrant. Disciplinary decisions will be made with consideration for the seriousness of the behavior, the student's age and maturity, prior conduct, the impact on others, and the school's responsibility to maintain a safe, respectful, and Catholic learning environment.

Our goal is not simply to punish misconduct, but to **teach accountability, promote personal responsibility, encourage reconciliation, and help each student grow in virtue and Christian character**.

IN-SCHOOL SUSPENSION

Students may serve an in-school suspension on school grounds during a normal school day. They may work on the work for the day, any missing work, or any extra work deemed necessary with the possibility that it may be accepted for a grade, dependent on circumstances.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook

Electronic Acknowledgments

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

Extra-Curricular Activities

Students are expected to always act appropriately. Students may lose the privilege of attending dances and/or any social activity for improper behavior, improper attire or poor academic performance. Any student who is absent or leaves early on the activity day is not entitled to attend the activity. In the event that a student is not picked up at the required time, he/she may not be permitted to attend the following activity.

Family Life Series

We include the Benzinger Family Life Series in our curriculum. This program speaks about The Gift of Family, The Gift of Self, The Gift of Life, the Gift of Sexuality and the Gift of Community. The Benzinger Family Life uses a full range of activities and exercises to create an atmosphere of love, support and encouragement-collaborative learning for both students and their families. Every effort has been made to use whatever means possible to present the moral teaching of our church and our faith and the issues of family life so that they are understandable and age appropriate. With its constant link to home and family, personal character and morality are developed.

Field Trips

Teachers will take students on field trips as an enhancement to the curriculum. Parental permission is required for each field trip. Permission slips issued by the school are the only permission slips which can be used. A child may not take part in a field trip if the permission slip is not signed and returned to the school. Verbal permission or written note from the parents is not acceptable. **Any parent has the right to refuse permission for their child to attend; however, the child must stay home on that date**. FIELD TRIPS ARE A PRIVILEGE AFFORDED TO STUDENTS; NO STUDENT HAS AN ABSOLUTE RIGHT TO A FIELD TRIP. Students may be denied participation due to academic or behavioral concerns and refunds

will NOT be issued. This clause also pertains to activities on school property; for example: Field Day, etc.

Archdiocesan policy not only discourages field trips that extend beyond school hours for elementary schools but also forbids overnight field trips for elementary schools.

FINANCIAL OBLIGATIONS

Tuition and Financial Obligations

Payment of all tuition and fees is a condition of continued enrollment at St. Ambrose Catholic School. Families are expected to remain current on all financial obligations.

If tuition or fees become delinquent, the school reserves the right to:

- Withhold report cards, transcripts, diplomas, or other student records.
- Restrict participation in school activities, including examinations, field trips, and extracurricular events.
- Suspend re-enrollment privileges or administratively withdraw the student until the account is brought current.

By acknowledging receipt of this Parent/Student Handbook, parents/guardians agree to be responsible for the full amount of tuition and all applicable fees, regardless of any scholarship or financial assistance received. If a scholarship does not cover the full balance or is reduced, denied, or withdrawn, the parent/guardian remains responsible for all outstanding tuition and fees.

Parents should also understand that students receiving scholarship funding who have disabilities do not have an individual entitlement to the special education and related services that would be available in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

All families are required to enroll in the FACTS Tuition Management Program for tuition and fee payments. The first tuition payment is due on the payment date selected through FACTS on either the 5th or 20th of the month.

FUNDRAISING

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

GRADING SYSTEM

Pre-Kindergarten through Kindergarten will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

4 Proficient in meeting grade level standards
3 Progressing in meeting grade level standards
2 Development in meeting grade level standards
1 Emerging in the development of grade level standards

Effort and Conduct scores are also utilized on the Kindergarten report card using the following scale

4 Exemplary
3 Consistent
2 Inconsistent
1 Needs Support

Students in Grades 1-2 will not receive a percentage grade. Grades are determined using the following scale:

E Excellent Progress
G Good Progress
S Satisfactory Progress
N Needs Improvement
U Unsatisfactory Progress

Effort and Conduct scores are also utilized on the 1st and 2nd Grade report card using the following scale

4 Exemplary
3 Consistent
2 Inconsistent
1 Needs Support

Grades Three through Eight will receive a percentage grade.

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies, World Language) and non-core subjects (Art, Music, and Physical Education).

