



PARENT/STUDENT HANDBOOK 2017-2018

Saint Ambrose School

www.StAmbroseLatham.org

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

Mission Statement

St. Ambrose School is committed to pairing the Roman Catholic tradition with academic excellence. We teach respect, self-discipline, empathy and civility in a safe, nurturing environment through active partnerships with our families. We empower your child to embrace the collegiate, family and global opportunities of the twenty-first century.

Admission Policies

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

Religious Education

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

Attendance and Absence From School

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

Please see new Attendance Guidelines as an addendum.

The school day begins at 8:15 a.m. Students must be in their classrooms by that time, or they are considered tardy. Daily prayer begins at 8:05 a.m.

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

Parents are encouraged to schedule vacations during extended weekends throughout the school year. Medical appointments should be made, when possible, when school is not in session.

Please remember that to receive a quarterly Perfect Attendance Award, a student may not be absent from school for any reason.

Parents of students who are absent or late more than 20 times in a school year must meet with the administration before re-registering for the next school year.

Arrival and Dismissal

At arrival time, students being dropped off by car are to use the **south** parking lot near the circular drive. **The circular drive is closed to all traffic (except school busses) from 7:15 am – 4:00 pm.** Please abide by the signs posted in the circular drive. No parking is permitted in the circular drive. **Parents dropping off their children during this time must park in the lot and walk them to the school entrance doors.**

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

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

Students who are normally bus riders and who need to be dismissed (on a particular day) with the walkers and riders **MUST** have a parent written note requesting this change. Students without a parent written note will be put on the school bus as usual.

School Cancellation, Emergencies and Delays

For snow or other emergencies, notification will be made to all local TV stations. Parents also have the option of signing up for School Reach, which is an automated emergency notification system contacting via phone and email. If North Colonie School District is announced as closed or delayed, St. Ambrose School also will be closed or delayed. For example, a one hour delay means school will start at 9:15 a.m. A two hour delay means school will start at 10:15 a.m. **Do not bring your child to school earlier when school is delayed. There is no morning care supervision.** Be advised that St. Ambrose School has the option of closing or delaying school independent of North Colonie's decision.

Grading and Homework Policies

Grades will be determined by a student's class work, homework, and participation, projects, test and quiz grades. The final grade at the end of the year will be determined by averaging the four quarterly grades.

Late or Missed Assignments

Unless a student is absent from school, all assignments must be turned in on time. Here is the school policy on late and missed assignments:

1 day late- highest grade possible is 90%

2 days late- highest grade possible is 80%

3 days late-highest grade possible is 65%

Assignments will not be accepted when they are more than three days late. **Students are never excused from assignments or exams due to absences from school.** When a student is absent due to illness, a parent may call the school office **before 10:00 a.m.** to arrange to pick up homework assignments at the school office between 2:00-3:00 p.m.

Report Cards and Progress Reports

All students in Pre K4 through Grade 8 will receive quarterly report cards. Students in PreK, Kindergarten and grades 1 and 2 will receive standards based report which uses a specified rubric not grades. Students in grades 3-8 receive numerical grades in all subjects. 70% and above is considered a passing grade.

Parents of students in grades 1-8 will receive a Power School for Parents username and password to check their children's progress online. <https://rcdaps.org/public/home.html>

Graduation

For an 8th grade student to graduate from St. Ambrose School, the following conditions must be met:

1. All tuition, fees, and fundraising money must be paid in full.
2. An 8th grade student who fails one or two major subjects may attend graduation ceremonies but will not receive a diploma, but instead a certificate of attendance.
3. No student may graduate who has failed more than two major subjects.
(Major subjects are reading, math, English, science and social studies.)

Promotion and Retention Policy

The minimum passing grade for St. Ambrose School is 70% or "D."

The following indicates the specific failures by grade level that might result in retention at that grade level:

- Grade K- evidence of developmental immaturity and lack of readiness skills.
- Grade 1- Evidence of developmental immaturity and failure in reading or math.
- Grade 2- failure in reading or math
- Grade 3-8- failures in reading and math, **OR** failures in reading or math and failures of two of the following subjects: science, social studies, and language arts.

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

Tuition Rates for 2017-2018

The following is the cost of tuition:

- Pre-Kindergarten: \$6800
- Kindergarten: \$5750
- Grades 1-8: \$5250
- Tuition rates are reduced when there are multiple children attending the school in grades K-8
- **Financial Aid forms are due by April 15.**

Payment of Tuition

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

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

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

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

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

Graduating students may not participate in graduation ceremonies until all tuition and fees have been paid in full.