The grading scale is:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 *An F is 50% nothing lower

** Percentages under 50% may be used for individual assignments. However, no percentage under 50% may be reported on any Report Card.*

Effort and Conduct scores are also utilized on the 3rd-8th Grade report card using the following scale

4	Exemplary
3	Consistent
2	Inconsistent
1	Needs Support

Any student with a final average of 59 or below in any of the core subjects is required to attend and pass that subject via the ADOM Virtual School. Proof of successful completion of summer requirements must be submitted to the school office prior to the following year in order for a student's re-admittance. Failure to pass summer requirements may result in retention. Summer course fees are the financial responsibility of the parent or guardian. Summer remediation is strongly recommended for any students with a final grade of 69-60% in any core subject, but not required.

In order to participate in any sports or after school clubs/activities, students must have no lower than a 70% in any core subject area.

CELEBRATION OF PROMOTION CEREMONIES

According to the Diocesan office: Graduation is the completion of a formalized course of studies and, as such, should be considered a significant milestone in the life of a student whose readiness for college must be assured. A passing average in all subjects is required for promotion to high school. An "F" in any two major subjects may be cause for retention and non-acceptance at the high school. These "F's" may preclude the student from taking part in the promotion ceremony itself. Promotion ceremonies are held for 8th grade students along with other end of the year activities, which may include 8th grade field trip (see field trip policy), banquet, and other field trips and events. Additional fees will be billed for 8th grade promotion activities.

ATTENDANCE AT THESE ACTIVITIES, INCLUDING PROMOTION CEREMONY, IS A PRIVILEGE, NOT GUARANTEED RIGHT, AND MUST, THEREFORE, BE EARNED. Pastor and Principal reserve the right to make the final decision regarding a student's attendance at these functions.

Guidance Counseling Services

An in-house guidance-counseling program with a certified school counselor is available on a limited basis. Among the services provided by this program are:

- Presentations on preventative and educational themes (drugs, alcohol, communication skills, study skills, problem resolution, anger control, etc).
- Individual and small group counseling sessions.
- Academic and behavioral problems identification (diagnostic and assessment referrals).
- Academic achievement assistance.
- Crisis intervention
- Parents assistance and referral services.

Harassment and Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students/parents are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student and/or parent must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Pastor (for elementary schools) and the Superintendent of Schools of the Archdiocese of Miami (all schools) If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Home and School Association

The Home and School Association (HSA) is the official parent organization of the school, which provides support to the school in order to assist in the achievement of its goals and objectives. All parents of Saint Ambrose are expected to be active members and take part in school functions. The organization is involved with the fundraising necessary to help meet the needs of the school. It coordinates the Service Hour Program (30 hours per year) and provides social functions and fundraising events during the year. General meetings are held four times throughout the school year. All parents will be notified of meeting dates via the communication folder and are encouraged to attend. Election of the board members is held at the last meeting of the year.

HONOR ROLL

For each quarter, St Ambrose Catholic School recognizes students who achieve honors in grades 6th-8th.

- **Principal's Honors**: 100-95% in ALL subject areas.
  - Conduct and Effort scores of 3 or 4 in all subjects.
- **First Honors:** No lower than a 90% in ALL subject areas.
  - Conduct and Effort scores of 3 or 4 in all subjects.
- **Second Honors:** No lower than an 85% in all subject areas.
  - Conduct and Effort scores of 3 or 4 in all subjects.

ILLNESS OR INJURY

If a child becomes ill or injured, the parent(s) shall be called, and the student will be placed in a predetermined isolation room. If we are unable to reach the parent(s), we shall call the person designated on the emergency contact card.

According to state guidelines, there are certain illnesses that require us to send the child home and to refuse admittance for a designated time period. The following is a partial list of such illnesses. Those illnesses designated with an * require a doctor's note to return to school.

- *Chicken pox - all lesions are to be dry and crusted
- A cold with green, nasal discharge
- *Conjunctivitis (Pink Eye) - 24 hours after start of medication
- Diarrhea
- Fever - Temperature over **99 degrees - 24 hours fever free**
- *Lice and Scabies - following medical treatment
- *Rash
- *Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours following an injection
- Vomiting - 24 hours after vomiting subsides

Please see the Attendance Policy on pages 9-10 of this handbook for Attendance Policy.

IMMUNIZATIONS

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

Intellectual Property Protections

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks of Saint Ambrose Catholic School are valuable property of the School. These marks are used to identify the School, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name, logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

Lost and Found

To avoid frequent loss of items, please mark all belongings with your child's name. Lost items will remain in the office for two weeks. If they have not been claimed they may be donated to those in need. School uniforms without names and not claimed after two weeks will be put into the used uniform sale.

Lunch

If you do not purchase lunch please send your child to school with a nutritious lunch. Carbonated sodas or glass bottles are not allowed at any time. We have no provisions for refrigeration or heating. **Do not bring** special lunches for your child such as Burger King, McDonalds, etc. If a lunch is lost or left at home, we will notify you as soon as possible. If you

are unable to bring lunch to school, your child will be given a substitute lunch and you shall be billed accordingly.

Bee's Cafe uses a computerized cash register system called Lunchtime. Each student will have their own lunch account, where purchases are deducted from funds in their account.

Funds should be added by Online Credit and ACH payments using the payment link on the Lunchtime website: www.schoolpaymentportal.com. You must go online to create your account before school starts. Your student's account balance and purchase statement can be viewed by logging into your Family Access page. If a student's account goes into the negative, an automated e-mail will be sent to the parent/guardian. These notices take place twice a week as a service to the family to ensure that negative charges do not accrue drastically before a parent/guardian is made aware. To avoid having your student's account go negative, there is an optional feature in Family Access to receive low balance e-mail notifications.

Purchasing a meal is very easy. All students will have a 4 digit pin number for their account. Students will type their ID in the PIN pad at the register. Students may pay by cash or check to the kitchen cashier or the school office. Balances will carry-over year to year while the student is St Ambrose Catholic School.

We are committed to providing St Ambrose students, faculty and staff with high quality food and service. We focus daily on food safety, sanitation, customer service and the continuing education of our staff. If you have any questions about the food services please do not hesitate to call us at 954-427-2226.

Mass

Students celebrate Mass on Wednesdays at 9:00 AM and on Holy Days of Obligation at 11:00 AM. **Parents are welcomed to attend any Church celebration, but they must sit separate from the class and may not remove their student(s) from their class for the Mass.** Our Masses are well planned and create an image for the children of the major teachings of Christ and the gospel is sometimes presented in a brief but enjoyable living story form.

Media Center

Children have the privilege of visiting the media center to check out books and seek information. Books must be returned in a timely fashion and in the same condition that the book was checked out. Please work with your children and reinforce the importance of taking good care of books. Lost books must be paid for. See the Library Policy in this handbook for more information.

Medication Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel

when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

National Junior Honor Society

As a member of the National Junior Honor Society, students in grades 7 and 8 are recognized in the areas of academics, behavior, and service. Chapters of the society are organized each year with the purpose of building students' leadership skills and promoting the importance of service.

In order to be considered for membership, a student must exhibit excellence in service, behavior, and academics. A student may not have a grade lower than a 90% in any major subject in order to join and remain within the NJHS. The student must also participate in meetings within the NJHS once a member. Students must maintain the 90% average in order to remain a member.

The selection process shall begin in May for the upcoming year for incoming 7th and 8th graders. A committee consisting of teachers and the principal shall review the eligible students and make their recommendations whether the student meets the requirements to be invited to join the NJHS. Students who have been selected shall receive an invitation to join the NJHS and the induction date.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Parent-Teacher Conferences

Parent/Teacher conferences are held periodically during the school year with one mandatory conference to be held in January with the distribution of semester 1 report cards. Faculty members are always available to discuss pupil progress with the parent. However, we ask that parents make arrangements through a email or a written note to the teacher. **Spontaneous conferences are not permitted**. At no times are parents to present themselves to a teacher during the school hours; this includes the time after the bell in the morning or at lunch.

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parental Custody Arrangements

Saint Ambrose Catholic School is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

I. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

II. Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

- Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.
- Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:
    - "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day;
    - Refuse a child's release to a parent based on an alleged schedule violation;
    - Serve as intermediaries, messengers, or "record-keepers" for family court matters; or
    - Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.
- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

III. School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

1. **Equal parental access absent restriction**. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.

2. **Verification and safety procedures still apply.** All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).

3. **Authorized pickup procedures.** For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for

timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).

4. The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.

5. High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

IV. Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the address(es) where student records should be sent.

V. Conduct Expectations and Campus Safety

Saint Ambrose Catholic School expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

Participation in Co-Curricular and Extracurricular Activities

The school recognizes the following sports, activities and clubs:

1 School Clubs: NJHS, Student Council, Yoga, Gardening Club, Bible Study
2 Major School Activities: Carnival, Trunk or Treat, Mother-Son, International Day, Fish Fry
3 Athletics: Boys Basketball, Flag Football, Volleyball

Parents acknowledge that participation in these co-curricular and extra curricular activities may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any athletic activity, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any co-curricular or extracurricular activities, including all school activities and school dances.**

The school is not responsible for student participation in any co-curricular and extracurricular activities not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a co-curricular and extra curricular activity is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity.