Medications

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

1. condition being treated
2. regimen of treatment recommended
3. frequency and dosage
4. effects and side effects
5. student's physical limitations

The school nurse must have on file the parent's written request to administer the medication prescribed by the physician. Parents must notify the school nurse immediately of any changes in status of a treatment.

If your child has a FOOD or BEE STING allergy:

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

If your child becomes ill:

- Notify the school, especially if your child has any type of communicable illness.

Keep your child at home until he/she is fever free for at least 24 hours.

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

Every student must have all immunizations up to date prior to entering school in September.

All students entering kindergarten, 2nd, 4th, or 7th grades, as well as any student who is new to the school district, must have a physical exam before entering school in September. An examination administered not more than twelve months prior to the beginning of the school year in which the examination is required, will be accepted.

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

School Uniform Policy

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

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

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

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

Dress Down Days

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

School Uniform

Girls-K-8

White polo shirt with embroidered logo
Navy skort or navy twill pants worn with belt
Dress Shoes (No Uggs, Crocs, boots, flip flops)
V-Neck or Cardigan Cardinal Red Sweater with logo
Navy Blue Knee Socks or Navy Blue Tights

Boys-K-8

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

PreK Students

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

Physical Education Uniform-All Grades

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

Student Conduct and Discipline Procedures

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

Bullying and Harassment: A student is being bullied whenever he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. St. Ambrose School provides a safe environment for all. Verbal or written threats made against the physical or emotional well being of any individual are taken

seriously. Students making such threats even in just face appropriate disciplinary action including suspension or expulsion. If you believe that your child is being harassed or bullied, please notify the principal immediately.

Our rules against bullying are as follows:

- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult

These types of bullying behaviors will not be allowed to occur at Ambrose School:

Physical: hitting, kicking, shoving, spitting, play fighting, rough play, or getting another person to assault someone.

Verbal: taunting, threatening, teasing, degrading racial or sexual comments, or spreading rumors.

Non-verbal: written, obscene gestures, deliberate exclusion from a group or activity, or cyber-bullying.

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

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

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

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

Chemical Abuse: St. Ambrose School is a drug free zone. Students shall not possess or use tobacco products, synthetic cannabinoids, alcohol, drugs (including look-alike drugs) or have paraphernalia on school property.

Cheating: Giving, taking, or receiving answers to tests, quizzes, and other class assignments (including the copying of computer material) is not permitted. No credit will be given for work that has been copied. Students who cheat will be denied honor roll and merit roll for the quarter. An 8th grade student who is caught cheating will be denied being named the class valedictorian or salutatorian.

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

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

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

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

Computer and Internet Regulations

Students must have the permission of their parents or guardians to use the internet on a school computer. Pictures and first names of students on our school website will not be posted unless the school has parent/guardian permission. Last names of students will not be posted. Students will lose their internet privileges if they are found using the internet in an inappropriate manner by logging on to a site that is inappropriate as determined by the faculty and principal. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not swear or use vulgarities. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who

operate the system do have access to all mail. Messages related to or in support of illegal activities maybe reported to the authorities.

- Proofread before sending messages.
- Never agree to get together will someone you “meet” on-line.
- Do not post personal or negative messages towards the school or other students in the school on websites.

Forgotten Items

Developing responsibility and dealing with the consequences of not being prepared are part of a child’s growth. Students may not call home for items that have been forgotten (homework, books, lunches, permission slips etc.) unless the teacher and principal feel it is absolutely essential.

Cell Phone Policy

Cell phones are not to be used by students while on school property or on school trips. Cell phones must be turned off and kept inside lockers or book bags. Cell phones will be confiscated if seen or heard. They will be returned only to a student’s parent or legal guardian. St. Ambrose School is not responsible for lost or stolen items.

Leaving Messages for Students

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

Searches and Seizure of Property

Lockers and desks belong to the school and are assigned for the convenience of students. They are to be properly cared for by students and not used for storage of illegal, dangerous, or prohibited items as detailed by this handbook. A general inspection/search of closets, lockers, or desks may be conducted by school officials on a regular basis at any time and for any reason. Dangerous weapons, including firearms, look-alike weapons, explosives, ammunition, knives, metal knuckles, razors, lasers, or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency.

Textbooks and Library Books

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

Extracurricular Activities

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

Agenda Planners

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

Birthday/Party Invitations

Occasionally children bring invitations to distribute to classmates at school. Distribution of invitations is permitted only if the entire class or all boys or all girls are invited. While it is the family's decision as to whom to invite, distribution to all but a few is unkind.

Field Trips

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