Peanut Allergy Policy

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If

an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

Private Tutoring, Coaching or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

Public Display of Affection/No Touching Policy

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Safe Environment Program

All parents, guardians, relatives, faculty, staff, and clergy who volunteer with children in any capacity, including driving for field trips and helping in the classroom must adhere to Diocesan Safe Environment Program regulations by being Safe Environment trained and fingerprinted. Training and fingerprinting are renewed every five years. Fingerprinting must be done through the Diocese. Fingerprint records from any other source will not be accepted. Only parents who have received training and been fingerprinted will be allowed to work with our students. www.virtus.org and FieldPrint information. MonthlyVirtus bulletin participation must be maintained in order to sustain volunteer privileges.

Safety in Private Spaces

Saint Ambrose Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart

when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

School Property

Accidental damage to school or church property must be reported immediately to the school office staff. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property will be brought to the principal's attention. This is cause for suspension, detention, and/or dismissal from Saint Ambrose Catholic School. Saint Ambrose Catholic School is co-tenant of student desks and reserves the right to search them at any time without notice.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Search and Seizure Policy

The principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

Section 504 – Policy Statement

Saint Ambrose School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Saint Ambrose School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Dr. Jaclyn Don Caceres, (305)762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
9401 Biscayne Blvd
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

SERVICE HOURS PROGRAM

We believe that the involvement of the entire family in the educational process is essential for a successful learning experience for children. Saint Ambrose has every reason to be proud of what has been accomplished for the many students in attendance over the past few years. The success can be attributed to the united efforts and cooperation of the Church - Home - School with Time, Talent and Treasure. There are many forms of involvement for parents, grandparents, brothers and sisters that can benefit the school and make it possible to offer a wide variety of enjoyable school experiences for the students. Teachers will from time to time request parent volunteers for assistance with activities and/or projects.

EVERY FAMILY IS RESPONSIBLE TO ACQUIRE THIRTY (30) HOURS OF VOLUNTEER SERVICE ANNUALLY. Fifteen hours of the thirty need to be done at Saint Ambrose's Carnival. If the hours cannot be met this must be discussed with the principal. The Home and School Association implements the Service Hour Program by establishing Committees to aid in the variety of school functions. A tabulation of hours earned is kept by the Service Hour Committee. Families must log their service hours in the volunteer sign in books which are kept at the front window of the main school office. Failure to complete the required volunteer hours may result in a monetary donation to the school.

The following are some suggestions to obtain service hours during the school year.

- Assisting HSA with events
- Athletic involvement
- Beautification & Maintenance of Grounds
- Book Fair/Library
- **Carnival, (15 hours)**
- Chaperones for field trips
- Lunch monitors to help with hot lunch program and daily assistance
- Room Parents

- Sharing specialized talents or interests

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

STUDENT SERVICE HOURS

The Office of Catholic Schools has determined that we will no longer be giving service hours. The Office of Catholic Schools would like each student to make a commitment to a Community Service-Learning Program that supports the mission of discipleship and in which students learn from and reflect upon service to their parish, their local community, the nation and the global community.

Middle school students can be an active participant in their parish and community. Students can learn by doing.

The below hours can be included in their learning program

8th GRADE SERVICE HOURS – Each student in grade 8 must complete 20 hours of church/community service-learning program as a requirement for graduation and/or confirmation. 10 of the 20 hours must be served at our school's Carnival.

7th GRADE SERVICE HOURS – Each student in grade 7 must complete 10 hours of church/community service-learning program. 5 of the 10 hours must be served at our school's Carnival.

STUDENT CONDUCT

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action,

including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

TELEPHONE

Students will not be allowed to use the office telephone, except in an emergency situation. Forgotten books, homework, money, social plans, etc., do not constitute an emergency. Cell phones may not be used while on campus. After school plans need to be finalized before coming to school.

TEXTBOOKS/DESKS/SCHOOL PROPERTY

All desks and textbooks must be taken care of during the year. Writing in textbooks/on desks/school property is forbidden. If a book or workbook is damaged or lost any time during the school year a new book must be purchased. All books, except consumable workbooks, must be covered at all times. Textbooks and workbooks must be brought to class every day until the last day of school. SEE CHROMEBOOK POLICY for more information about one to one devices in Middle School.

TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Reporting to law enforcement
3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

4. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based rideshare transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

UNIFORM/DRESS CODE

The wearing of the official uniform of St. Ambrose School is obligatory. STRICT ADHERENCE TO THIS POLICY WILL BE MAINTAINED

All school uniforms must be purchased at

Risse Brothers

386 Southwest 12th Avenue Building #6

Deerfield Beach, FL 33442

(954) 360-7777

GIRLS

Pre-K - P.E. Uniforms or plaid pull on shorts with red knit shirt embroidered with St. Ambrose or navy plaid dress.

K – 1 – Plaid pleated skort with red or navy knit shirt embroidered with St. Ambrose or navy plaid dress.

2 –4 - Plaid pleated skort or khaki flat-front monogrammed slacks with red or navy knit shirt embroidered with St. Ambrose.

5 – 8 - Khaki flat-front monogrammed slacks/shorts with red or blue knit shirt embroidered with St. Ambrose and brown belt.

No make-up, lip gloss, bright-colored nail polish (only light-colored or clear), artificial nails, mascara, eyeshadow, lipstick, colored or heavy gaudy jewelry or current fads are not permitted.

No body ornamentation (piercing/tattoos) is allowed. Only 1 set of tiny pierced earrings located on the lower ear lobe is permitted for girls. No dangling or hoop earrings. Beads and any other gaudy hair ornaments are not permitted. **The natural hair color only** – no streaking, braiding, or hair extensions.

Necklace – one small gold or silver chain with appropriate charm (religious preferred), one ring, one bracelet and one wristwatch. No ankle bracelets will be permitted. No writing on hands, arms or tattoos.

BOYS

Pre-K –P.E. Uniforms or Khaki pull on shorts with navy knit shirt screen-printed with St. Ambrose or

K – 1 - Khaki pull on shorts with navy or red knit shirt screen-printed with St. Ambrose.

2 – 4 - Khaki pleated monogrammed shorts with navy or red knit shirt embroidered with St. Ambrose. Brown belt must be worn.

5– 8 - Khaki flat-front or pleated monogrammed pants or shorts with navy blue or red knit shirt embroidered with St. Ambrose. Red or blue short sleeve knit shirt for grade 8 on designated days. Pants must be worn at the waist with a brown belt. Pants cannot be baggy or worn low around the hips and cannot sag around the ankles. Students may **not** cut slits in the side seams or remove the hem of their uniform pants. Belt must be visible at all times. All shirts must be tucked in at all times.

HAIR STYLE

Students are expected to maintain a neat, modest, and well-groomed appearance that reflects the values and standards of St. Ambrose Catholic School.

Hair must not extend beyond the shirt collar and may not cover the eyes or ears. Spiked hair, designs, lines, initials, buzzed or shaved patterns, tails, extreme styles, unusual designs, or current fads are not permitted. Hair must remain the natural color; staining, streaking, bleaching,

or any artificial coloring is prohibited. Facial hair and any type of body ornamentation are not permitted.

Jewelry Guidelines:

- Girls may wear **one small piercing in each ear with one small stud earring only**. Hoop earrings, dangling earrings, or multiple earrings are not permitted.
- Boys may **not wear earrings**.
- Students may wear only one small religious or plain gold/silver neck chain, one bracelet, one ring, and one wristwatch.
- Writing on hands or arms and tattoos are not permitted.

Failure to follow the haircut or appearance policy may result in disciplinary action, including being sent home until the required corrections are made.

SHOES

PK3 & PK4 – Sneakers with Velcro.

Grades K-8 – Black or brown non-skid shoes. This applies to both boys and girls. Laces must be tied and socks must be worn at all times. Students must have a sneaker shoe for PE days that are appropriate for running/sports.

JACKETS/SWEATSHIRTS

- No jackets other than regulation St. Ambrose school jackets may be worn at any time.
- Only plain, navy blue sweatshirts may be worn **during the winter months**. NO DESIGNS ON THE SWEATSHIRTS.
- No sweatshirts with hoods (hoodies) are allowed at any time.

All outerwear must conform to dress code regulations. NOTHING ELSE will be permitted. Hats may not be worn in the school building.

PE UNIFORM FOR BOYS AND GIRLS:

PE T-shirt: White and blue with screen print

PE shorts: Blue double mesh

PE Pants: May only be worn during cold weather, below 70 degrees. Navy or black sweatpants with no emblems, or Saint Ambrose sweatpants may be worn on cold days. Tights may be worn under PE uniform shorts. No leggings may be worn without PE shorts.

Sneakers with no designs or lights are permitted.

Girls with long hair must tie it back.

All grades will wear their PE uniforms to school on PE days.

DRESS DOWN DAYS/Angel Days

Angel Days and Out-of-Uniform Dress Code

Angel Days are held on the first Friday of each month. A $1 donation is collected from each student, and all proceeds are donated to a charity or organization in the name of the children of Saint Ambrose Catholic School. Students will be dismissed at noon on Angel Days.

As part of our service to others, students are also encouraged to bring canned food items on Angel Days to help stock the St. Ambrose Church Food Pantry.

Out-of-uniform days are intended to provide a pleasant change for students, faculty, staff, and administration while continuing to maintain a safe, respectful, and learning-focused environment. To ensure these expectations are met, the following dress code will be strictly enforced:

Shirts

- Shirts must be appropriate for a Catholic school environment and may not promote violence, alcohol, tobacco, or inappropriate messages.
- Shirts must have sleeves.
- Tank tops, midriff tops, halter tops, sleeveless shirts (boys), or other revealing clothing are not permitted.
- Leggings may not be worn as pants.

Shoes

- Closed-toe shoes must be worn.
- Sandals, open-toed shoes, beach footwear, Crocs, or Croc-like shoes are not permitted.
- Sneakers, if worn, must be clean and appropriate for school.

Shorts

- Shorts must be walking shorts and must reach the knee in length.
- Bicycle shorts, boxer shorts, athletic shorts, or shorts that expose the thigh area are not permitted.
- Tights may not be worn underneath shorts.

Skirts and Dresses

- Skirts and dresses must be at or below knee length.
- Dresses or skirts with open sides above the knee are not permitted.

Pants and Jeans

- Pants must be worn appropriately above the hipbones.
- Sagging, excessively tight pants, ripped or torn jeans, and inappropriate styles are not permitted.
- Leggings may only be worn if the shirt extends to cover the entire backside.
- Sweatpants and pajama-style clothing are not permitted.

Jewelry and Make-Up

- The regular school policy regarding jewelry, make-up, and accessories remains in effect.

Students who do not follow the Angel Day dress code will lose the privilege of wearing regular clothes on the next Angel Day. Parents may be contacted and asked to bring a change of clothing or pick up their child from school if the violation cannot be corrected.

Please refer to the **Uniform/Dress Code Policy** section of the handbook for additional information.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

Video Surveillance

Saint Ambrose Catholic School uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed at the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

Visitors/Messages and Deliveries

Security is a priority. Students are not to bring visitors to school during regular class hours or during lunchtime for any reason, at any time.

Family messages will be delivered to the students at the end of the school day. **No delivery of balloons, flowers or other personal gifts will be accepted.**

All school personnel and students are required to report any visitor, not identified with a badge, to the administration office immediately.

Volunteers

Volunteers must have a volunteer screening form on file in the school office - **NO EXCEPTIONS**. All volunteers must attend a session of Protecting Gods Children (VIRTUS) workshop, hosted by the Archdiocese of Miami, and be fingerprinted through the Archdiocese of Miami.

Volunteers, parents, or any other visitors, must check in at the school office before entering classrooms or labs. No one is permitted to go through the building or directly to a classroom without stopping at the office and receiving a visitor pass.

Volunteers are a vital part of our school. Parents are encouraged to become involved in our Home and School Association. The Home and School Association, which represents the parents, is active in fundraisers, contacting volunteers and organizing special events. Anyone who wishes to volunteer in the classroom must complete and return an Archdiocese of Miami

volunteer application form. These are available in the school office. When assisting in individual classrooms, we ask that no discussion take place regarding a student's behavior or progress at any time. Confidential matters that are seen or heard in a classroom should remain confidential at all times.

Volunteers are responsible for 30 hours per family of which 15 hours must be done at the carnival. In addition, parents are expected to participate/or contribute towards school fundraising events, such as Book Fairs, Catholic Schools Week activities, Fish Fry, family night etc. A fee may be assessed for incomplete hours.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

Saint Ambrose Catholic School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **releases** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy

_____ _____

(Print Parent/Legal Guardian Name) (Date)

_____ _____

(Signature Parent/Legal Guardian) (Signature Student Grades K-8)

_____ _____

(Print Student Name) (Grade)